



**MINUTES**  
**WEST ALLIS COMMISSION ON AGING MEETING**  
Monday, August 18, 2014 at 3:45pm  
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  
Linda Timm  
John Zentgraf  
Jessica Lisinski  
Deborah Tiegs

MEMBERS EXCUSED: Terry Kelly

STAFF PRESENT: Denise Koenig  
Jane Kolinski

STAFF EXCUSED: Marilyn Matter  
Peggy Pipia  
Sally Nusslock

1. Public invited to speak. None present.
2. Review Agenda. The Agenda was reviewed.
3. Approval of the Minutes for June 30, 2014, minutes were reviewed and approved.
4. Correspondence and/or communications.
  - Milwaukee County – Commission on Aging meeting agenda & minutes
  - Milwaukee County - Advocacy Committee meeting minutes
  - Milwaukee County - Nutrition Council meeting minutes
  - Milwaukee County – Service
  - Wisconsin Department of Administration – population statistics
  - E-mail from Natalie LaRocque – West Allis Public Library – Book Seminars

5. Discussion and Approval of Code of Conduct for West Allis Senior Center.

Denise Koenig reported that the final draft is under review by the City Attorney. A motion was made by Margee Maydak to accept the West Allis Senior Center Code of Conduct with revisions from the City Attorney and with submission to the Common Council for final approval. Judy Schmidt seconded the motion and it passed without objection.

6. Updating discussion of West Allis Senior Center Policies and Procedures Manual.

Denise Koenig reported that the sub-committee is still editing the document. A final draft will be presented to the Commission for approval upon completion.

7. Update on the proposed 2015 Senior Center Budget.

Denise Koenig reported that the Senior Center was required to submit a revised budget with a zero increase. Several budget areas were trimmed. The budget draft was forwarded to the Mayor's Office.

8. Update on Cell Phone

Denise Koenig reported after researching the monthly costs involved with having a staff Senior Center cell phone, it was determined that it is not possible under the current budget.

9. Report on Community Projects

a. Stockbox Program Update. Jane Kolinski reported that 107 participants are currently registered in the program. Eighty six (86) boxes were distributed for the month of August.

b. City Newsletter. Denise Koenig reported that the City newsletter will be collated at the Senior Center in September. New volunteers are always needed to assist with this project.

c. Lilac Bus Program Update –No report.

d. Interfaith West Central & Resource Center. No report.

10. Report on the Community Development Block Grants

a. Discussion of S.A.F.E. Directories. Denise Koenig reported that the Senior Center decided to forgo the grant for 2014 and not to pursue grant funding for this project for 2015. In the past, the printing costs for producing 5,000 directories were covered. The grant will no longer fund the total cost of printing, only copies that are distributed to members and patrons in the low – moderate income are covered. It was not an easy decision to make. An electronic version of the SAFEBOOK is and will continue to be available on the City's website at least through next year. Denise further stated that the majority of the directory's

resources are easily accessible through the internet. Milwaukee County also has current resource and referral information available through its 211-Impact 24hr. hotline.

- b. Senior Center Improvement Projects – Open Projects – Denise Koenig reported that the Senior Center is experiencing complications with the side entrance project. After extensive discussion, the Commission recommended that a request for additional CDBG grant funding be submitted. Denise stated we're past the deadline for the 2015 grant application, so we'll have to prepare for the 2016 grant application. The next application deadline will be late June or early July of 2015.

## 11. Staff Report

- Discussion of Security Cameras – Item tabled until next meeting.
- Discussion of floor scrubbing machine. Denise Koenig presented to the commission information on two floor scrubbing machines. The purchase of which would address safety concerns and efficiency of a part-time custodian. The Senior Center carried over some 2013 budget monies which are earmarked for custodial equipment. A few weeks ago, two companies demonstrated floor scrubbing machines for staff. Staff was impressed with one of the machines. It left remarkably clean areas where it was demonstrated. It was also easier to maneuver, safer to use and will eliminate the need for strong floor stripping chemicals, making it greener to operate. However, the cost is \$1,500 dollars more than the center has in carryover funds. Discussion ensued. A motion was made by John Zentgraf to assist in purchasing a floor scrubbing machine and necessary pads from the Bazaar Account with funds not to exceed \$1,500. The model selection shall be at the discretion of the Senior Center Director. The motion was seconded by Deborah Tiegs and passed without objection.
- Discussion of electric stove. Item tabled until next meeting.
- Discussion of Senior Center Membership card – local sponsorship/marketing. Denise Koenig will consult the City Attorney for program guidelines and report at next month's meeting.
- 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

Report presented to the commission for review.

12. Discussion of items for September 22, 2014 meeting agenda.

- **Important note next month's meeting will be held at 3:45 p.m.**

The meeting adjourned at 5:25 p.m.

Respectfully submitted,

*Jane Kolinski*

jlk/gs  
comag/August

**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.

AMERICANS WITH DISABILITIES ACT NOTICE: Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program, or activity provided by the City.

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.