

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

**Regular Commission Meeting Minutes
July 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 Bruce Stravinski called the meeting to order.

2. Roll Call
Present:
President Bruce Stravinski
Vice President Taysheendra Allen
Secretary/Treasurer Steve Ruegsegger

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

Also present:
Ex-Officio Officer Barb Cooper

3. Pledge of Allegiance
Commissioner Denise Powell led the Pledge of Allegiance.

4. Appearances before the Commission

5. Consent Agenda

- a. Approval of the June 9, 2020 Meeting Minutes
- b. Bills/Invoices

Commissioner Marian Drake moved to approve the Consent Agenda as presented.
Commissioner Steve Ruegsegger seconded the motion and the motion passed unanimously
with Commissioner Denise Powell abstaining.

6. Financial

- a. Financial Reports
The commission reviewed the June 30, 2020 financial reports.
- b. Fund Transfers
The commission was informed a \$90,000 transfer will be made for operations from
Monona Bank to DMB checking.
- c. Budget Amendments
None

Commissioner Denise Powell moved to approve the financial reports and fund transfer. Commissioner Anna Lezotte seconded the motion and the motion passed unanimously.

7. Old Business

a. Committee Assignments

Executive Committee: President Bruce Stravinski, Vice President Taysheedra Allen and Secretary/Treasurer Steve Ruegsegger

Accreditation Committee: Louise Valdovinos, Adam Hanek will serve as commission representatives.

Resource Development: the committee will be put on hold and will be re-activated as conditions change and needs are identified. Staff will implement other initiatives. Actions may be assigned if assistance is needed.

b. 2021 Proposed Budget

Executive Director Barb Cooper presented the 2021 budget for \$721,603, representing a 5.5% decrease from the 2019 actual budget. This is due in large part to staff reductions, specifically eliminating a part-time .28 FTE case manager position and reducing the .75 FTE volunteer coordinator and .875 FTE nutrition coordinator to .5 FTE and .75 FTE respectively. \$7,548 is re-allocated to GA Part Time Personnel from FA Bookkeeper.

The commission reviewed and discussed the budget presented. Commissioner Jim Johnston moved to approve and release the preliminary budget to municipalities. Commissioner Denise Powell seconded the motion and the motion passed unanimously

8. New Business

a. 2020 Audit quote/letter

The Commission reviewed and discussed the audit letter with fees for services. The 2020 audit services will cost \$7,750, an increase of \$250. Commissioner Jim Johnston moved to accept the fees for the 2020 Audit. Commissioner Marian Drake seconded the motion and the motion passed unanimously. with Denise Powell abstaining.

b. 2019 Annual Report

The Commission reviewed and discussed the 2019 Annual Report. Commissioner Anna Lezotte moved to approve the report. Commissioner Adam Hanek seconded the motion and the motion passed unanimously

c. Fiscal Agent agreement

The Commission reviewed and discussed the Fiscal Agent agreement and the modification proposed by the Village of Windsor. Executive Director Barb Cooper shared initial options including taking on bookkeeping in-house by expanding an existing staff position or exploring bookkeeping services. This information will be discussed further at the August meeting allowing feedback from the municipalities.

9. Reports

a. President's Report

None

b. Executive Director Report

- Barb Cooper continues to participate in virtual bi-weekly meetings with Dane County AAA staff and focal point executive directors on current topics include re-opening plans and safety measures.
- \$10,000 gift was received from a private family foundation for 2020 operations.
- Remodeling and chimney repair are underway.
- Air conditioning units were installed on July 9, 2020.
- Center operations re-opening under improving COVID-19 conditions:
- A survey via SurveyMonkey was sent on June 29 for feedback from participants about their opinions on re-opening and returning to the Center. Results were sent to board members.
- July plans:
 - Center open by appointment for select services/programs.
 - Food drive and distribution continues.
 - July 6 - the meal delivery resumed five days per week rather than two days/week. My Meal, My Way is on Wednesdays, curbside only. Congregate meal site will open at a later date.
 - Due to the July 7 public health order, we have postponed re-opening the Fitness Room on July 13. The plan had been to offer appointments for up to 3 people in separate "pods".
 - There will be limited in-person case management appointments, no walk-ins.
- June results:
 - 73 Nail Care appointments held in June. To date in July there were 13 appointments.
 - There were 3-5 people each week for My Meal, My Way at DeForest Family Restaurants in June.
 - A new Outside Walking Group had 4 to 6 participants walk on local trails three days per week.
 - Dragonwood Readers Book Chat was held on June 12 via Zoom.
- Kristin Weinstock has been hired as our new case manager and will begin on July 27. She has over 20 years of social work experience with seniors in a variety of settings.
- Jen Mills has accepted the Volunteer Coordinator position. She has previously held the Nutrition Coordinator and Assistant Coordinator positions.
- Jennifer Broding assumed her new role as Nutrition Coordinator on June 15 and is transitioning from her previous volunteer coordinator duties.

c. Committee Report

i. Accreditation - None

ii. Resource Development Committee - None

10. Communication

a. Municipalities

DeForest – has been working on ways for COVID compliance with Dane County HHS and how to assist the community with requirements.

Vienna – the July 6 meeting was cancelled. Next meetings are July 20.

Windsor – work underway include the new public works building on Highway 51 and V, the sheriff building on Depot Street and road and sewer work in Morrisonville.

11. Any Other Business That Lawfully Comes Before the Commission

None

12. Meeting Dates/Agenda Items

- a. The next meeting date is Tuesday August 11, 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 Jim Johnston seconded the motion and the motion passed unanimously.