

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

Monday, February 8, 2016

Present: Edie Webb, Alderman Bill Driscoll, David Owens, Beth Smyth, and Catherine Kiener, Director

Excused: Suzanne Bruner, Sally Schirk-Ehrlich

Meeting was called to order at 6:06 PM

1. Approval of January 18, 2016 minutes: Motion to approve by Mrs. Webb and seconded by Mr. Driscoll. Motion carried.

2. Public Comments: none

3. A. The Financial summary for January 2016: Motion to accept the financial summary for January was made by Mr. Owens with a second by Mrs. Webb. No further questions, motion carried.

B. City expenses for the 4th quarter 2015 were distributed and reviewed. Motion to approve was made by Ms. Smyth and seconded by Mrs. Webb. Discussion was on the overall budget being positive with a water & sewer bill yet to come, even though the phone went over. Motion carried.

4. Unfinished business:

A. – MSA contract from the 2015 study: MSA and the Director negotiated the overcharge down to only 50% paid by the city or \$1421.55. The Director noted that when she was told, she asked what deliverables were not done that could be cut and it was all the hard copies of the final report. There was a range given at the time of \$1,500-2,500 over budget. The director noted the contract stated not MSA stated the overage was a result of additional time to create survey, postcard mailing, tabulation due to the high volume of hand written surveys, and the creation of the final report with additional components as requested. Mr. Owens moved to accept the final balance MSA agreed upon. Seconded by Alderman Driscoll. Further discussion, will this overage affect the City and MSA for future work. Mrs. Kiener noted that Mr. Bremer from MSA did indicate this could potentially impact future work with the city. Mrs. Webb commented the agreement seemed to take into account the work completed and the lack of notification by MSA. Motion carried.

B. Director Job Description update –A rough draft to be completed by spring.

C. The council approved the grant for the NCOA Aging Mastery Program (AMP). It will start mid-April. Cost will be kept low while the grant is in place for two years and hopefully with sponsors, will remain low. The value of the course is \$100.00.

5. New Business:

A. none

B. Alderman Driscoll reported that the council meeting is on Wed this week due to elections. No update on the lighthouse.

6. Directors Report

A. Board of Directors is having a booth at the Lions Club Health and Wellness Fair on March 19. There will be information on our wellness programs; the center; and AMP.

B. Upcoming events

1. Special events –The Mardi Gras was a success; the high school international students are coming to speak at the center for the Tea.

2. AARP tax service is now booking March appointments as Feb is filled. The AMP program plan is to start in April.

3. Information and flyers are out with exception of the 4 day trip to Indiana.

C. Director Comments

1. The Ad-hoc committee will not hear about a meeting due to Administrator vacation and the Aurora staff wanted a few weeks to pull some things together, so the first meeting will not happen until end of Feb or early March.

Staff Updates – The background check is being done for the candidate to fill the 120 hours and perform the grant assistant work.

6. Meeting adjourned at 6:53 PM

Next Commission on Aging Meeting: Monday, March 14, 2016

Respectfully submitted by Beth Smyth, Secretary