

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

**Regular Commission Meeting Minutes  
May 11, 2021 4:00 p.m.**

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, Denise Powell, Louise Valdovinos

Absent:  
Anna Lezzote

Also present:  
Ex-Officio Officer Barb Cooper  
Note taker Cheryl Ksobiech  
Village of DeForest appointee, Abby Lowery.

3. Pledge of Allegiance  
The commissioners recited the Pledge of Allegiance

4. Announcements- The DeForest Area Joint Community Center Commission will convene into closed session pursuant to §19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, including discussion regarding filling of vacant employee positions.

*President Bruce Stravinski moved to item 9.a. New Business, Appointments*

9. a. New Business Appointments

Commissioner Denise Powell moved to approve the appointment of Abby Lowery to the Commission as a representative of the Village of DeForest. Commissioner Marian Drake seconded the motion and the motion passed unanimously.

*President Bruce Stravinski resumed the meeting agenda to item 5.*

5. Appearances before the Commission  
None

6. Consent Agenda
  - a. Approval of the April 13, 2021 Meeting Minutes

The Commission reviewed and discussed the minutes provided. President Bruce Stravinski noted two grammatical errors in item 7. a. and also noted in the final paragraph, there had not a motion made, rather, referenced suggestions were adopted.

Commissioner Jim Johnston moved to approve the April 13, 2021 minutes including noted corrections. Commissioner Marian Drake seconded the motion and the motion passed unanimously, with Commissioner Abby Lowery abstaining.

- b. Bills/Invoices

The Commission reviewed and discussed the Bills/Invoices provided on the website for reference.

Commissioner Louise Valdovinos moved to approve the Bills/Invoices as presented. Commissioner Adam Hanek seconded the motion and the motion passed unanimously.

7. Financial
  - a. Financial Reports

Executive Director Barb Cooper noted that Cost Share revenues and the corresponding expense account for event coordinator wages are both down due to the closure. There will be various promotions to highlight that the Community Room is open for reservations again.

- b. Fund Transfers

None

- c. Budget Amendments

None

Commissioner Marian Drake moved to approve the Financial Reports as presented. Commissioner Abby Lowery seconded the motion and the motion passed unanimously.

8. Old Business
  - a. COVID update

We are anticipating a June 1 re-opening of the Center. Doors will be open from 9:00 am to 2:00 pm. Reservations will be required. Staff will be onsite until 4:00 pm to answer calls, and to set-up/disinfect rooms. Schedules are coming together, including protocol reflecting CDC requirements as well as reduced number of events and attendees.

The Commission reviewed and discussed a draft policy that requires COVID-19 vaccinations for staff and considered edits to the policy. Commissioner Denise Powell moved to approve the COVID-19 Vaccination Policy, with agreed upon changes. Secretary/Treasurer Steve Ruegsegger seconded the motion and the motion passed unanimously.

- b. Building Repairs

The staff explored the idea suggested at the last meeting, to replace carpet in the office areas and determined that timing and scope of the project are not feasible this year. The staff opinion is to continue to plan for project completion in 2023.

Two bids were considered for the replacement of 3 exterior steel doors. The proposal from Damon Pfile has been accepted.

Commissioner Adam Hanek walked the property with staff to consider the status of two White Ash trees. Adam shared the possibility of saving the trees with an injection approximately every 3 years. Contacts will be made to learn more and get pricing which will be shared at the next meeting.

Executive Director Barb Cooper noted that three ballasts are out in three different rooms and need replacing. Hopefully, toward the end of the year, the Community Room will be converted to LED lighting.

