

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

**Regular Commission Meeting Minutes  
June 9, 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: Taysheedra Allen, Marian Drake, Adam Hanek, Jim Johnston, Denise Powell, Louise Valdovinos

Absent:

Anna Lezotte

Also present:

Ex-Officio Officer Barb Cooper

Note Taker Cheryl Ksobiech

3. Pledge of Allegiance

Commissioner Louise Valdovinos led the Pledge of Allegiance.

4. Announcements

The DeForest Area Joint Community Center Commission will convene into closed session pursuant to §19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, including discussion regarding filling of vacant employee positions.

*Vice President Bruce Stravinski called the Half Century Club Board of Directors meeting to order for joint meeting purposes.*

5. Appearances before the Commission

Auditor Jeff Osvog, Johnson Block and Company, Inc.

*Vice President Bruce Stravinski moved to agenda item 9a. on both the Commission Agenda and the HCC agenda.*

6. Consent Agenda
  - a. Approval of the May 12, 2020 Meeting Minutes
  - b. Bills/Invoices

Commissioner Marian Drake moved to approve the Consent Agenda as presented.  
Commissioner Jim Johnston seconded the motion and the motion passed unanimously.

7. Financial
  - a. Financial Reports  
The commission reviewed the financial reports.
  - b. Fund Transfers  
The commission and discussed the Building Repairs document that included a funding plan. Request to transfer to DeForest Half Century Club, Inc \$10,000 GA-Contingency fund and \$7,200 GA-Half Century Club to the pay for building repairs.
  - c. Budget Amendments  
None

Commissioner Jim Johnston moved to approve the financial reports and fund transfer of \$17,200.00 to HCC pending approval of planned repairs by the HCC board of directors.  
Commissioner Louise Valdovinos seconded the motion and the motion passed unanimously.

8. Old Business
  - a. Elections

President:

Commissioner Marian Drake nominated Vice President Bruce Stravinski for president.  
Taysheedra Allen seconded the nomination. Vice President Bruce Stravinski accepted the nomination. The motion to nominate and elect the president passed unanimously with Vice President Bruce Stravinski abstaining.

Vice President:

President Bruce Stravinski nominated Commissioner Taysheedra Allen for vice president.  
Commissioner Louise Valdovinos seconded the nomination. Taysheedra Allen accepted the nomination. The motion to nominate and elect the vice president passed unanimously with Commissioner Taysheedra Allen abstaining.

Secretary/Treasurer

The Commission agreed to combine the roles of secretary and treasurer. Commissioner Marian Drake nominated Steve Ruegsegger for the Secretary/Treasurer. Commissioner Denise Powell seconded the nomination. The motion to nominate and elect the secretary/treasurer passed unanimously with Steve Ruegsegger abstaining.

- b. Committee Assignments

Executive Director Barb Cooper summarized the responsibilities of the Executive Committee, Resource Development Committee and the Accreditation Committee.  
Committee Assignments will be tabled until the July 14 meeting.

9. New Business
  - a. 2019 Audit

Auditor Jeff Osvog thoroughly reviewed the audit, including 2019 Required Audit Communications to the Governing Body and Independent Auditor's Report with the Commission and Board.

It is recommended that the Commission develop a policy for capitalization, with a minimum of \$1,000.00 to \$5,000. Executive Director Barb Cooper noted on section, Agency Endowment, an annual distribution of 2,500.00 was omitted from the report and will request a corrected document from the DeForest Area Foundation, Inc.

The commission reviewed and discussed the audit as presented. Vice President Bruce Stravinski moved to accept and approve the audit as presented by Johnson Block & Company, Inc. with correction of spelling on Journal Entry 10.10 and clarification regarding the \$2,500.00 disbursement. Commissioner Jim Johnston seconded the motion and the motion passed unanimously.

- b. 2020 Proposed Budget – *closed session*

10. Joint Strategic Planning
  - a. 5-year Strategic Plan

The Commission and Board reviewed and discussed the Strategic Plan as presented. The plan will be reviewed annually. Members saw many opportunities for the Center and felt it worked well with its mission, values and vision statement. The process started several months, and as such new members weren't able to be involved in the earlier steps.

Commissioner Adam Hanek moved to approve the Strategic Plan as presented. Commissioner Jim Johnston seconded the motion and the motion passed unanimously with Commissioners Taysheedra Allen and Denise Powell abstaining.

11. Reports

- a. President's Report

President Bruce Stravinski shared that the municipalities are receiving funds to assist with COVID 19 expenses. It may be possible some of those funds could be directed to the Center for COVID 19 expenses.

- b. Executive Director Report

- Barb Cooper has been participating in weekly meetings with Dane County AAA staff and focal point executive directors and current topics include re-opening plans and safety measures.
- Cornerstone funds were used to purchase 300# beef and chicken from Neesvigs for \$487.50.
- A sprinkler system pipe began to leak above the Fireplace Room on May 20. 4" section of pipe needed to be repaired and will cost \$825.

• Center Operations response to COVID-19:

There will be a phased re-opening, effective June 1, the Center began to offer limited programs and services:

- o Nail Care appointments resume with protective measures in place.
- o My Meal, My Way resumes at DeForest Family Restaurants on Wednesday, June 3.
- o A new Outside Walking Group will be held three days per week, led by a volunteer.
- o Dragonwood Readers Book Chat is June 12 via Zoom.
- o Case Management is supporting people in new ways, including drive-up assistance with clients remaining in cars while case managers can interact at a safe distance.
- o On July 6 the meal delivery will resume 5 days per week. Congregate meal site will open at a later date.
- o The nutrition coordinator resigned effective June 15. An internal candidate applied and was hired for the position.
- o Volunteer Coordinator position will be posted when Center re-opens fully.

c. Committee Report

i. Re-accreditation

None

ii. Resource Development Committee

None

12. Convene into Closed Session

Vice President Bruce Stravinski moved to go into Closed Session with a roll call vote. Ayes were by Drake, Hanek, Johnston, Ruegesegger, Stravinski, Valdovinos and Powell and there were no Nay votes. The motion passed 7-0.

13. Reconvene into Open Session

14. Any Action Resulting from Closed Session

Commissioner Jim Johnston moved to accept the wage plan as presented. Commissioner Marian Drake seconded the motion and the motion passed unanimously.

15. Any Other Business That Lawfully Comes Before the Commission

None

16. Meeting Dates/Agenda Items

- a. The next meeting date is Tuesday July 14, 2020 at 4:00 p.m. method and location TBA.
- b. Stakeholder's meeting – Scheduling delayed during COVID-19 pandemic.

17. Adjournment

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