



MINUTES
WEST ALLIS COMMISSION ON AGING MEETING
Monday, February 24, 2014 at 4:00pm
West Allis Senior Center
7001 W. National Ave., West Allis, WI 53214
414-302-8700

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
Deborah Tiegs
Linda Timm
John Zentgraf
Terry Kelly

STAFF PRESENT: Denise Koenig
Marilyn Matter
Sally Nusslock
Peggy Pipia

COMMISSIONERS EXCUSED: Bekki Schmidt

STAFF EXCUSED: Jane Kolinski

1. Public invited to speak. None present.
2. Review Agenda. The Agenda was reviewed.
3. Approval of the Minutes for November 25, 2013, minutes were reviewed and approved.
4. Correspondence and/or communications.
 - Denise announced that Bekki Schmidt contacted her to inform her that this is her last week at West Central Interfaith. Bekki's new job is at Interfaith's main office. Trish Wikenhauser added that Bekki was hired to fill Jackie Anderson's position after she retired. Denise said Bekki emailed a copy of the job description for the West Central Interfaith's Neighborhood Director's position.
5. Discussion and Approval of Code of Conduct for West Allis Senior Center. Denise Koenig will forward a copy to the Attorney's office for their feedback. Any changes made there will be

shared with the Commission members. Copies will then go to the City Administrator and the Mayor for their review. Our goal is to have it in place and ready for all new memberships and membership renewals in September. The group discussed doing a mailing to each Senior Center member, which will include the membership renewal application, the Code of Conduct and the Senior Center's waiver agreement.

6. Review and Discussion of West Allis Senior Center Policies and Procedures Manual. Trish Wikenhauser, Acting Chair suggested the Commissioners form a sub-committee to meet, review and suggest changes and updates for the Policy and Procedures Manual.
7. Review and Update Commission on Aging Ordinance Code 2.455. A discussion ensued and members suggested some changes to the document. The following members volunteered to be on the sub-committee to further discuss the changes and make recommendations: Trish Wikenhauser, Debbie Tiegs, John Zentgraf and Margee Maydak will meet on Wednesday, March 12 at 12:15 p.m. at the Senior Center.
8. Discussion and Approval of 2014 meeting dates. Commissioners discussed not holding meeting during the months of July and December. Discussion also ensued regarding the meeting times. Some felt the 4:00 p.m. time was too late. The group decided to hold the March meeting 15 minutes earlier starting at 3:45 p.m. instead of 4:00 p.m.
9. Discussion of Commission on Aging Mission Statement and West Allis Senior Center Mission Statement. The Commission members suggested that the word 'comprehensive' should be deleted from the Commission on Aging's 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.* Commission members also discussed the West Allis Senior Center current mission statement and would like to see something shorter. Denise Koenig said she would email/mail members a copy of the Points of Light article on Creating Mission & Vision Statements with the meeting minutes. Commissioners will review and bring their suggestions to the March Commission meeting.
10. Report on Community Projects
 - a. Stockbox Program Update. No update.
 - b. Network News Articles for the City Newsletter. Senior Center articles were submitted. The City Newsletter is scheduled to be collated at the Senior Center the second week of March.
 - c. Lilac Bus Program Update – No update.
 - d. Interfaith West Central & Resource Center. Trish Wikenhauser reported that Interfaith had a very successful Spaghetti Dinner and raised \$2,500. She said their next fundraiser is the annual mum sale. Interfaith also has a volunteer breakfast event coming up.

11. Report on the Community Development Block Grants

- a. Discussion of S.A.F.E. Directories. Denise Koenig discussed the changes in the statistical reporting for the CDBG grants. She was informed in January that the total printing costs cannot be charged to the grant, however staff time spent working on the updates, etc. for the book can be charged. She is working with Sally Nusslock and Kristi Johnson on the 2013 annual reports. She will present the final costs not covered with the SAFEBOOK at the March meeting.
- b. Senior Center Services Projects: Computer Literacy/Senior Government Day. Trish Wikenhauser suggested the 'Changes in Medicare and Healthcare' as a possible topic for Senior Government Day.
- c. Senior Center Improvement Projects – Open Projects – 70th Street entrance project was carried over for completion in 2014.

12. Staff Report

- Senior Center Programs and Activities. Denise Koenig gave a brief overview of the upcoming events and activities – AARP Tax Help, Mardi Gras Party and St. Patrick's Day Celebration.
- Report on Security Cameras – The Senior Center is still waiting for IT to come back with a price list for the additional cameras. Other city departments are also waiting.
- Discussion regarding purchase of shelf units and cabinet. Denise Koenig discussed the purchase of additional rolling shelf units for storage purposes. Items needed for specific programs can be rolled to the area, unloaded, used and put back on the storage shelves as needed. The Commissioners voted unanimously to approve the expenditure of \$600 for metal shelving units with locking caster wheels from the Bazaar/Rummage Account.
- Re-discussion of lower level projection unit-item number 7c – August 24, 2009. Denise Koenig is waiting for additional information to make sure the Senior Center can move the unit on the Main Floor to the Lower Level. Purchase a new projection unit for the Main Hall will be discussed further at the March meeting.
- Trust Fund Report (Quarterly)
 - 1st quarter January – March – report presented at April meeting
 - 2nd quarter April – June – report presented at July meeting
 - 3rd quarter July-September – report presented at October meeting
 - 4th quarter October-December – report presented at January meeting

13. Discussion of items for March 24, 2014 meeting agenda.
- Discussion of Mission Statement for the West Allis Senior Center
 - Discussion/update of the sub-committee's proposed changes to the Commission on Aging Ordinance RMC 2.455.
 - Discussion of a new projection unit for the Senior Center.

The meeting adjourned at 5:15 p.m.

Respectfully submitted,

Denise Koenig

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Attention Commissioners: If you are unable to attend this meeting, please call the Senior Center at 302-8700 and ask to speak with staff. Thank you.

NON-DISCRIMINATION STATEMENT: The City of West Allis does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

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