

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

**Regular Commission Meeting Minutes
January 12, 2021 4:00 p.m.**

The public was invited to attend the meeting by requesting the conference phone number and code by phoning 608-846-9469. They must identify themselves with their name and address.

1. Call to Order

President Bruce Stravinski called the meeting to order.

2. Roll Call

Present:

President Bruce Stravinski

Vice President Taysheeda Allen

Secretary/Treasurer Steve Ruegsegger

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

Absent:

None

Also present:

Ex-Officio Officer Barb Cooper

Note taker Cheryl Ksobiech

3. Pledge of Allegiance

The commissioners recited the Pledge of Allegiance.

4. Appearances before the Commission

None

5. Consent Agenda

a. Approval of the December 8, 2020 Meeting Minutes

b. Bills/Invoices

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

6. Financial

a. Financial Reports

The Commission reviewed and discussed the financial reports as presented. Executive Director Barb Cooper noted that the February meeting reports will be from Quick Books. She proposed that the check runs occur on the 15th and the last business day of the month to

help with the flow of business. The February agenda will include discussion of a policy to establish a threshold for checks requiring approval by either the board or two officers.

President Bruce Stravinski suggested that annually a discussion be held to plan for use of fund balance or change in net position from the audit report. Executive Director Barb Cooper shared the idea of potentially establishing an endowment to support our essential services of Case Management and Nutrition.

b. Fund Transfers
None

c. Budget Amendments
None

Commissioner Anna Lezotte moved to approve the Financials as presented. Commissioner Adam Hanek seconded the motion and the motion passed unanimously.

7. Old Business
None

8. New Business
None

9. Reports

a. President's Report
None

b. Executive Director Report

- Following a discussion with Dane County focal points, the Center's Inclement Weather closings will be based upon National Weather Service warnings, issued before 6:00 a.m. (rather than school district).
- The Center is managing its bookkeeping as of January 1, 2021.
- The automatic door installation was completed January 4 and was funded by DeForest Foundation \$10,000 grant and a \$4,000 donor.
- The fund transfers to LGIP approved at the December meeting were completed.
- Insurance premiums were paid following approval at the December meeting.
- Events and Programs:
 - The Center distributed 15 turkeys to local seniors on December 22.
- By The Numbers:
 - To date there have been 26,777 people have been served through the Center, (877 unduplicated)
- A water leak was discovered in the Sun Room ceiling. Multiple service providers investigated and determined that it is most likely seals around two vent pipes in the roof. When it is safe to be on the roof, our contractor will make the repair, remove damaged insulation and replace stained ceiling tiles.
- It has been a busy month for Dane County, with various yearly reports are due such as an updated Emergency Plan and Affirmative Action report, in addition to the required monthly reports for Case Management and Nutrition programs.

- We now have a full year of Case Management Data collected using MySenior. This system allows for detailed reports showing how the Center supports the seniors in our community. The top four notable facts for 2020 are:
 - 228 individuals had “Falls and Safety” needs and concerns addressed 772 times.
 - 164 individuals received guidance, assessment and coordination related to Home Delivered Meals, 888 times.
 - 56 individuals were counseled 400 times regarding housing.
 - 110 individuals needed and received supportive listening 563 times.

c. Committee Report
None

10. Communication

a. Municipalities

- Vienna – Steve is up for re-election, with no one opposing.
- DeForest – Jane Wolfgram is acting president of the village board. There are five people running for seats in the April election.
- Windsor – Bruce Stravinski, Bob Wipperfurth and Kris Schmidt are running unopposed for re-election. A butcher shop will be moving into the old Papino’s building. The new public works building has internet and the director has moved into his office.

11. Any Other Business That Lawfully Comes Before the Commission

None

12. Meeting Dates/Agenda Items

- b. The next meeting date is Tuesday February 9, 2021 at 4:00 p.m. by conference call.
- c. Stakeholder’s meeting – Scheduling delayed during COVID-19 pandemic.

13. Adjournment

Commissioner Jim Johnston moved to adjourn the meeting. Commissioner Denise Powell seconded the motion and the motion passed unanimously.