

**CITY OF PORT WASHINGTON  
COMMISSION ON AGING MINUTES  
Monday, September 12, 2016**

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

Excused: Pat Poole

Meeting called to order at 6:05 p.m.

1. David Owens moved to approve the minutes; Suzanne Bruner seconded the motion. No further discussion. Motion Carried.
2. No public comments.
3. Review & Approve Financials:  
Senior Center Financial Summaries for July and August were reviewed. Sally Schirk-Ehrlich moved to approve and Edie Webb seconded the motion. No discussion. Motion Carried.
4. Unfinished Business  
The Ad-Hoc Strategic Plan - Chairman and Committee are working on a draft Agreement for the city to review that briefly explains the historical partnership of the City and the Senior Membership group that has evolved from the creation of the Commission on Aging. Concerns were expressed on how it was worded and what exactly is expected. The Ad-Hoc Strategic Plan Chairman wanted it to outline the present practice for each group and leave room for development along those lines.  
Community Development Block Grant for planning (CDBG-PL) was received up to \$20,000. City is required to match the grant. This will be discussed under new business as relates to the RFP process.
5. New Business
  - a. The 2017 budget worksheets were presented. Budget A status quo and Budget B includes additional staff hours. There was a question on phone line item – amount isn't computing per the budget request for 2016. Salaried staff line item -There is a new Federal Law on salaried and hourly employees. The Director falls just under the amount. The Director has proposed increasing the position from 80% to 90% (increase of 4 hours) to cover the time she works on Fridays. The job expectations and work load has steadily increased over the past 8-10 years. This will facilitate compliance with the Federal Law. The remainder of the budget line items was increased by 2%, not at all, or where directed by the Administrator. The budget includes the matching grant funds under the capital outlay. Edie Webb moved to accept the budget b to include the additional hours for the Director and Beth Smyth seconded the motion. Motion carried.
  - b. The Request for proposal [RFP] for the CDBG Planning work drafted by John Sigwart and Catherine Kiener, Director was reviewed. Questions arose on the request for proposal. Send out qualification base proposal. What is the dollar amount requiring advertised bid for the City? Can this grant phase assist with writing the Facilities grant? Director will follow up

with the question to the Madison staff. Motion is subject to review and approval by City Administrator and Council. Bill Driscoll made a motion to approve the RFP; Edie Webb seconded the motion. Motion carried.

c. No report

6. Director's Report:

A. Senior Center Board Item(s)

1. Aging Mastery Program beginning on September 15 in Grafton.

B. Upcoming Events

1 Senior Center Month: Finding balance at your Senior Center

Event is on September 29 and includes an educational hour on housing and then an hour of music and social interaction.

2. Educational classes: there is a new class called Jungian Dream Interpretation by a retired Professor, Water Color Class and other art and enrichment programs resume.

Bocce Playing winds down on Sept. 13.

C Director's Comments

Bocce court materials were discussed. The current courts are the best we can do with affordable material. Next season, there could be a pre-season overview on effective techniques. Kudos to Bobby Poull and summer staff for their efforts to make the play area weed free.

There will be a joint meeting with Commission on Aging, Ad-Hoc Strategic Plan Group, And the Senior Center Board of Directors in October.

The Director is working on staff evaluations.

Meeting Adjourned approximately 7:20 p.m.

Next meeting October 10th