

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

**Regular Commission Meeting Minutes  
April 14, 2020 4:00 p.m.**

**The public was invited to attend the meeting by phoning 608-846-7819 and entering Access Code 0188348. All members attended by phone.**

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

Absent:

None

Also present:

Ex-Officio Officer Barb Cooper

Note Taker Cheryl Ksobiech

3. Pledge of Allegiance

President Jason Kramar led the Pledge of Allegiance.

4. Appearances before the Commission: Denise Powell, of Vienna and Anna Lezotte of DeForest

5. Consent Agenda

a. Approval of the March 10, 2020 Meeting Minutes

The Commission reviewed and discussed the March 10, 2020 minutes. Secretary Steve Ruegsegger requested a change in wording for item 10a.

Commissioner Jim Johnston moved to approve the meeting minutes with noted change. Commissioner Marian Drake seconded the motion and the motion passed unanimously.

b. Bills/Invoices

Due to the phone format of the meeting, the bills and invoices could not be reviewed.

Commissioner Marian Drake moved to approve current bills/invoices, with the option to review in the future. Commissioner Jim Johnston seconded the motion and the motion passed unanimously.

6. Financial

a. Financial Reports

Executive Director Barb Cooper analyzed the 2020 budget to assess the impact of the COVID-19 situation. Revenue projections could be \$25,000 lower than budget, however expense projections could be \$15,000 lower, including wages, resulting a possible net deficit of \$10,000.

b. Fund Transfers

None

c. Budget Amendments

None

Commissioner Adam Hanek moved to approve the financials as presented. Commissioner Louise Valdovinos seconded the motion and the motion passed unanimously.

7. Old Business

a. Re-accreditation

i. Goals

Executive Director Barb Cooper requested the Commission scan or e-mail “Goal Input” and “Community Involvement” forms to Barb to prepare accreditation materials. Blank forms & return envelope were included in packet.

The Commission reviewed and discussed whether re-accreditation should be a priority given the current pandemic and inherent risks to gathering, as well as weighing the validity and value of re-accreditation. The issue will be discussed at a future meeting.

8. New Business

a. Appointments

President Jason Kramar moved to Appoint Adam Hanek as At-large representative. Commissioner Jim Johnston motion passed unanimously, with Commissioner Adam Hanek abstaining.

DeForest Village President Judd Blau has appointed Anna Lezotte as DeForest representative. President Jason Kramar moved to approve the appointment. Vice President Bruce Stravinski seconded the motion and the motion passed unanimously.

President Jason Kramar moved to appoint Steve Ruegsegger to be treasurer, filling the open position. Vice President Bruce Stravinski seconded the motion and the motion passed unanimously, with Secretary Steve Ruegsegger abstaining.

b. Telephone system

The board reviewed and discussed possible solutions for the on-going phone issues. Proposals from Marco and TDS were shared.

Commissioner Marian Drake moved to accept the Marco-Teleworker proposal. Commissioner Jim Johnston seconded the motion and the motion passed unanimously.

c. COVID-19 response

- o Dane County has mandated that home delivered meals and case management are essential services. It is the Center's responsibility to develop and emergency backup plan.
- o Emergency Back Up plan
  - In the event we need to close temporarily, a plan was developed to identify neediest clients, a communication plan, identify alternate food sources and a delivery plan. There are 10-12 vulnerable clients who would be our prime focus.
  - A successful food drive was conducted. The first delivery of food and other supplies to those individuals was on April 8. A broader group of other people who will also benefit.
  - Additionally, we received 4 weeks of boxed shelf stable food from Dane County. This is prepared and could be distributed using staff and others on-call.
  - In the event our caterer, Colonial Club, is shut down, DeForest Family Restaurant is willing to cater on a temporary basis.
- o Legal
  - Tues, April 7 Barb Cooper participated in an online webinar about the federal and state legislation, the Families First Act and CARES Act, went into effect April 1. On Friday, April 10, she had a consultation with an attorney from Axley Brynson to discuss the Center's options.
  - CARES Act offers Paycheck Protection Program through SBA forgivable loans for 2.5 months of payroll. There are options for businesses to retain/reduce/layoff-furlough employees. Unemployment insurance is extended. As a quasi-government entity, the Center doesn't qualify for PPP or other tax credits that would help pay for requirements.
  - FFCRA
    - #1 Families First Coronavirus Response Act requires paid sick leave from April 1-December 31, 2020. (handout provided) Staff were e-mailed the flyer.
    - #2 Emergency Family and Medical Leave Expansion (EFMLA) employers must provide up to 12 weeks paid leave to employee who is unable to work to care (and is the only person) for a child <14 years whose school or childcare is closed.
    - The Act includes a provision to exclude of #1 or #2 above. The attorney stated the definition of emergency responders includes public health personnel which may encompass employees of the Center. Other municipalities are passing such resolutions to ensure adequate staff to provide essential functions.
    - Center could reduce some staff, but needs to retain its core workforce for mandated operations.
    - The part-time receptionist staff who opted not to work in roles supporting the Home Delivered Meal program, do not qualify for 2 week paid sick leave.
- o Case Management

- Case Managers work remotely 3 days per week, using phones, e-mail, FaceTime and leaving items in bags on doors. They are checking on people and connecting them to shoppers if needed.
- Nutrition and other services:
  - Our programs cancelled until late May. Re-opening will be a significant undertaking to clean and put safety measures in place.
  - Dane County is receiving federal funding and will be looking for ways to expand the nutrition for seniors, such as adding breakfast to meal deliveries.
  - RSVP escort driver rides has been suspended by their board due to safety concerns.

