

**DeForest Area Joint Community Center Commission
DeForest Area Community and Senior Center
505 N. Main Street, DeForest, WI 53532**

**Regular Commission Meeting Minutes
February 11, 2020 4:00 p.m.**

1. Call to Order
Vice President Bruce Stravinski called the meeting to order.

2. Roll Call

Present:

President Jason Kramar

Vice President Bruce Stravinski

Secretary Steve Ruegsegger

Commissioners: Marian Drake, Adam Hanek, Jim Johnston, Louise Valdovinos

Absent:

Treasurer Connie Tenjum

Also present:

Ex-Officio Officer Barb Cooper

Note Taker Cheryl Ksobiech

3. Pledge of Allegiance

Commissioner Adam Hanek led the Pledge of Allegiance.

4. Appearances before the Commission

None

5. Consent Agenda
 - a. Approval of the January 14, 2020 Meeting Minutes
 - b. Bills/Invoices

The Commission reviewed and discussed the January 14, 2020 minutes and the bills/invoices.

Commissioner Marian Drake moved to approve the consent agenda items as presented. Commissioner Louise Valdovinos seconded the motion and the motion passed unanimously.

6. Financial

a. Financial Reports

Executive Director Barb Cooper noted an error on page two of the Budget Comparison report, where the final 2019 United Way deposits were credited to 2020. This will be corrected either by Windsor or the auditor.

b. Fund Transfers

None

At this point in the meeting, Jason Kramar arrived and led the remaining.

c. Budget Amendments

The Commission reviewed and discussed the proposed 2019 Budget Amendments and updated 2019 Budget Comparison report as presented. The budgets amendments will adjust actual revenues and expenses for variances of \$100 over/under budget amounts. Due to Windsor conducting their audit on February 10, our trial balance has been run for 2019. If there are additional invoices, including the pending Unemployment Insurance, the auditor would need to process via Auditor Journal Entries (AJE).

Secretary Steve Ruegsegger moved to approve the 2019 budget amendments as presented. Commissioner Marian Drake seconded the motion and the motion passed unanimously.

7. Old Business

None

8. New Business

a. Operational accounts and process

The Commission reviewed and discussed the cash flow report. The Center holds seven accounts requiring five reports each for monthly reconciliation. The Commission discussed re-structuring the accounts to improve the interest rate and streamline of the process. The Fortifi Bank account earns either .50% or .25% interest on the balances over/below \$100,000 respectively. The Monona Bank account earns .75% in interest. Additionally, the board discussed permitting Barb Cooper to move funds between operating accounts with informing the treasurer rather than requiring board approval.

Commissioner Jim Johnston moved to authorize Executive Director Barb Cooper, to transfer the remaining balance from the Fortifi account into Monona Bank and open a safe deposit box at DMB Bank if needed. The Commission also authorized Cooper to transfer money between operational accounts when needed, with notification and approval of the treasurer. Secretary Steve Ruegsegger seconded the motion and the motion passed unanimously.

b. Re-accreditation

Executive Director Barb Cooper reviewed the accreditation process with Wisconsin Association of Senior Centers (WASC). Accreditation takes place every five years, and involves a thorough review of management, ensuring the Center is operating at the highest of standards. A timeline for completion by September 2021 was shared

and preparations have begun. Commissioners are asked to complete two questionnaires.

The Commission re-activated the Re-accreditation committee. It will consist of two board members as its representatives, two staff members (Cooper and Ksobiech) and two center users.

President Jason Kramar moved to nominate Commissioner Louise Valdovinos and Commissioner Adam Hanek to serve on the Re-accreditation Committee and the motion passed unanimously. Commissioner Marian Drake nominated Commissioner Louise Valdovinos to chair the committee. Commissioner Adam Hanek seconded the motion and the motion passed unanimously.

9. Reports

a. President's Report

The Village authorized the Housing Authority to pursue a housing study to be completed by a third party. There is a need for 2 bedroom units in the area.

b. Executive Director Report

• Audit/Accreditation

- 2019 Audit will be conducted Wednesday, April 1.
- Re-Accreditation is required in 2021 and preparations need to be completed by 4/30/2021.

• Staff updates

- Barb Cooper, Natalie Raemisch and Cheryl Ksobiech are enrolled in a Leadership Development online course through Madison College and will have access to content for a year.

• Building updates:

- Roof heat tapes have been tripping circuits and ice has built-up in gutters/down spouts.
- The laundry dryer needed to be replaced and Dane County will reimburse \$200 of the cost \$461.
- Chairs now have protective tips to protect the new floor in Sun and Fireplace Rooms.

• Funding/Technology/Other

- A grant application for the Paul H. Kusuda Special Projects Fund for technology to support case manager's off-site client meetings is being submitted by February 19.
- A DeForest Area Foundation grant is being prepared for upgrading the automatic door openers and is due March 1.
- We are gearing up for the 2020 Census and will offer help to older adults completing it online.
- An electronic keyboard was donated to the Center and can be used in the Community Room.

• Program/staff updates:

- Case Management – In January, case managers visited over 30 people in their homes and 50 people at the Center to answer questions and provide assistance. They also talked to over 60 people on the phone.
- Nutrition program –
 - Food Distribution meets once a week on Friday mornings. Volunteers pick up donated food at the Community Action Coalition on Thursdays. We average 20

participants per week and most are over age 60, however any age is welcome to participate, if they qualify on financial need. Staff share information about upcoming events at the Center like tax preparation, Medicare / Medicaid information, food share, etc. During 2019, 60 unduplicated and 924 total participants were served.

- Commodity Food Boxes is a federal funded program that provides nutritional shelf stable food items (beef stew, canned fruit and vegetables, juice, dry cereal, whole grain pasta, etc.) to income qualified participants 60 and over. Once a month a myself and a volunteer deliver food boxes to area participants. During 2019 20 people participated in this program distributing 161 food boxes.
- Volunteer program – Jennifer is meeting current and new volunteers and onboarded six new volunteers, including two new drivers in January.
- Programs – Tax Preparation began Wednesday, February 5 and all available tax slots were filled with a long waiting list.
 - The 2020 Census presentation was February 11 to educate on the importance to respond and to encourage participation. The Center volunteer will help people complete the census electronically on two days in March.

c. Committee Report

i. Resource Development Committee

The next meeting is scheduled for February 24 at 3:45.

10. Communication

a. Municipalities

- Vienna – on February 19 at 7:00 pm the town will hold an electors meeting about solar farms. The community representative for the Commission has been posted.
- Windsor – Revitalization plans are underway. Seven properties have been purchased and bull dozing will start in April or May. The village is also forming an emergency management committee in which the fire chief will participate.
- DeForest – The Village has hired a new police officer there has been a lot of EMS and Fire activity lately. Work on the Innovation Drive Bridge is progressing. The new baseball/softball diamonds are getting national interest.

11. Any Other Business That Lawfully Comes Before the Commission

None

12. Meeting Dates/Agenda Items

- a. The next meeting date is Tuesday, March 10, 2020 at 4:00 p.m.
- b. Stakeholder's meeting – Planned for June, date to be determined.

13. Adjournment

Commissioner Marian Drake moved to adjourn the meeting. Secretary Steve Ruegsegger seconded the motion and the motion passed unanimously.