

**CITY OF PORT WASHINGTON
COMMISSION ON AGING MINUTES
Monday, January 8, 2007**

Susan Brunner, Chairman at 7:00 PM, called the meeting to order.

Present: Suzanne Bruner, Alderman Ed Johnson, Carl Federspiel, Ms. JoAnn Stade, Warren Haseley, and Catherine Kiener, Director.

Excused: Harold Matthews

1. Ms. Stade moved to approve the minutes from December 11, 2006. Mr. Haseley seconded the motion. Motion Carried.

2. Ms. Stade moved to approve the bills paid by the city from December and Mr. Johnson seconded the motion. Discussion on the bills included the Director figuring that overall the budget should be about 2,000 in the good with just a few utility bills to come in. The Salary for the Director was listed as over but there were 27 pay periods listed. The Director will check with Linda Bauman to see what amount should be listed from the last pay period of 2005 & 2006 in the 2006 budget. The Director is paid up to the end of a current pay period, which is different from the hourly staff. A question on the Capitol budget from Mr. Federspiel was on the amount of the Advanced Restoration bid. The amount shown on the spend down form of \$1,120, is what the bid amount was. Motion carried.

3. Mr. Federspiel moved to accept the Center financial summary. Mr. Johnson seconded the motion. Discussion from the Chairman, Ms. Brunner occurred on the form that is used. The Commission on Aging would like to see some other format created or purchased that would give the income and expense for the items. The Director indicated that on a monthly basis, an expense may not occur for the income. There will be some increased staff time spent on developing and learning a new system. Ms. Stade recommended that Ms. Brunner come up with something as a guide. Mrs. Kiener stated that the financial summary is really a tool for the Center Board and is reviewed by the Commission for the revenues coming to the city and as a courtesy. The Center Board does have a member that tracks the financial income and expense for the two groups that have not been breaking even. Mr. Haseley questioned the timing for soliciting ads for the newsletter and the amount. Mrs. Kiener stated that the cost for a full-page ad in 2007 is \$60.00 and \$30.00 for a half-page ad. Motion carried.

4. Unfinished Business
The Commission is waiting for the 501-C3 information from the City Attorney. The Director stated that Mr. Eberhardt e-mailed the status while she was on vacation. Mrs. Kiener replied last week to the e-mail and has not yet received the copies.

5. New Business

A. The annual report is beginning to be compiled this month so a rough draft can be presented at the February meeting.

B. 2007 Dining Contract

There are no significant changes for the contract and it will be sent for signature to Mrs. Bruner. The Dining site usage was asked and the recent lower daily attendance was mentioned. There was a brief discussion on quality & quantity of food in December that seems to have impacted the attendance. Encourage seniors to come and try this program. Mr. Haseley asked about the County Aging Director and Mrs. Kiener stated that various duties have been assigned to other staff at this time.

6. Director's Report

A. Senior Board Items of note is the bocce court development. The only information to come in from a contractor was from Turf Consultants at a price of \$8,200-8,500 plus equipment costs. The Director will follow up to see if there are other contractors available and work with Park & Recreation to confirm a site.

B. Events/Trips

Mr. Federspiel brought up the need for the Green Felt club to have storage space in the cabinets. The Ceramic group is smaller and Mrs. Kiener will ask the group to consolidate into fewer cabinets.

January trips are full with maybe an opening for Broadway Babies.

February a second Hollywood sings date was added. Guys on Ice is full.

The first lunch seminar for January was well received. A brunch seminar will be tried this year. The TSN group will reimburse up to \$50.00 for the food expense. No topic has been sent to date. The Paczki Sale will occur on Tues. Feb. 20.

C. Director's Comments

1. The Commission on Aging has an opening to fill. Ms. Stade moved for a resolution from the commission honoring the years of service by Mr. George Lampert. Mr. Haseley seconded the motion. Motion carried. He was appointed in May of 1994 or 1995.

2. The horseshoe group would like support from the commission on aging in pursuing waist high fencing for safety reasons. The league has grown from 5 to 19 players. Mr. Haseley has done a site review with Park & Recreation Director Mr. Jansen. Ms. Stade moved that an investigation of the horseshoe court fencing take place with park & recreation for safety. Alderman Johnson seconded the motion. Motion carried.

3. Director's schedule for the week was mentioned due to a family health care need.

4. The Director mentioned that the historical society is pursuing a designation for the Senior Center building. The Director will meet with someone at the historical society.

5. Next meeting agenda items: New Business will be Horseshoes

7. Meeting adjourned at 8:15 PM.