

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

**Regular Commission Meeting Minutes
June 8, 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, Anna Lezzote, Abby Lowery, Denise Powell

Absent:
Louise Valdovinos

Also present:
Ex-Officio Officer Barb Cooper
Note taker Cheryl Ksobiech

3. Pledge of Allegiance
Commissioner Abby Lowery led the Pledge of Allegiance.

Vice President Bruce Stravinski called the Half Century Club Board of Directors meeting to order for joint meeting purposes.

4. Appearances before the Commission
Auditor Jeff Osvog, Johnson Block and Company, Inc.
Bill Landgraf, DeForest Trustee

Vice President Bruce Stravinski moved to agenda item 8a.

Vice President Bruce Stravinski paused the DeForest Half Century Club, Inc. meeting following the joint audit discussion.

5. Consent Agenda
a. Approval of the May 11, 2021 Meeting Minutes

The Commission reviewed and discussed the minutes. Commissioner Jim Johnston noted grammatical errors in the May 11, 2021 minutes.

Commissioner Jim Johnston moved to approve the minutes as amended. Commissioner Abby Lowery seconded the motion and the motion passed unanimously.

b. Bills/Invoices

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

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

6. Financial

a. Financial Reports

The Commission reviewed and discussed the financial reports provided. It was noted that Cost Share, Interest, Nutrition and Events categories are lower than budget year to date.

b. Fund Transfers

None

c. Budget Amendments

The following are proposed budget amendments:

- Dane County Nutrition: increase budget from \$29,651.00 to \$31,154.00.
- Dane County Nutrition Supplies: create a new account for Dane County reimbursements with a budget of \$900.81.
- Insurance Dividends-Reimbursements: create a new account to receive yearly insurance dividends with a budget of \$469.16.

Commissioner Abby Lowery moved to approve the Financial Reports and Budget Amendments as presented. Commissioner Anna Lezotte seconded the motion and the motion passed unanimously.

7. Old Business

a. COVID update

No action taken

b. 2022 Proposed Budget

No action taken.

8. New Business

a. 2020 Audit

Auditor Jeff Osvog thoroughly reviewed the audit, including “2020 Required Audit Communications to the Governing Body” and “Independent Auditor’s Report” with the Commission and Board. The Commission reviewed and discussed the documents provided. Commissioner Anna Lezotte moved to accept and approve the audit as presented by Johnson Block & Company, Inc. Commissioner Denise Powell seconded the motion and the motion passed unanimously.

b. Election of Officers

President:

Commissioner Jim Johnston nominated Bruce Stravinski for president, the nomination was seconded by Commissioner Marian Drake. Drake moved to close the nomination and Johnston seconded the motion. Stravinski accepted the nomination. The motion passed unanimously with Stravinski abstaining.

Vice President:

President Bruce Stravinski nominated Abby Lowery for vice president, the nomination was seconded by Commissioner Adam Hanek. Drake moved to close the nomination and Johnston seconded the motion. Lowery accepted the nomination. The motion passed unanimously with Lowery abstaining.

Secretary/Treasurer

Commissioner Denise Powell nominated Steve Ruegsegger for secretary/treasurer, the nomination was seconded by Commissioner Anna Lezotte. Drake moved to close the nomination and Johnston seconded the motion. Ruegsegger accepted the nomination. The motion passed unanimously with Ruegsegger abstaining.

c. Committee assignments

The Executive Committee consists of the officers of the Commission. The Accreditation Committee currently includes Chairperson Louise Valdovinos and Committee Member Adam Hanek in addition to community and staff members.

Commissioner Anna Lezotte moved to maintain the standing committee members and to discuss ad hoc committees as needed at future meetings. Commissioner Abby Lowery seconded the motion and the motion passed unanimously.

9. Reports

a. President's Report

No report

b. Executive Director Report

- "Brats In The Lot" held on June 1 was successful with over 50 people partaking. It was a drive through event and was attended by some new people.
- The Center re-opened on June 2 when the Dane County public health orders expired. Masks are not required, while those unvaccinated are asked to continue to wear masks. Welcome back totes were given to participants. Building hours will be 9:00 a.m. to 2:00 p.m.
- The Village of DeForest passed a resolution commending the Center for its re-accreditation with Wisconsin Association of Senior Centers. A copy is included in the handouts. The display case in the lobby commemorates the accreditation and offers public viewing.
- The open Assistant Coordinator position is being covered by one of our Community Events Coordinator this summer and the position will be posted again at a later date.

- DeForest Area Foundation approved the \$9,000 grant request to upgrade the automatic door openers for the restrooms.
 - Advertising and other promotions for using the Community Room for private groups have been posted and are enclosed in the packets.
 - Barb Cooper attended the first meeting for the 2022-24 Dane County Aging Plan on May 26. Dane County will be conducting a survey for public input.
 - On July 6, Dane County will finalize updates to its Client-Centered Case Management Standards. A Work Team, including culturally and linguistically diverse individuals met (virtually) to discuss and draft the revision over the past year.
 - Barb Cooper will be serving as a WASC reviewer on June 18, for the Whitewater Senior Center's accreditation review.
 - The annual \$2,500.00 payment from the endowment fund held by the DeForest Foundation of \$2,500.00 has been received.
- c. Committee Report
None

10. Communication

- a. Municipalities
- Vienna: Board of Review for property assessments was held June 7. Road work plans have been approved. The town has a new snow plow.
 - DeForest: The new splash park at Firemen's Park is having a ribbon cutting on Friday evening. The June 16 meeting will be in person, with an option for Zoom participation available. Plans are made to realign a portion of River Road.
 - Windsor: Bruce reviewed the approval process for the Branch and Daughter butcher shop. Earlier he shared information about a walk around of downtown Windsor properties to assess options for a future village hall site that has a 4-5-year timeline.

11. Any Other Business That Lawfully Comes Before the Commission

None

12. Meeting Dates/Agenda Items

- a. The next meeting date is July 13, 2021 at 4:00 p.m.
b. Stakeholder's meeting – to be determined

13. Adjournment

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