9. New Business

a. Appointment

Appointment Item 9.a. was addressed prior to item 5. It was also noted that Anna Lezotte, Bruce Stravinski and Jim Johnston were reappointed by their respective municipalities. Updated Commission contact information and a Schedule for Municipal Appointments were included in handouts.

b. Employee Handbook update

The Center's fiscal agent, the Village of Windsor, is changing the payroll process to an online system. Pay dates would change to the second business day of each month. The Commission reviewed and discussed the draft policy presented. Commissioner Marian Drake moved to approve the proposed updated policy as presented. Commissioner Louise Valdovinos seconded the motion and the motion passed unanimously.

c. 2020 Proposed Budget (closed session)

10. Convene into Closed Session

Vice President Bruce Stravinski moved to convene into Closed Session with a roll call vote. Ayes were by Drake, Hanek, Johnston, Lowery, Powell, Ruegesegger, Stravinski, and Valdovinos and there were no Nay votes. The motion passed 8-0.

11. Reconvene into Open Session

12. Any Action Resulting from Closed Session

Commissioner Adam Hanek moved to accept the wage plan as presented. Commissioner Louise Valdovinos seconded the motion and the motion passed unanimously.

13. Reports

a. President's Report

No report

b. Executive Director Report

- With COVID conditions improving, the Center will re-open on June 1 to programs with pre-registration. Hours will be 9:00 a.m. to 2:00 p.m.
- On April 7, 2021 a participant in the building for Tax Assistance, didn't notice the sidewalk curb and fell as she exited the building. She didn't require an ambulance; however, we later learned her injury required surgery. The incident report and photos of the area were submitted to West Bend Mutual.
- The Village of Windsor and Town of Vienna passed resolutions commending the Center for its re-accreditation with Wisconsin Association of Senior Centers.
- A new Nutrition Coordinator has been hired and started on May 5, 2021.
- An Assistant Coordinators resigned effective April 19 due to health reasons. The position was posted immediately.
- Staff were offered a work environment assessment by an office interior representative who worked on the furnishings after the 2006 expansion. She demonstrated features of the desk chairs, desk arrangements and posture. Notably, staff learned more about the office chairs which are high end with multiple features for personal adjustment. Solution options were suggested for improvements. One idea is to install keyboard trays at each workstation, approximately \$270.00 per desk. (10 desks). In addition, monitors that are adjustable for height will help. Epic will donate these monitors.
- The Center held a COVID-19 vaccine clinic for 350 people to receive second doses on April 29-30.
- The Exercise Room was re-opened on April 5, Mondays and Fridays, by appointment for three participants maximum per 45-minute session.
- Park and Recreation are now holding classes two evenings per week.
- The new Vonage phones have been fully installed and offer new options for managing phones.
- Mission Nutrition is opening the pantry only for seniors on the first and third Thursday/month. This daytime opportunity allows for bus transportation if needed.
- Because there are now two food pantries in the area, food distribution will no longer be offered at the Center.
- A request has been made to use Cornerstone funds to purchase four blood pressure machines. Case managers will then lend them out to clients as needed.
- The computers failed on Friday due to a power supply problem. A UPS with 1000VA will be purchased to replace the Cyberpower UPS.

c. Committee Report

None

14. Communication

a. Municipalities

- Vienna: The town has a new deputy clerk. The repairs to Schumacher Road are progressing slower than anticipated. Waunakee Veterinary Clinic has been approved to add a second location in Vienna.
- DeForest: Cardboard is now accepted at the recycling center. DeForest Street at Jefferson Square is going to be improved. A settlement with Walgreen's has been reached. Yahara River shoreland zoning has been approved.

- Windsor: The Village approved a CSM and a conditional use license for a landscape business, a liquor license for Branch & Daughter and an ordinance to pilot the use of golf carts on specific streets in the Lake Windsor area for access to the golf course. Summit Credit Union has delayed Windsor Crossing plans.

15. Any Other Business That Lawfully Comes Before the Commission

None

16. Meeting Dates/Agenda Items

- a. The next meeting date is June 8, 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.

17. Adjournment

Secretary/Treasurer Steve Ruegsegger moved to adjourn the meeting. Commissioner Louise Valdovinos seconded the motion and the motion passed unanimously.