



MINUTES
WEST ALLIS COMMISSION ON AGING MEETING
Monday, October 28, 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
Deborah Tiegs
Linda Timm
Terry Kelly
John Zentgraf

STAFF PRESENT: Denise Koenig
Jane Kolinski
Sally Nusslock

COMMISSIONERS EXCUSED: Bekki Schmitt
William Green

STAFF EXCUSED: Peggy Pipa
Marilyn Matter

1. Public Invited to Speak.

The following individuals were present and asked to speak – Jim and Claudia Kassa, 9418 W. Lapham Street, West Allis, WI 53214. Mr. Kassa stated that he had several questions. His first question was about playing cards donated to the Senior Center from Potawatomi Bingo and Casino. He wanted to know why the cards were not turned over to the card players. Denise Koenig, Senior Center Director addressed his question. She stated that a case of 154 sets of used playing cards were donated to the Senior Center. At the time of donation, Denise spoke with Jerry Altenburg and advised him that the cards received would be available through the office on a check in/out basis. Due to there being no assigned group leader the information was inadvertently not shared with the group.

West Allis Commission on Aging Minutes—October 28, 2013
Page 2

Mr. Kassa's second question was regarding where Senior Center Rummage Sale financial records were and why they were not available for viewing. Patricia Wikenhauser, Acting Chair for the Commission on Aging said that information is reported to the Commission at their monthly meetings. Denise Koenig added that the proceeds are deposited into the Senior Center's account. All Senior Center deposits are processed through the City's Clerk Treasurer's Office and the Finance Division.

Mr. Kassa stated on behalf of his wife Claudia that "all" the sewing machines used by the Quilting Class were in need of cleaning. He further stated that his wife wanted to take over the instructor's position because the current class instructor has been ill. Denise Koenig said the Quilting Instructor had not requested to have the machines cleaned. As far as the Quilting Instructor's position, the current instructor has not notified the Senior Center that she is unable to continue her duties. Should that become the case, interested parties would have to fill out a volunteer application to apply for the instructor's position. At this point, Mrs. Kassa spoke up regarding supplies available to the quilting class. She stated that all the plastic tubs of quilting fabric were ugly junk and she would not use them. She further stated that she provides her own fabric for her projects. Denise Koenig addressed the remarks stating that the fabric in the plastic tubs was donated to the Senior Center. The class instructor and several members of the class sort through the fabric donations when they come in. The fabric is cotton and is stored by color. There are multiple bins of cotton fabric in the Quilting Class's storage area for the class to use to make the community quilts. The Senior Center also receives fabric donations for its Fall and Spring Rummage Sales.

Patricia Wikenhauser, Acting Chairperson for the Commission on Aging thanked Mr. Kassa for his questions and comments.

2. Review Agenda. The Agenda was reviewed.
3. Approval of the Minutes for September 23, 2013, minutes were reviewed and approved.
4. Correspondence and/or Communications
 - Flyer – 4th Annual Shopping for a Cause, Thursday, November 4, 2013
 - Government Health Care Programs – Sally Nusslock recommended that individuals call in and register rather than using the website. The website has been experiencing an overload.
5. Report on Community Projects
 - a. Stockbox Program Update

Jane Kolinski reported that due to a scheduling conflict, Stockbox distribution was changed to Tuesday, October 29, 2013. Update to be presented at the next Commission meeting.

b. Network News Articles for the City Newsletter

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

c. Lilac Bus Program Update

Sally Nusslock reported that the Rotary Club hosted a “Happy Bucks” collection with proceeds going to the Lilac Bus Program.

d. Interfaith West Central & Resource Center

Patricia Wikenhauser reported that the 5th Annual Pull Up A Chair fundraiser is scheduled for November 7, 2013. Interfaith will also host their Annual Spaghetti Dinner January 28, 2014.

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

- Trish Wikenhauser welcomed new Commissioner John Zentgraf
- Denise Koenig reviewed several Senior Center account statistics with the Commission.
- Denise Koenig reviewed several Senior Center events.
- Boo Bash Feast – Thursday, October 31, 2013
- Annual Volunteer Recognition Event – November 2, 2013
- Veteran’s Day Tribute, Monday, November 11, 2013
- Drumming Circle Workshop – Thursdays, October 24 through November 21
- Volunteer Training – Thursday, November 21, 2013

West Allis Commission on Aging Minutes—October 28, 2013
Page 4

- Young at Heart Christmas Concert – Friday, December 13, 2013
- Volunteer Christmas Party – Tuesday, December 17, 2013
- Combination Christmas and New Year’s Party – Monday, December 30, 2013
- Holiday Closings – November 28 and 29, 2013, December 24, 25 & 26, 2013, December 31 & January 1, 2014

Discussion of Code of Conduct for West Allis Senior Center

At the September Commission on Aging meeting, discussion ensued regarding the development of a West Allis Senior Center Code of Conduct. The Commission on Aging members present at that meeting agreed it would be a good idea. Staff used the West Allis Library Code of Conduct as a model to create the draft document. Copies of the draft document were presented to the Commissioners. Discussion ensued. Commissioners were asked to review the document and to submit any ideas or changes to staff prior to the next meeting. 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.

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 policies and procedures 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 next meeting. The need for additional policies and procedures was discussed. Further discussion will ensue at the next scheduled meeting. Any revisions or new polices and procedures will then need to be reviewed by the City Administrator, Mayor and City Attorney prior to going to the Common Council for approval.

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

Denise Koenig reported that she is working with the Finance Division to update the Senior Center accounts in the H.T.E. system. Further information will be presented as it becomes available.

8. Discussion of items for November 25, 2013, meeting agenda.

Next meeting will be held on Monday, November 25, 2013 at 4:00 p.m.

West Allis Commission on Aging Minutes—October 28, 2013
Page 5

- Discussion of Code of Conduct for West Allis Senior Center
- Discussion and review of West Allis Senior Center Policies and Procedures

The meeting adjourned at 5:45 p.m.

Respectfully submitted,

Jane Kolinski and Denise Koenig

JK/DK/gs
comag /October

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.