

**CITY OF PORT WASHINGTON
COMMISSION ON AGING MINUTES**

Monday, November 9, 2015

Present: Suzanne Bruner, Edie Webb, Alderman Bill Driscoll, David Owens, Sally Schirk-Ehrlich, and Catherine Kiener

Excused: Beth Smyth and Steve Broyles

Meeting was called to order at 6:04 PM

1. Approval of October minutes: Motion to approve by Mrs. Webb and seconded by Mrs. Bruner. Motion carried.

2. Public Comments: None

3. A. The Financial summary for November will be reviewed in December.

4. Unfinished business:

A. Ad-Hoc for Strategic Plan Update

Mrs. Webb noted that Committee Members would be doing site visits at St. Matthews and St. Johns for short term options and at Aurora Clinic for the long term potential in November. The committee mentioned that fundraising would be required as part of the plan.

B. The Director gave an update on budget changes related to the revenue cut. The Center will retain the revenue and then pay bills equal to the amount. The Director is the one who pays the bills so the recommendation is to take most of the utility bills as these are regular monthly bills which will require the Director to write only an additional 12 checks per year.

5. New Business:

A. Elected officials report – no updates

6. Directors Report

A. Senior Center Board of Directors – no report

B. Upcoming events

1. a. The Craft and Bake sale will receive matching funds from Thrivent Financial this year. The program will change next year so there will be some funds up to \$250.00 only.

b. The registrations are slowly coming in for the Christmas luncheon. We anticipate 90-110 attending.

C. Staff Updates –After interviewing candidates and carefully considering options, the Director has requested the city consider combining the maintenance and assistant positions not to exceed 1,100 hours and then have 120 hours per year for an office secretary to help with the regular report documentation, filing, copying and other office tasks. A personnel committee meeting will be scheduled by the City Administrator.

6. Meeting adjourned at 6:45 PM

Next Commission on Aging Meeting: Monday, December 14, 2015

Respectfully submitted for the Secretary by Catherine Kiener