

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

**Regular Commission Meeting Minutes
March 10, 2020 4:00 p.m.**

1. Call to Order
President Jason Kramar called the meeting to order.

2. Roll Call

Present:

President Jason Kramar

Vice President Bruce Stravinski

Secretary Steve Ruegsegger

Commissioners: Adam Hanek, Jim Johnston, Louise Valdovinos

Absent:

Commissioner Marian Drake

Also present:

Ex-Officio Officer Barb Cooper

Note Taker Cheryl Ksobiech

3. Pledge of Allegiance

Bob Wipperfurth led the Pledge of Allegiance.

4. Appearances before the Commission: Tina Butteris and Bob Wipperfurth

Bob Wipperfurth stated they periodically attend various commission and committee meetings to see how they are conducted and show support. Bob was complimentary about the services we provide, and the importance of the work done at the Center. The Village of Windsor board is pleased with the recent outreach by the Center to Windsor. However, the board is concerned about the percentage of municipal funding verses the number of residents participating at the Center and feels it should be reviewed annually. They are looking forward to the joint municipal meeting in June.

5. Consent Agenda
 - a. Approval of the February 11, 2020 Meeting Minutes
 - b. Bills/Invoices

The Commission reviewed and discussed the February 11, 2020 minutes and the bills/invoices. Vice President Bruce Stravinski moved to approve the consent agenda items as presented. Commissioner Adam Hanek seconded the motion and the motion passed unanimously.

6. Financial

a. Financial Reports

The Commission reviewed and discussed the financial reports as presented. It was confirmed that closed accounts remain on the balance sheet through 2020.

b. Fund Transfers

None

c. Budget Amendments

The Commission reviewed and discussed the proposed 2019 budget amendments. The auditor will process outstanding income/invoices as audit journal entries on April 1.

Commissioner Louise Valdovinos moved to approve the financials as presented including budget amendments. Commissioner Jim Johnston seconded the motion and the motion passed unanimously.

7. Old Business

a. Re-accreditation

i. Review mission statement

The board reviewed and discussed the mission statement. Center staff had reviewed and there were no suggestions for changes. The Commission believe the message still holds true.

Commissioner Louise Valdovinos moved to re-adopt the mission statement as presented. Vice President Bruce Stravinski seconded the motion and the motion passed unanimously.

ii. Goals

Executive Director Barb Cooper shared the collaboration from staff meetings about Center goals. Barb noted four strategic themes seemed to come through: Governance & Financial, Staff & Volunteers, Facility, Program & Services.

No action taken. The board will review information provide and share their input at the next meeting on April 14, 2020.

8. New Business

None

9. Reports

a. President's Report

President Jason Kramar is concerned about the Coronavirus being a threat to our people. He will stay in touch with Executive Director Barb Cooper as developments unfold.

b. Executive Director Report

- On March 10 at 2:30 p.m., Dane County sent an email regarding the Coronavirus, prevention measures, preparation and warnings. This included a directive that people

with underlying health conditions should not attend the congregate meal site, but they could receive HDM meals.

