



**MINUTES**  
**WEST ALLIS COMMISSION ON AGING MEETING**  
Monday, September 28, 2015 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  
Tammy Herro  
Judith Schmidt  
Margee Maydak  
Jessica Lisinski  
Linda Timm  
Deborah Tiegs

MEMBERS EXCUSED: Terry Kelly

STAFF PRESENT: Denise Koenig  
Sally Nusslock

STAFF EXCUSED: Jane Kolinski  
Marilyn Matter  
Peggy Pipia

1. Public invited to speak. Joseph Koenig introduced himself.
2. Review Agenda. The Agenda was reviewed.
3. Approval of the Minutes for August 24, 2015. Minutes were reviewed and approved.
4. Correspondence and Communications.
  - Interfaith Older Adult Programs.
  - Milwaukee County Commission on Aging – Meeting Agenda, minutes, Advocacy Committee Minutes and Committee & Council Meeting Schedule, Nutrition Council meeting minutes, and Service Delivery Committee meeting minutes.
  - October is National Fire Prevention Month Flyer.
5. Discussion of Senior Discount program. John Zentgraf shared a draft of the letter and return postcard that the committee is preparing to send to area businesses regarding senior discounts. The letter will be sent out on Commission on Aging letterhead and signed by Trish Wikenhauser. One correction was suggested on the letter and additional comments were made regarding the postcard. Denise Koenig said she will make the changes before it is printed. She also mentioned that the City should have Trish's signature on file because of her involvement with other City committees. Denise said she contacted Kathryn Perrone in IT about getting an updated list for the local businesses.
6. Discussion of hardware and software for the Technology Lab. Joseph Koenig, a Senior Center Volunteer and member of TTT (Train the Trainer) Discussed the Wish list from the Train the Trainer wrap-up session in August and then presented two different quotes for computer lab upgrades for the Senior Center

and explained each in detail. There was a discussion by Commission members regarding the expense of doing this and why doing an overall upgrade is important. John Zentgraf made a motion to explore the process to purchase the following: nine new computer stations with monitors, keyboards, mice, and cameras according to the specifications discussed; two laptops and also improve the WiFi Internet Access points at the Senior Center. Motion was seconded by Judy Schmidt and all present approved the motion.

7. Discussion of a steam table for Senior Center's Meal Program and special events. Denise Koenig shared the issues concerning the Senior Meal Program including the need to facilitate a smoother operation for food service and the importance of having all hot food served at the proper temperature. She shared the discussion she had with Judy Reiger, Senior Meal Site Supervisor who suggested purchasing a steam table. The Commissioners discussed the request. Linda Timm made a motion to explore the purchase of a 3 or 4-well portable electric steam table with a sneeze guard that meets all food service requirements. Motion was seconded by Margee Maydak. Denise said she will work with the City's Electrical Department to see what is necessary to facilitate the addition of this piece of restaurant equipment and provide more information at the next meeting.
8. Discussion of a 'sunshine' fund for the Commission on Aging. Denise reported she had asked the City's Finance Director if other committees had any such fund and he was not aware of any. A discussion ensued and Margee Maydak volunteered to be the Commission's 'spirit' person to handle cards, flowers or gifts for situations as they arise and keep Commission members apprised of the situation so contributions may be made accordingly.
9. Discussion of Senior Center membership fees for West Milwaukee residents. It was suggested at the last meeting that this item should be discussed. Sally Nusslock mentioned that the City's Health Department, Information Technology Department and also the School District work hand-in-hand with West Milwaukee. A discussion ensued. Judy Schmidt made a motion to include West Milwaukee under the Senior Center's residence fee for membership at the West Allis Senior Center. Debbie Tiegs seconded the motion; all members present approved the motion.
10. Update on the West Allis Senior Center Policies and Procedures. No report at this time.
11. Report on Community Projects.
  - Stockbox Program Update. Ninety-seven were distributed in August. September is recertification month. Seventy-nine participants reapplied for the program.
  - Network News Articles for the City Newsletter. City Newsletter project was just completed. Denise discussed the fact that there were two large folded pages and seven inserts. It was a huge project and requires more space for volunteers to work on it. It also takes longer to collate.
  - Lilac Bus Program – Tammy Herro reported that Lilac Bus Program has been permanently discontinued.
  - Interfaith West Central & Resource Center – Tammy Herro reported that the Interfaith currently serves 559 West Allis Clients and has provided 6,000 units of service (phone calls, rides, etc.), which includes 200 rides each month. Tammy also reported that Interfaith is sending out surveys so every client can self-survey his/her income. All income is kept confidential. Tammy also mentioned the 7<sup>th</sup> Annual Pull-up a Chair event in Oak Creek and the Make a Difference Day on November 7, which pairs the Volunteer Center with 30 households. Area companies provide employees to help with these projects. Tammy also said she spoke with members of the Impact Club at Nathan Hale H. S. and the instructor reported that the school had 100 students sign up for their first meeting
12. Staff Report
  - Senior Center Staff Report –Denise gave a quick report on upcoming events including the Annual Fall Rummage Sale on Oct. 8 & 9, upcoming movie matinees, and also discussed losing volunteer Judy Hilzer who has decided to move back to Seattle. Other volunteers are working to keep her

drumming circles and the Dance, Dance, Dance sessions going. Denise also mentioned that she has left a couple of messages with Commissioner, Terry Kelly, but has not heard anything back. Trish said she will also try to contact her to whether or not the Mayor needs to fill this position. Denise also shared a copy of the Trust Fund's Class Accounts.

- 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 August 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

13. Discussion of items for October 26, 2015 meeting agenda. Follow up on the Computer upgrades and steam table.

The meeting adjourned at 5:10 p.m.

Respectfully submitted,

*Denise Koenig*

DRK/gs  
comag/September

**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.**

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