

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

**Regular Commission Meeting Minutes
August 11, 2020 4:00 p.m.**

The public was invited to attend the meeting by requesting an invitation to a RingCentral video conference.

1. Call to Order

President Bruce Stravinski called the meeting to order.

2. Roll Call

Present:

President Bruce Stravinski

Vice President Taysheedra 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

The commissioners recited the Pledge of Allegiance.

4. Appearances before the Commission

None

5. Consent Agenda

a. Approval of the July 14, 2020 Meeting Minutes

b. Bills/Invoices

Commissioner Louise Valdovinos moved to approve the Consent Agenda with a correction to the title on item 1. Commissioner Marian Drake seconded the motion and the motion passed unanimously.

6. Financial

a. Financial Reports

The commission reviewed and discussed the July 31, 2020 financial reports.

b. Fund Transfers

The commission was informed the \$90,000 and \$17,200 transfers were completed on July 17.

c. Budget Amendments

The Commission reviewed and discussed the 2020 budget amendments as presented.

Commissioner Adam Hanek moved to approve the financial reports and 2020 budget amendments as presented. Commissioner Anna Lezotte seconded the motion and the motion passed unanimously.

7. Old Business

a. Committee Assignments

None

b. 2021 Proposed Budget

On July 24, Executive Director Barb Cooper e-mailed the 2021 preliminary budget to the municipalities as approved at the July 14 meeting. Cooper attended the August 4 Village of DeForest board meeting to present the 2021 budget.

c. Fiscal Agent agreement

President Bruce Stravinski, Executive Director Barb Cooper, and Tina Butteris attended the Village of DeForest board meeting on July 21. Cooper provided background about the agreement dating to 2003. The proposed modification was explained and questions were addressed. The board and village staff were supportive of the change.

8. New Business

9. Reports

a. President's Report

None. Hope everyone is staying safe.

b. Executive Director Report

- Senior Centers were sent a questionnaire to provide input to Dane County Human Services' 5-year strategic planning. This was completed and submitted by the July 29 deadline.
- Barb Cooper attended a virtual meeting regarding a new Dane County funded mental health initiative awarded to Madison New Bridge on August 5.
- Dane County 2021 budgets may have 5% cuts to point of service provider contracts. Process is not completed until late fall.
- Cooper presented the 2021 budget at the August 4 Village of DeForest board meeting
- The State of Wisconsin annual report was completed for DeForest Half Century Club, Inc.
- The Center's trademark will be renewed by Murphy Desmond Law firm before April 2021.
- Building Repair Updates:
 - The chimney repair was completed on July 27.
 - The front desk remodeling to install a permanent plexiglass enclosure was completed July 27.
 - Downspouts were replaced on July 25.
 - Heat tapes were replaced on July 31.
 - Air conditioning units were installed on June 9.
 - Annual fire system inspection occurred on July 29.
 - Community Room and other space with tile floors have been stripped and polished.

- Center operations re-opening under improving COVID-19 conditions:
- Current offerings:
 - Center is open by appointment for select services/programs.
 - The Center held its 1st Drive-Through Coffee and Cookie event with 40 participants on July 17. An additional Drive-Through on August 11 had 31 people in 25 cars swing through for coffee, doughnuts and sweet corn.
 - Food drive and distribution continues.
 - Congregate meal site will not open until phase 3 of the Forward Dane Re-opening plan.
 - 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 held outdoors, no walk-ins.
- Technology
 - Epic Systems donated used laptops (6) and desktops (4) that are available for check-out by public or staff members.
 - DaneNet helped the Center secure 10 used monitors to replace out of date and smaller ones for use by staff.

c. Committee Report

- i. Accreditation – The first Accreditation committee was held on July 23 via video conference. The group reviewed the first six chapters. The next meeting will be August 27. Commissioners were asked to submit the form for Chapter 9 that lists their involvement on other organizations.

9. Communication

a. Municipalities

- Vienna – There may be a question about the solar panel project on the November ballot.
- DeForest – there is an effort to have more community involvement in issues coming before the board. They have resumed meeting via Zoom that are open to the public.
- Windsor – the reception area in village hall has been remodeled for safety concerns about COVID and security. The Police facility on Depot Street will open soon and the public works building is under construction. A Tri-State gravel pit proposed on Highway C will come before the board.

10. Any Other Business That Lawfully Comes Before the Commission

None

11. Meeting Dates/Agenda Items

- a. The next meeting date is Tuesday September 8, 2020 at 4:00 p.m. method and location TBA.
- b. Stakeholder’s meeting – Scheduling delayed during COVID-19 pandemic.

12. Adjournment

Commissioner Taysheedra Allen moved to adjourn the meeting. Commissioner Jim Johnston seconded the motion and the motion passed unanimously.