

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

**Regular Commission Meeting Minutes
July 13, 2021 4:00 p.m.**

1. Call to Order
President Bruce Stravinski called the meeting to order.

2. Roll Call
Present:
President Bruce Stravinski
Vice President Abby Lowery
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

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. (compensation)
5. Appearances before the Commission
None
6. Consent Agenda
 - a. Approval of the June 8, 2021 Meeting Minutes

The Commission reviewed and discussed the June 8 minutes. Two corrections were noted. Commissioner Denise Powell moved to approve the June 8, 2021 minutes as amended. Commissioner Marian Drake seconded the motion and the motion passed unanimously.

- b. Bills/Invoices

The Commission reviewed and discussed the Bills/Invoices as presented. 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

The Commission reviewed and discussed the financial reports.

- b. Fund Transfers
- None

- c. Budget Amendments

A budget amendment for \$900.81 was proposed for a new expense account, “Nutrition Reimbursable Expense”.

Commissioner Louise Valdovinos moved to approve the Financial Reports and Budget Amendment as presented. Commissioner Adam Hanek seconded the motion and the motion passed unanimously.

- 8. Old Business
 - a. COVID update

The building has been open since June 6. The focus for programming is safety, rather than having high participation numbers. Vaccinated people are not required to wear masks, while unvaccinated are requested to wear masks.

No action taken.

- b. 2022 Proposed Budget

The Commission reviewed and discussed the 2022 budget as presented. Commissioner Jim Johnston moved to release the 2022 Summary Budget to the municipalities. Vice President Abby Lowery seconded the motion and the motion passed unanimously.

- c. 2020 Audit

Executive Director Barb Cooper provided an overview of the Audit process that occurs each year. The Commission reviewed and discussed the drafts of the 2020 Forms 990 and 1952 prepared by Johnson Block & Company, Inc. Cooper shared minor edits are needed.

Vice President Abby Lowery moved to approve the 2020 Form 990 and Form 1952 with corrections. Commissioner Marian Drake seconded the motion and the motion passed unanimously.

- 9. New Business
 - a. 2021 Audit quote

The Commission reviewed and discussed the Johnson Block letter of engagement, outlining services with the cost not to exceed \$8,000 for the 2021 Audit.. Commissioner Louise Valdovinos moved to approve the letter or engagement for the 2021 Audit. Commissioner Jim Johnston seconded the motion and the motion passed unanimously.

10. Convene into Closed Session (roll call)

Commissioner Jim Johnston moved to convene into Closed Session with a roll call vote. Secretary/Treasurer Steve Ruegsegger seconded the motion. Ayes were by Drake, Hanek, Johnston, Lowery, Powell, Ruegsegger, 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

President Bruce Stravinski moved to approve the draft wage plan as presented in closed session. Commissioner Denise Powell seconded the motion and the motion passed unanimously.

It was announced in closed session that Executive Director Barb Cooper will retire in early 2022 and an Ad Hoc Search Committee will be formed at the August meeting.

13. Reports

a. President's Report
No report.

b. Executive Director Report

- A new Nutrition Substitute has been hired. The open positions for Assistant Coordinator and Daytime Custodian will be posted in July.
- Foundation approved the grant request to upgrade the automatic door openers for the restrooms.
- The fire alarm sprinkler system has been having pipes with slow leaks in the ceilings in multiple sites due to corrosion. On July 12, a meeting was held with Monona Fire and Plumbing, to discuss the condition of the system. He recommends a phased plan for replacing all of the main piping in the system. This is necessary work, as damage to the building is at risk if it is not addressed. More details on timing and cost will be provided.
- United Way agreement for being a designated agency was signed and submitted. 14% fee is deducted from donations.
- Center is exploring a different database/check-in system called SchedulesPlus to replace MySeniorCenter, effective September 1, 2021. A handout comparing features was shared.
- Two staff members had AED/First Aid training at the DeForest Windsor Fire Department on June 25 for cost of \$150.
- Letters from the Area Agency on Aging board of directors were included in the board packet. First is a letter of thanks to the Senior Centers for work during COVID-19. The second is a letter to the editor expressing concerns about absentee voting changes could affect seniors' ability to vote.

- As a part of disaster preparedness, the Center stores important documents in a Safe Deposit box. Twice a year documents are updated, which was completed on July 9.
- c. Committee Report
None

14. Communication

- a. Municipalities
- Vienna: July meeting was canceled.
 - DeForest: Road improvements are continuing. Discussing COVID-19 Relief Funds and the possibility of the Center benefitting. The Village is considering a golf facility in the area of Conservancy Place.
 - Windsor: Road improvements are continuing. Multiple properties in the Windsor Crossing area have been sold to FDG, a development company.

15. Any Other Business That Lawfully Comes Before the Commission

None

16. Meeting Dates/Agenda Items

- a. The next meeting date is August 10, 2021 at 4:00 p.m.
- b. Stakeholder's meeting – to be determined

17. Adjournment

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