

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

**Regular Commission Meeting Minutes
April 13, 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

Secretary/Treasurer Steve Ruegsegger

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

Absent:

Vice President Taysheedra Allen

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 March 9, 2021 Meeting Minutes

b. Bills/Invoices

A report for March invoices with complete information was posted on the website rather than scanned copies. 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. Cooper noted that interest rates have dropped and the savings accounts are earning less money. The United Way

designated agency code number was difficult to find on the campaign pledge forms, which may result in less donations. United Way payments are expected between April and December. There may be a need to adjust wages to the Nutrition program due to coverage during a leave of absence. Snow removal costs are higher than 2020 year to date.

b. Fund Transfers

None

c. Budget Amendments

None

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

7. Old Business

a. COVID update

The Dane County Area Association on Aging has provided a letter to area seniors, explaining the reasoning behind guidance for opening for Senior Centers. Executive Director Barb Cooper sees the situation as fluid and changing and notes the need to be flexible.

Executive Director Barb Cooper received legal guidance and learned that requiring temperature checks and asking about immunization status are considered invasive and therefore protected health information. The attorney believes COVID may cause changes to various laws.

The county guidance is to resume congregate meals, card games and pool as some of the last to be offered due to 6' spacing. People have been cooperative with COVID guidelines for the programs offered so far, including Tax Assistance, Fitness Room, Scratch Art and Nail Care. Cost Share programs such as Networking Navigators, the American Legion and Parks & Rec classes are resuming in April and May.

Executive Director Barb Cooper suggested: 1) adapting new building hours to allow more time for cleaning and re-setting of rooms. Doors would be open from 9:00 a.m. -2:00 p.m., requiring reservations for events and activities. 2) staff would continue to work between 2:00 – 4:00 p.m. and provide services, answer phones and email. 3) As a pilot, the Center will have summer hours on Fridays and close at 2:00 p.m. Additional two hours will be made up by staff on Monday through Thursday.

8. New Business

a. Building Repairs

Executive Director Barb Cooper explained that planning for larger building projects is a first step in budget preparation. A handout was provided reviewing potential expenses through 2030. The Commission discussed various items on the report and wondered if replacing the staff office area carpeting should be moved to this year. Commissioner Adam Hanek agreed to assisting with the assessment of Ash trees that will need removal.

9. Reports

a. President's Report

President Bruce Stravinski was pleased to share that an employee of Home Town Pharmacy was completely impressed and awed by the staff and the Center during the COVID vaccination clinic. He received a call from the auditor with questions about the Center's financial structure and reporting.

b. Executive Director Report

- The audit was conducted remotely on April 1, 2021. As requested by the auditor, Barb Cooper completed an Internal Controls Matrix, a Related Party Worksheet and provided explanations for Revenue/Expense Fluctuations. Due to lower Dane County income in 2020, the program audit was waived.
- A letter dated March 26, from WASC informed the Center its re-accreditation was official.
- The Nutrition Coordinator has given notice of resignation, but will assist with training and onboarding. The position has been posted and interviews have been held.
- The Center partnered with Hometown Pharmacy to host a COVID-19 vaccine clinic on April 8-9 with the second doses administered on April 29-30. 350 appointments were scheduled.
- AARP Tax-Aide Program concluded on April 7. 181 people received no cost assistance preparing taxes.
- The Exercise Room was re-opened on April 5, by appointment for three participants maximum.
- Park and Recreation held a class at the Center on April 6 on election day.
- The new Vonage phones were installed April 9.
- Barb Cooper reported that she completed a Social Service questionnaire required by West Bend Mutual on April 9.

c. Committee Report

WASC letter regarding our re-accreditation was included in the board packet, shared on Facebook and our website. The Center was featured on WASC's state-wide newsletter recognizing our accreditation and as the first center to use a virtual format for the review of materials. An article was published in the DeForest Times Tribune. Emails were sent to the three municipalities asking for a resolution commending the re-accreditation.

10. Communication

a. Municipalities

- Vienna: the board trying to decide which roads should be worked on this year.
- DeForest: No report
- Windsor: has hired a person to be in charge of Parks and Conservancy. A resolution commending the Center's re-accreditation success is on the April 15 meeting agenda.

11. Any Other Business That Lawfully Comes Before the Commission
None

12. Meeting Dates/Agenda Items

- a. The next meeting date is May11, 2021 at 4:00 p.m. in person in the Community Room at the Center. If you prefer a conference call option, please inform Barb Cooper.
- 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.