

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

**Regular Commission Meeting Minutes
May 12, 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

Vice President Bruce Stravinski called the meeting to order.

2. Roll Call

Present:

Vice President Bruce Stravinski

Secretary/treasurer Steve Ruegsegger

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

Absent:

None

Also present:

Ex-Officio Officer Barb Cooper

Note Taker Cheryl Ksobiech

Village of DeForest appointee, Taysheedra Allen

Town of Vienna appointee, Denise Powell

3. Pledge of Allegiance

Vice President Bruce Stravinski led the Pledge of Allegiance.

4. Appearances before the Commission

Former President Jason Kramar expressed gratitude for his time working with the Center and commissioners. He shared his opinion that the Center is working well and accomplishing its mission. He hopes the annual review of the Center's operations continue. Commissioners expressed their thanks for his commitment and leadership.

Vice President Bruce Stravinski moved to go to item 7b, Appointments.

7. b. Appointments

Commissioner Lousie Valdovinos moved to approve the appointments of Denise Powell as Vienna representative and Taysheedra Allen as DeForest representative. Commissioner Jim Johnston seconded the motion and the motion passed unanimously.

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

The board reviewed the minutes, bills and invoices (available on website). Commissioner Marian Drake moved to approve the Consent Agenda items as presented. Commissioner Jim Johnston seconded the motion and motion passed unanimously.

6. Financial
 - a. Financial Reports

The Commission reviewed and discussed the financial reports. Executive Director Barb Cooper shared budget projections and how COVID 19 will affect the budget.

- b. Fund Transfers
None

- c. Budget Amendments
None

Executive Director Barb Cooper shared the timeline for the 2021 budget process to enable the release of an approved budget to the municipalities in August.

Commissioner Anna Lezotte moved to approve the financials as presented. Commissioner Jim Johnston seconded the motion and the motion passed unanimously.

7. Old Business
 - a. Re-accreditation

Executive Director Barb Cooper received some questionnaires back and plans to incorporate and present draft goals at the June meeting.

No action taken.

- b. Appointments Item 7b was addressed prior to item 5. It was also noted that Marian Drake has been reappointed by Windsor for two years.

- c. COVID-19 response

The board reviewed and discussed Exemption Resolution and emergency sick leave hand-outs provided. No action. Will re-address at a later time if necessary.

Executive Director Barb Cooper shared Dane County Focal Point guidelines for re-opening. The plan recommends senior centers re-open in phases and to begin offering congregate meals and most programs at Phase 3 when gatherings over 50 are acceptable. The Center is currently assessing and planning for needed safety measures.

8. New Business
 - a. Elections
 - b. Committee Assignments

These items were tabled until the next meeting.

9. Reports
 - a. President's Report
No Report
 - b. Executive Director Report
 - Financial/Technology/Other
 - 2019 Audit will be reviewed at June 9 Commission and Half Century Club meeting. IRS has extended the deadline for the Form 990 to July 15.
 - The Center received a \$21,000 check from the estate of Conrad Allen Belda.
 - A gift in memory of Bill Murphy was received for \$15,000.
 - A request for an Otto Bremer Foundation grant was submitted, but not approved.
 - A new safe deposit box will be finalized at DMB once paperwork has been signed.
 - Phones were switched to the Teleworker system on April 15 and have been stable.
 - Paul H. Kusuda grant will fund new laptops and cell phones for case management.
 - DeForest Area Foundation grant may be decided in April if meeting held.
 - Althea Davidson passed away on April 13, 2020.
 - Center operations during COVID-19 March 16-April 8:
 - A staffing plan and updates will be shared at the June meeting in a closed session.
 - Case Managers have called 203 people totaling 997 calls. There have been 10 new people who have reached out for assistance. Letters were mailed to 84 case management clients to keep them informed and offer help. An anonymous donor provided \$50 grocery cards for 40 low-income people. Top reasons for services: food, mental health and access to resources.
 - The nutrition program provided 1,469 meals to 55 older adults living in DeForest, Windsor and Vienna. There are two new Windsor residents receiving Home Delivered Meals.
 - The Center has been collecting groceries for seniors for the last six weeks. As we connect with seniors who might be "food insecure" due to the pandemic, we make note and deliver an assortment of items. So far, we have delivered 20 pounds of food and supplies to 20 recipients on April 10 and April 24. The boxes include canned soups, fruits and vegetables, pasta and rice dishes, canned tuna and chicken, crackers and cookies, peanut butter and jelly. Additionally, toilet paper, tissue, toiletries, laundry detergent are sent along. Boxes are prepared for an emergency closing situation for our ten most vulnerable clients. There is enough groceries right now for another 20 people.
 - We continue to receive the monthly food boxes through CAC that contain shelf stable protein, fruits, vegetables for qualified community members.
 - The Legacy Senior Housing brought 60 bags to the Center containing puzzles, snacks and other items to be given to seniors. The Center received several thank you notes.
 - Texas Roadhouse provided lunch on April 27 and 28, it was delicious and appreciated.
 - May baskets were created by staff and volunteers and were delivered on May 1 by volunteers. Many people called to express their appreciation.
 - Feedback received:

- “Grateful the Center is here”
- “You are doing a great job helping our Seniors”
- “Thank you for thinking of us, very kind”
- May Day Baskets- “You put a smile on my face, so happy you did this.”
- “Thank you for your kindness in dropping off the goodies.”

From the Volunteers

- “You all are doing a great job”
- “Participants know they can call the Center for assistance.”
- “Organization with all the changes is superb.”

c. Committee Report

i. Re-accreditation

None

ii. Resource Development Committee

None

10. Communication

a. Municipalities

- DeForest – No Report
- Windsor – Board of Review postponed until July 13. Construction is underway on new police department and public works buildings. Several village roads are being re-paved.
- Vienna – Reviewing chip/seal bids for roads. PRID grant approved for Shumacher Road to improve safety. Open book was April 11 and the annual town meeting is delayed until July.

11. Any Other Business That Lawfully Comes Before the Commission

None

12. Meeting Dates/Agenda Items

- a. The next meeting date is Tuesday, June 9, 2020 at 4:00 p.m. method and location TBA.
- b. Stakeholder’s meeting – Scheduling delayed during COVID-19 pandemic.

13. Adjournment

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