

**CITY OF PORT WASHINGTON
COMMISSION ON AGING MINUTES
Monday, December 14, 2009**

Present: JoAnn Stade, Suzanne Bruner, Sally Schirk-Ehrlich, Alderman Mike Ehrlich, and Catherine Kiener Director. Excused: Edie Webb and Mike Kraus

Suzanne Bruner Called the meeting to order at 7:00 PM.

1. Ms. Stade moved to suspend approval of the minutes until the grammatical errors are corrected. Seconded by Mrs. Schirk-Ehrlich. Motion carried with one abstention.

2. Ms. Stade moved to approve the October Financial Summary. Alderman Ehrlich seconded the motion. Motion carried.

Mrs. Schirk-Ehrlich moved to approve the November Financial Summary and Ms. Stade seconded the motion. Discussion: Mrs. Brunner asked what the Cedarburg payment under trips was for. Mrs. Kiener explained that the trip to see "Church Basement Ladies" was planned by Port and then the financial billing was to the other participating senior centers and this was the payment from the Cedarburg Senior Center for the participants on the trip. Motion Carried.

3. Unfinished Business

A. Table Tents – The internal tents have been out and it was noticed that the addition of Port Senior Center was not completed. Suggested public locations: Mandy's, Tello's, Beanies, and Harry's.

4. New Business

A. Elected Officials report – there were no changes in the budget approved by council.

B. Senior Center Assistant – The Director indicated that 3 of the candidates met the qualifications for the position the best and were interviewed. The City Administrator asked for a recommendation on the candidate from the Commission. The Commission members were updated on the interview process and reference checks for two candidates. The one difference is one candidate has volunteered in the office and would be more quickly trained on basic procedures. The candidate being recommended is Sharon Brown. Mrs. Brunner moved that the Commission on Aging recommend the Common Council approve the Director's choice for the assistant. Alderman Ehrlich seconded the motion. Motion carried.

C. The discussion was to review what has been accomplished and have a draft ready for review in January. The Commission would like the council to take action on approving the Senior Center Strategic Plan.

5. Director's Report

A. Senior Center Board Items – the Craft & Bake corner was a success with over \$1,400 being raised. There will be a match of at least \$800.00 with a recommendation of 50% of match be donated to the Friends of the Senior Center.

B. Dec/Jan Events

1. Lakeside Tea Society is hosting a Christmas Tea with the Adult Services Librarian as the guest reader of the sequel to a Cup of Christmas Tea.
2. Birthday party by Friends is set for Dec. 18; Green Felt Club mid-year party will be held with the dining site Dec. 30 and the dining site numbers are up over 800 from last year! Thank you to everyone for encouraging and participating in a lunch.

C. Director's Report

1. Ms. Hanson completed her internship and her project for the Friends, a mass mailing, is being followed up the Director with a mailing date prior to Christmas.
2. Site Selection Committee update: The Director is waiting for a meeting with the Mayor to discuss some questions and follow up on the public meetings with the mayor. The Commission on Aging and Council need to adopt a formal strategic plan especially related to modernization of the Center.

7. Adournment 7:59 PM