

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

**Regular Commission Meeting Minutes  
February 9, 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 January 12, 2021 Meeting Minutes

b. Bills/Invoices

The Board reviewed and discussed the minutes and invoices as presented. Executive Director Barb Cooper noted Transaction Reports for Bills/Invoices are posted on our website.

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

6. Financial

a. Financial Reports

Financial Reports have new formats and titles. The "Statement of Financial Position" replaces the "Balance Sheet". Managing two accounts for separate entities has been challenging using the QuickBooks.

b. Fund Transfers

2021 municipal contributions are expected soon. If funds are not received by February 19, a transfer of \$50,000 from the operating account held at Monona Bank to DMB checking will be needed and Barb Cooper will inform Steve Ruegsegger via e-mail.

c. Budget Amendments

None

The Commission reviewed and discussed the Financials provided. Commissioner Adam Hanek moved to approve the Financials as presented. Commissioner Jim Johnston seconded the motion and the motion passed unanimously.

7. Old Business

None

8. New Business

a. Check Writing and Approval Policies

The Commission reviewed and discussed proposed Check Writing and Approval Policies presented. Commissioner Denise Powell discussed changes to wording, but not content or meaning. The Board discussed approving the policy as written and then to review alternate wording at the March meeting.

Commissioner Jim Johnston moved to approve the proposed Check Writing and Approval Policies as presented. Commissioner Marian Drake seconded the motion and the motion passed unanimously.

b. COVID update

1. Vaccinations

a. Staff vaccinations

- i. Registered with Public Health for 10 employees – 8 have received the 1<sup>st</sup> dose
- ii. Most have received Pfizer – 21 day before 2<sup>nd</sup> dose

b. Volunteers

- i. RSVP Medical Escort drivers – Phase 1 (RSVP provided a list of names)
- ii. Those over 65 are eligible through health care providers
- iii. At this time, we don't track this type of information (it's personal, health).

c. Clients

- i. Our case managers are hearing from people about the need for transportation. Many being sent to Junction Road site on west side of Madison.
- ii. The Center may use Cornerstone funds to help with rides.
- iii. Dane County has recently funded transportation and securing providers.
- iv. Those with technology & skills are better equipped to schedule appointments.

2. Re-Opening date to be determined

- a. Monitor the COVID statistics – vaccination appears to be reducing numbers.
  - i. Follow the earlier plan recommended by Dane County.

- ii. Possible protocols include wearing face masks, temperatures taken, Vaccine certificate, 6' spacing for lines, hand washing & sanitizing encouraged and accessible
  - iii. Programs – prioritized by those that enhance health and wellness
3. The Center could be a vaccine site if requested.

No action taken. Item will stay on the agenda for further discussion.

c. DeForest Area Foundation grant

A grant request has been drafted requesting funds for upgrading auto door openers to a touchless model for four doors in the bathroom area. Taysheedra Allen and Bruce Stravinski, as Half Century Club, Inc. officers, provided approval between meetings.

9. Reports

a. President's Report

The Stravinski's have received their first dose of the COVID vaccine.

b. Executive Director Report

- The Village of DeForest plans to replace its phone system this year. As a user, the Center was included in a meeting to share information, compare proposals and assess needs. The Center is exploring other options as well.
- The painting bid for 2021 will cost \$3,205 just over budget of \$3,000. The spaces to be painted include the Fireplace Room (dining), Exercise Room, Pool Room and Board Room.
- A DeForest Area Foundation grant, due March 1, is being prepared for phase 2 of automatic door opener upgrades for touchless openers in two restrooms.
- The WASC accreditation review will be February 19, 2021 via video conference.
- Services, Events and Programs:
  - Case managers are assisting with vaccine access: providing help with making appointments, arranging transportation to vaccine locations, and offering education via public health about who can get it, how effective it is and the importance of the decision.
    - They are screening people for their needs almost one year into this pandemic.
    - Case managers are also assisting with individuals who need help getting their stimulus checks.
  - The Center is one of 24 sites out of 126 AARP sites in the state to offer Tax Assistance. Closed sites in Madison and Columbia County could increase requests at the Center.
  - Strength Training for Women and Yoga classes are led by certified teachers. Participants pay a fee for recorded classes on Facebook at their leisure
  - Virtual Bingo is being planned using a phone conference system.
  - The Center received 100 activity boxes from the Dane County Area Agency on Aging to distribute in the community as a way to connect and reduce loneliness and boredom.
  - In 2020, the Center had 131 volunteers who helped 7,138 hours, primarily in the nutrition program.

c. Committee Report

The Accreditation review has been scheduled for Friday February 19. The board is invited to attend the video conference meeting. Our Center is a test site for using a virtual format.

10. Communication

a. Municipalities

- Vienna

Their meeting in January was canceled due to multiple COVID cases.

- DeForest

Jane Cahill Wolfgram was selected as the new Village Board President.

- Windsor

There is an upcoming meeting with a closed session regarding downtown planning.

11. Any Other Business That Lawfully Comes Before the Commission

None

12. Meeting Dates/Agenda Items

b. The next meeting date is Tuesday March 9, 2021 at 4:00 p.m. by conference call.

c. Stakeholder's meeting – Scheduling delayed during COVID-19 pandemic.

13. Adjournment

Commissioner Denise Powell moved to adjourn the meeting. Commissioner Marian Drake seconded the motion and the motion passed unanimously.