

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

**Regular Commission Meeting Minutes
March 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 Taysheendra 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 February 9, 2021 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.

6. Financial

a. Financial Reports

Executive Director Barb Cooper noted that closing 2020 books was challenging due to different processes for fund balance in Workhorse versus retained earnings in QuickBooks.

b. Fund Transfers

None

c. Budget Amendments

The Commission reviewed the budget amendments to adjust miscellaneous revenues and also payments for painting expenses to the Commission rather than Half Century Club.

Commissioner Anna Lezotte moved to accept the financial reports and budget amendments as presented. Commissioner Denise Powell seconded the motion and the motion passed unanimously.

7. Old Business

a. Check Writing and Approval Policies

The Commission reviewed and discussed proposed revision of the Check Writing and Approval Policy. The Commission agreed upon the \$3,000.00 limit for expenditures without preapproval. Commissioner Denise Powell moved to accept the suggested revisions from 3-9-2021 for the Check Writing and Approval Policy. Commissioner Jim Johnston seconded the motion and the motion passed unanimously.

b. COVID update

Executive Director Barb Cooper reviewed information collected from Dane County, other Senior Centers and our recent survey of participants, volunteers and staff. A plan was outlined for a soft opening in April including, fitness room by appointment, Parks & Rec evening classes and American Legion in the Community Room only. The Commission discussed various aspects of opening the Center. Cooper will seek a legal opinion regarding safety protocols as the Center re-opens.

8. New Business

a. Telephone service

The Commission reviewed and discussed options the handout provided, detailing five phone service options. Commissioner Denise Powell moved to change to Vonage as the Center's telephone service provider. Commissioner Anna Lezotte seconded the motion and the motion passed unanimously.

9. Reports

a. President's Report

Several commissioners are now fully vaccinated.

b. Executive Director Report

- The audit will be held on April 1, 2021. Preparations are supporting either in-person or remote audit.
- The interior painting was completed on March 5 with a total cost of \$3,450.
- On February 10 there was a HVAC issue resulting in very cold temperatures in spaces. NAMI made a service call to the Center to assess and provide a temporary fix. The problem was a failed economizer board that left the dampers fully open. The project required a new board and firmware. The work was completed on March 3, with a cost of \$965.00.
- The Center passed the WASC accreditation review on February 19, 2021.
- Services, Events and Programs:
 - Case manager helped an older adult Zoom with her husband in a nursing home. After caregiving every day for years, she hasn't seen him due to COVID.
 - Vaccine calls: (as of March 1st) Case Managers have talked to 68 people in 2021 about the vaccine. In most cases when asked, they have already received one dose. In a few

- cases, CM have educated on where to call to get an appointment. Other support given includes transportation to get the vaccine or education on why it is important to get it.
- AARP Tax Assistance: (as of March 1st) Case Managers have talked to 59 people in 2021 to answer questions, help find paperwork and help to communicate with tax preparers. Appointments have gone smoothly to have minimal contact for the volunteer tax preparers. We continue to take many calls for appointments from out of area residents. The process has been more labor intensive.
 - HDM: (as of March 1st) Case Managers have talked to 69 people in 2021 to set up meals, answer questions and provide support for the service.

c. Committee Report

Accreditation Committee - Commissioner Louise Valdovinos reported that the re-accreditation review was conducted on February 19. It was held via a zoom meeting which worked nicely. The accreditors overall were very impressed with our binder and evidence of best practices. They noted that some of our standards are actually at a level required for national accreditation. Commissioner Anna Lezotte attended the review as an observer and sends kudos to the Center staff and re-accreditation committee for all the hard work and a job well done.

10. Communication

a. Municipalities

- Vienna: None
- DeForest: None
- Windsor: Progress continues with downtown revitalization.

11. Any Other Business That Lawfully Comes Before the Commission

None

12. Meeting Dates/Agenda Items

- a. The next meeting date is Tuesday April 13, 2021 at 4:00 p.m. by conference call or possibly in person, TBA.
- b. 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.