The Commission discussed various issues related to staffing and operations at the Center during the COVID-19 public health crisis. Commissioner Jim Johnston moved to recommend the Village of Windsor pass a resolution to exempt Center employees from the Families First Coronavirus Response Act requirement for Emergency Family Medical Leave Expansion. Commissioner Marian Drake seconded the motion and the motion passed unanimously.

The Commission reviewed and discussed a draft policy regarding for Approvals by the President between meetings. It was suggested that the following be added: “Any actions taken by this authorization between meetings must be reviewed and formally approved by the Commission at its next meeting”. Commissioner Jim Johnston moved to approve the proposed policy with additional language discussed. Commissioner Louise Valdovinos seconded the motion and the motion passed unanimously.

## 9. Reports

### a. President’s Report

President Jason Kramar noted this is an unusual time and is appreciative of the flexibility of the Commission. He shared that DeForest has exempted all employees to protect the operations of the Village.

### b. Executive Director Report

- Upcoming dates
  - Volunteer & Donor Appreciation luncheon has been cancelled.
  - 2019 Audit was conducted remotely on April 1. Materials were scanned and uploaded. Barb was available for questions or additional information.
- Funding/Technology/Other
  - DaneNet has changed wiring in order for TDS internet to run properly.
  - Phones have continued to be down for extended periods in March.
  - Paul H. Kusuda grant will fund for laptops and upgraded cell phones for case management.
  - The Center is a beneficiary from the estate of Conrad Allen Belda. Barb went to DMB walk-up window to sign related paperwork and also safe deposit box forms.
  - DeForest Area Foundation grant may be decided in April if meeting held.
  - The 2020 Census started in mid-March and the Center is trying to assist clients.
  - Texas Roadhouse will donate 100 meals for HDM on April 27 and 28.
  - Worker’s Compensation audit was received and costs increased approximately \$2,000 that will be charged by the auditor to 2019.
- Center Operations during COVID-19 outbreak:

- Staff updates
  - Six staff members are reporting to the Center on Mondays and Wednesdays, and working from home on Tuesdays, Thursdays and Fridays. One staff member is home-based Monday to Friday due to health concerns. Under limited operations, many duties are not needed. Other staff have opted not to report for work as they would be assigned tasks in support of Home Delivered Meals, cleaning or volunteer coordination.
  - Families First Coronavirus Response Act requires paid sick leave from April 1-December 31, 2020. (handout provided)
- Case Management
  - Case Managers are actively working remotely 3 days per week, without in-person contact, using phones, e-mail, FaceTime and leaving items in bags on doors.
  - Case Managers are checking on people and sending volunteers to shop when people need certain things. We have had five volunteer shoppers. Anticipate this will be needed long-term. Dane County is offering similar help with 24-48 hour notice.
- Nutrition and other services:
  - March 3 – Monthly shelf stable emergency meals were distributed to participants.
  - March 10 – Center notified that people with underlying conditions should not attend congregate meal site.
  - March 16 – Center closed to non-essential services, such as games, pool, fitness, café. Essential services include case management and Home Delivered Meal (HDM) program.
  - March 16 - Congregate site closed, including My Meal, My Way at DeForest Family Restaurant. Congregate meal participants added to HDM.
  - Park and Recreation programs and other evening/weekend events were cancelled when the schools were closed. Private events cancelled and refunded fees.
  - March 23 – HDM deliveries changed to Mondays and Wednesdays to reduce contact. Five meals per week are delivered.
  - April 7 – we will receive 21 food boxes that contain shelf stable protein, fruits, vegetables. We will deliver these to community members who have requested.
  - RSVP escort driver rides – last ride was March 16. People’s appointments have been cancelled by clinics. Our current volunteer drivers are all over 70 years old and are unable to provide this service due to their age or health. There have been few inquiries, which are being directed to the Dane County Call Center.
  - Texas Roadhouse is donating 2 meals for all of our HDM recipients. It will be a really nice treat to enjoy restaurant food of that quality.

c. Committee Report

i. Re-accreditation

No meeting

ii. Resource Development Committee

No meeting

10. Communication

a. Municipalities

- DeForest – Held a Zoom meeting. They are tracking legislation and beginning virtual Parks & Rec programming
- Windsor – Plan to meet by phone for next meeting and there are plans to try Zoom.
- Vienna – Last meeting was cancelled.

11. Any Other Business That Lawfully Comes Before the Commission

None

12. Meeting Dates/Agenda Items

- a. The next meeting date is Tuesday, May 10, 2020 at 4:00 p.m. via phone.
- b. Stakeholder's meeting – a fourth Thursday would be best option. Scheduling delayed during pandemic.

13. Adjournment

Commissioner Marian Drake moved to adjourn the meeting. Commissioner Louise Valdovinos seconded the motion and the motion passed unanimously.