

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

**Monday, March 14, 2016**

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

Excused: Sally Schirk-Ehrlich and Beth Smyth

Meeting was called to order at 6:00 PM

1. Approval of February 8, 2016 minutes: Motion to approve by Mrs. Webb and seconded by Mr. Owens. Motion carried.

2. Public Comments: Introductions for new commission member Mr. Pat Poole were made.

3. A. The Financial summary for February 2016: Motion to accept the financial summary for February was made by Mrs. Webb with a second by Mrs. Bruner. Director Kiener gave an overview of the Senior Center monthly financial summary, how the city and senior center revenue from membership is recorded, and how to quickly check for a balance. Mr. Poole inquired about the city budget and it was explained the bills are reviewed quarterly. No further questions, motion carried.

4. Unfinished business:

A. – MSA contract from the 2015 study final payment status: The Director prepared a report for March 1 meetings and the Finance committee had additional questions and tabled the item. The director will be attending the Finance Committee meeting this week to address questions on the timing and what deliverables were not received. The comments from the Director focused on what she recalled from conversations with the MSA rep and that there was not any notification prior to the end of the report that additional items requested caused an increase in the study cost.

5. New Business:

A. The Strategic Plan Committee approved a request that the Commission on Aging request Council approval for an application for a Community Development Block Grant be submitted this May. The Senior Center Board of Directors approved using the funds in their money market account up to \$3,500 to hire a firm to submit the grant request. There would be no expense by the City then to proceed. Alderman Driscoll did not think the Council would act at this phase but if a grant was received. The Director will clarify the procedure with the City Administrator. Pat Poole moved to approve the application for a CDBG grant. Mrs. Bruner seconded the motion. Additional discussion: There would be, if required, two or three potential bids sought and firms such as SEH and MSA would be asked to submit a proposal. Background on the CDBG grant is seniors as a group fit in the economic group this money is used towards. There would be a 50% match on the grant if received. Motion carried.

B. There was no new information other than the Lighthouse is final. The city would have some expense in year one and pay for it over 5-8 years. Money was approved for the coal dock railing. This is just an example of some of the projects competing with the Senior Center for funding.

6. Directors Report

A. Senior Center Board of Directors is working on nominations for the May elections.

B. Upcoming events

1. Special events – St. Patrick's Day event is filled with the lunch at 70 due to the space restrictions.

2. The Center is hosting the County Evidence Based class Stepping On Class for 6-weeks

3. Brewer's registrations a bit slow for April

C. Director Comments

1. Diane Wilhelm-Johnson has started and we have some confirmed speakers, start date is April 21 for 10-weeks. There are also incentives and rewards built in to the program. Have not had any luck getting a press release in to the paper announcing the grant or even the class. Suggestion is to have Grafton and Cedarburg send to news graphic at the same time.

2. Annual Report will be presented in April

3. Will be doing office training for new staff in March/job tasks in April and annual office volunteer training in April

6. Meeting adjourned at 6:58 PM

**Next Commission on Aging Meeting: Monday, April 11, 2016**

Respectfully submitted for Beth Smyth, Secretary by Catherine Kiener