

**CITY OF PORT WASHINGTON
COMMISSION ON AGING MINUTES
Monday, May 13, 2019**

Present: Pat Kindschy, Suzanne Bruner, Alderman John Sigwart, Pat Poole, Ann Lorge, Catherine Kiener, Director and Mayor Marty Becker Excused: NA

Absent: Sally Schirk-Ehrlich

Meeting called to order at 7:00 p.m.

Welcome new member and introduction of Ann Louise Lorge.

1. Approval of Minutes
Alderman John Sigwart moved to approve the March 11, 2019 minutes. Pat Poole seconded the motion. Motion carried.
2. Public Comments
No public comments.
3. Review & Approve Financial Summary
 - A. Catherine will continue detailed senior center financial summaries thru December 2019.
Pat Kindschy made a motion to approve the Financial Summary for March & April 2019 and Suzanne Bruner seconded the motion. Motion carried.
 - B. Motion to accept expenditures as proposed by Suzanne Bruner and seconded by Alderman John Sigwart. Motion carried.
4. Unfinished Business
Agenda items A-B on hold
 - C. A new computer from Digi Corp for the Center Director is being reviewed for funding.
 - D. The new financial changes are progressing although slower than anticipated.
5. New Business
 - A. New computer – working to figure out funding.

John’s report - \$400,000 surplus sales tax already spent.
New procedure for Capital Budget.
 - B. Financial Summary – 2018
Alderman John Sigwart made a motion to accept the 2018 Annual Report and Suzanne Bruner seconded the motion.
 - C. Review of the maintenance position (Mr. Chuck Walsh) at his six-month anniversary was to receive a 2% increase and in January he should have received 2%. Unsure how the oversight occurred but to correct it, the City Administrator asked the Commission to review and approve the increases. Pat Kindschy made a motion to approve the recommend 6-month and annual 2% increases which should bring the hourly rate to \$11.98. Ann Lorge seconded the motion. Motion carried.
6. Director’s Report:

A. Board of Directors reviewed the non-renewals. Also are reviewing the process of the Membership Financials moving to the City with new Accounts and procedures. The process for mailing the center newsletter needs review as the P.O. does not accept credit cards for mass mailings. Revenue comparison – discussed mailing fees and the need for a debit card for mailing.

B. Upcoming Events:

1. July 11 will be the Senior Picnic and New Port Shores will be catering the event.
2. Board elections will have four members running to fill vacancies and four will be elected.
3. Spring Fling will be held on May 23rd there will be an annual meeting of the Friends of the Center after dinner (5:40PM), volunteer recognition, and the entertainment by Trinity Dancers follows the meeting.
25th Annual Ozaukee Senior Games begin on Wednesday May 29th.
Ozaukee Senior Conference is June 18, 2019 at Grafton High School.
Lakeside Tea May 15th at 1:30 pm with a Norwegian speaker and
June 19th with a Denmark speaker.

C AMP – Cedarburg class did not run this spring.

D. Director's Comments:

Staff review - Alex is resigning May 22nd. The commission discussed options including the possibility of a temporary hire for the Office Assistant position by a retiring Senior Center Director in the area. The position will be advertised on the city web page and Facebook page immediately. Permission to do news print ad will follow.

Mayor Becker left by 6:55 pm to attend another meeting.

Pat Poole made a motion to have the Director (Catherine) compensated for the additional hours she will work, especially if the position is not filled by July 1st. Ann Lorge seconded the motion. Motion carried.

Meeting Adjourned approximately 7:07 p.m.

Next meeting June 10, 2019