



MINUTES  
WEST ALLIS COMMISSION ON AGING MEETING  
Monday, November 25, 2013 4:00 P.M.  
West Allis Senior Center  
7001 West National Avenue, West Allis, WI 53214  
302-8700

*West Allis Commission on Aging Mission Statement*

*“The West Allis Commission on Aging shall provide leadership in creating and maintaining a comprehensive coordinated community-based support system that enhances the quality of life of older adults in the City of West Allis.”*

MEMBERS PRESENT: Patricia Wikenhauser, Acting Chairperson  
Judith Schmidt  
Margee Maydak  
Bekki Schmidt  
Deborah Tiegs  
Linda Timm  
John Zentgraf

STAFF PRESENT: Denise Koenig  
Jane Kolinski  
Sally Nusslock  
Peggy Pipia

COMMISSIONERS EXCUSED: Terry Kelly

STAFF EXCUSED: Marilyn Matter

1. Public Invited to Speak. None present.
2. Review Agenda. The Agenda was reviewed.
3. Approval of the Minutes for October 28, 2013, minutes were reviewed and approved.
4. Correspondence and/or Communications
  - Milwaukee County Department on Aging – Advocacy Committee Agenda & Minutes
  - Milwaukee County Department on Aging – Committee & Council Meeting Schedule
  - Milwaukee County Department on Aging – Agenda and Minutes
  - Milwaukee County Department on Aging – Executive Committee Agenda and Minutes

**West Allis Commission on Aging Minutes—November 25, 2013**  
**Page 2**

- Senior Law Program Flyer – regarding Affordable Care Act
- Announcement of Senior Meal Site Supervisor’s retirement
- Rotary Club- Christmas Party Reservation Form

5. Report on Community Projects

a. Stockbox Program Update

Jane Kolinski reported that 103 participants are currently registered in the program and 84 Stockboxes were distributed in November. Sixteen individuals were randomly selected from this site to receive Thanksgiving turkey baskets.

b. Network News Articles for the City Newsletter

Denise Koenig reported that the city newsletter will be collated at the Senior Center starting December 2nd. Volunteers are always needed to assist with this project.

c. Lilac Bus Program Update

Bekki Schmitt reported that all the December Lilac Bus trips were full for the month of December. A waiting list has been put in place.

d. Interfaith West Central & Resource Center

Bekki Schmitt reported that interfaith will be handing out gifts, cards and cookies to their clients for Christmas. Save the Date - Interfaith will also host their Annual Spaghetti Dinner January 28, 2014. Raffle items needed.

6. Report on the Community Development Block Grants

a. Senior Center Services Projects – S.A.F.E Directories/Computer Literacy

Safebooks: Denise Koenig reported that the updates for the 2014 edition are underway. Copies of the 2013 edition are still available.

Computer Literacy: Denise Koenig reported that the computer lab is open Mondays 9:30AM – 11:00AM, Noon – 2:00PM and Wednesdays Noon-2:00PM. The center is still seeking a volunteer computer instructor.

Senior Center Improvements Projects – Current Projects

Denise Koenig reported that the door entrance projects are still open and project funds will be carried over to 2014. Further details will be presented as they become available.

7. Staff Report

Senior Center Activities and Statistics

- Denise Koenig reviewed several Senior Center events.
- Drumming Circle Workshop – Thursdays, October 24 through November 21, 2013.
- Volunteer Training – Thursday, November 21, 2013.
- Christmas Cookie Fundraiser Project.
- Tai Chi Workshop – registration full.
- Living Well With Chronic Conditions – class sessions completed.
- Young at Heart Christmas Concert – Friday, December 13, 2013.
- Volunteer Christmas Party – Tuesday, December 17, 2013.
- Combination Christmas and New Year’s Party – Senior Meal Site, Monday, December 30, 2013.
- Holiday Closings – November 28 and 29, 2013, December 24, 25 & 26, 2013, December 31 & January 1, 2014.
- Park Bench in honor of Fred Kuolt arrived, awaiting installation.

Discussion of Code of Conduct for West Allis Senior Center

Denise Koenig reviewed the revised draft of the West Allis Senior Center Code of Conduct with the Commission. Discussion ensued. Additional revisions were suggested. Staff will update and present at the next scheduled meeting. The document will then need to be reviewed by the City Attorney and then go to the City Administrator, Mayor and Common Council for approval.

Review and Discussion of West Allis Senior Center Policies and Procedures (including summer meetings, times etc.)

Denise Koenig reported to the Commission that the Senior Center Policies and Procedures have not been updated in many years. Copies of the documents were presented to the Commissioners. Discussion ensued. Commissioners were asked to review the documents and submit any ideas or suggestions for changes prior to the January 2014 meeting. Further discussion and review will ensue at the next scheduled meeting. The documents will then need to be reviewed by the City Administrator, Mayor and City Attorney prior to going to the Common Council for approval.

Review and Update Commission on Aging Ordinance Revised Municipal Code (RMC) 2.455

Denise Koenig passed out copies to the Commission on Aging Ordinance RMC) 2.455. Commissioners were asked to review the ordinance and submit any ideas or suggestions for changes prior to the January 2014 meeting. A motion was made by Debbie Tiegs to include in the revised ordinance, additional language stating that the Commission will not meet in the

**West Allis Commission on Aging Minutes—November 25, 2013**  
**Page 4**

months of July and December. Discussion ensued. The motion was seconded by Judy Schmidt and passed without objection. Further discussion will ensue at the next scheduled meeting. The document will then need to be reviewed by the City Administrator, Mayor and City Attorney prior to going to the Common Council for approval.

Discussion on Security Cameras

Denise Koenig reported that the City's Information and Technology Department came through the building for a re-assessment of the current security camera locations. Plans are underway to add several additional cameras.

Trust Fund Report (Quarterly)

- 1<sup>st</sup> quarter January – March – report presented at April meeting
- 2<sup>nd</sup> quarter April – June – report presented at July meeting
- 3<sup>rd</sup> quarter July-September – report presented at October meeting
- 4<sup>th</sup> quarter October-December – report presented at January meeting

No report.

8. Discussion of items for January 27, 2014 meeting agenda.

Next meeting will be held on Monday, January 27, 2014 at 4:00 p.m.

- Discussion and approval of Code of Conduct for West Allis Senior Center
- Discussion and review of West Allis Senior Center Policies and Procedures
- Discussion of Commission on Aging Ordinance RMC 2.455
- Discussion of Mission Statement
- Discussion of letter to all members regarding West Allis Senior Center Code of Conduct

The meeting adjourned at 5:45 p.m.

Respectfully submitted,

*Jane Kolinski*

JK/gs  
comag /November

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**Limited English Proficiency Statement** – It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services or benefits.