- Support “kits” were created for case management clients in the event of quarantine using funds from the Cornerstone Fund.
- The Center has increased disinfecting and signage to help with awareness.
- Executive Director Barb Cooper asked the board to be aware of staff concerns regarding pay if the Center is closed due to the virus.
- Upcoming dates
 - Volunteer & Donor Appreciation luncheon is April 8 (now cancelled). Available officers will announce award winners.
 - 2019 Audit will be conducted Wednesday, April 1 (now being conducted remotely)
- Staff updates
 - Natalie Raemisch attended a Motivational Interviewing course and will present to staff at our March 16 meeting.
- Building updates:
 - Roof heat tapes repairs are pending. Down spouts need repair from ice built-up.
 - A quote for chimney repairs is being prepared.
 - Phones and internet were down for extended periods in February. TDS, DaneNet, Village of DeForest and ITP have worked to remedy various issues.
- Funding/Technology/Other
 - The Center was awarded the Paul H. Kusuda grant to fund technology for case managers.
 - DeForest Area Foundation grant was submitted for upgrading the automatic door openers.
 - The 2020 Census will start mid-March and the Center will assist older adults as needed.
- Program/staff updates:
 - Case Management have begun doing Community Outreach starting in January 2020 with the following goals:
 - Educate and provide information on the services and expertise of the DACSC and promote our activities and resources;
 - Partner with organizations already serving the community—Library, Fire/EMS, Pharmacies, Lions, Legion;
 - Engaging in-person with Outreach Events—senior apartments, churches, library, clinics;
 - Expand and enhance the services to more rural areas—Windsor and Vienna.
 - Nutrition program
 - Set a new My Meal, My Way record of 71 meals (over 68) on February 12.
 - Slideshows were created and shown in the dining room for February National Heart Month and March National Nutrition Month.
 - Shelf stable emergency meals were distributed to our HDM participants on March 3.
 - Volunteer program – The theme for the Volunteer Appreciation is “Roaring 20’s”.
 - Programs – AARP’s Tax Aide continues on Wednesdays and we have received a high volume of calls for Columbia County, which opted out. Resulting in a long waiting list.
 - Brain Health and Dementia Awareness Education monthly series runs April to July.

- A re-scheduled Park and Recreation class was held using the Community Room without staff present. The key fob was programmed for the hours. It went smoothly.

c. Committee Report
i. Re-accreditation

Randy Hanson, Meg Shepherd and Susan Stravinski have agreed to serve on the re-accreditation committee as community members, in addition to Louise Valdovinos and Adam Hanek.

ii. Resource Development Committee

Cheryl Ksobiech updated the Commission with the following information.

Our meeting on February 24 was changed to an email meeting because multiple members could not attend in person. Based on discussions and feedback, the committee will focus on three fundraising events: Generations Walk on May 30, the Summer Celebration on Aug 19 & 21 and the Winterfest Christmas Tree Sale on Dec 5-6. The three selected events align well with our mission and role in the community of bringing generations together. The group has decided not to participate in the Fourth of July event, but may partner with the DeForest Area Historic Society's float.

- Early planning has begun for the **Generations Walk** on May 30. Cheryl will ask LINKages to partner on this event. Sue Miller has made contact with a person with experience organizing walks, who will help us and has some good information about planning. Sue is forming a planning group for it. We would love to have board members participate with your families.
- We are also planning the **Summer Celebration** event in August to build upon the success of last year's 35th Anniversary open house, car show & concert. Tony Rocker has been booked and a great team is forming for planning the car show.
- Work is being done to plan a **Christmas tree sale** on our corner lot during Winterfest. We need a civic group or club to partner with for this and are seeking suggestions. Contacts have been made to Ann Hinner, who previously was involved in the Morrisonville sale. Cheryl has been in touch with her family's farm in Michigan and has made multiple contacts to Wisconsin farms as well.

10. Communication

a. Municipalities

- DeForest – The new ball diamond has 21 events booked for 2020 and 2021 already. Innovation Bridge pylons are going in soon. River Road will be blocked at Hwy 19 for construction this summer.
- Windsor – Accepted bids for public works and police department developments, which may be completed late year. Significant road work happening in Morrisonville.
- Vienna – Great Dane Solar Farm held an information meeting in the Town of Vienna. There was considerable interest from the citizens about the plans. Project may happen in 2022-23. There is a power point available that can be shared.

11. Any Other Business That Lawfully Comes Before the Commission
Commissioner Adam Hanek resigned from his seat on the DeForest Area Joint Community Center Commission effective March 11, 2020.

12. Meeting Dates/Agenda Items

- a. The next meeting date is Tuesday, April 14, 2020 at 4:00 p.m.
- b. Stakeholder's meeting – Planned for June, date to be determined.

13. Adjournment

Vice President Bruce Stravinski moved to adjourn the meeting. Commissioner Jim Johnston seconded the motion and the motion passed unanimously.