

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

**Monday, January 18, 2016**

Present: Suzanne Bruner, Edie Webb, Alderman Bill Driscoll, David Owens, and Catherine Kiener, Director

Public attendee: Tim Lewien

Excused: Sally Schirk-Ehrlich and Beth Smyth

Meeting was called to order at 6:00 PM

1. Approval of December 14, 2015 minutes: Motion to approve by Mrs. Webb and seconded by Mrs. Bruner. Motion carried.

2. Public Comments: none

3. A. The Financial summary for December: Motion to accept the financial summary for December was made by Mrs. Suzanne Bruner with a second by Mrs. Webb. Director Kiener explained the Healthways deposit. It is for the Silver Sneaker Flex Classes. Members who have the silver sneaker program in their insurance do not pay for the class as they sign in and the program makes a monthly payment to the center based on their attendance. No further questions, motion carried.

4. Unfinished business:

A. – MSA contract from the 2015 study went over the budget amount. Director is seeking approval to submit the final expenses. The committee felt there should have been more advance notice on the cost overrun. The recommendation is for the Director to see if MSA will work with the city to review charges.

B. The plan is for the Chairman of the AdHoc Committee to present the plan and for the Commission on Aging Chair if able to attend. The Director will be present to assist with any questions.

C. Director Job Description update – a number of samples were sent by other communities with the note they need to update as well. No rough draft available yet.

5. New Business:

A. The Aging Mastery Program is a national educational program designed to help adults prepare for the next stage of life encompassing health, nutrition, exercise, finances, and more. The Director applied in November in collaboration with Cedarburg and Grafton Senior Centers. Only 13 grants were given in Wisconsin, with an emphasis to rural communities, and the Port Washington Senior Center received one. It is a positive addition to the Center. The 2 year grant will be for \$12,000 and cover the staff time to implement it, materials, license, and program costs. The goal is to seek sponsors to cover future costs with the program participants. Alderman Driscoll expressed concern he did not want a program that would cost the city money. The Director assured him the program design and grant application was to demonstrate the available partners/sponsors that could be approached to continue with the financial support. When the grant was first shared with the Director, the assistant position was to work with the grant program and then receive the extra hours due to the grant. Since there is a maximum on the assistant hours, the Director will seek another position to utilize the 120-140 hours per year and then have additional hours to implement the grant. The Director will request council approval at the next meeting.

Mrs. Webb moved to accept the grant. Mrs. Bruner seconded the motion. Motion carried.

B. Alderman Driscoll reported that the application for conveyance of the lighthouse was extended and the city will submit the application.

6. Directors Report

A. nothing new from the Board of Directors

B. Upcoming events

1. Special events – the New Years at noon was well received. There will be a Mardi Gras party with a popcorn bar on Wed. Feb. 3.

2. Some of the Enrichment classes are set for the 1<sup>st</sup> quarter. We are planning a session on transportation with A&J mobility.

C. Staff Updates – The 120 hour position is important not only from the office needs but to have the flexibility for a staff to work with the Director on implementing the AMP grant. Alderman Driscoll asked if it was with in the budget and the hours are there and approved. The Director will verify with the City administrator taking the request to Personnel Committee.

6. Meeting adjourned at 7:00 PM

**Next Commission on Aging Meeting: Monday, February 8, 2016**

Respectfully submitted by Director Kiener for Beth Smyth, Secretary