

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

**Regular Commission Meeting Minutes
September 14, 2021 4:00 p.m.**

1. Call to Order

Vice President Abby Lowery called the meeting to order.

2. Roll Call

Present:

President Bruce Stravinski (arrived at 4:30)

Vice President Abby Lowery

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 August 10, 2021 Meeting Minutes

The Commission reviewed and discussed the minutes as presented.

b. Bills/Invoices

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

Commissioner Marian Drake moved to approve the consent agenda items. Commissioner Louise Valdovinos seconded the motion and the motion passed unanimously.

6. Financial

a. Financial Reports

Executive Director Barb Cooper clarified the retained earnings on the Statement of Financial Position are due to audit journal entries. She explained that funding for Dane County Case Management-MA is on a usage basis and revenue is one month in arrears.

b. Fund Transfers

The Commission reviewed the handout presented. Executive Director Barb Cooper explained the budget amendments and journal entries needed for the funding plan approved at the August 10 meeting for building repairs. A fund transfer of \$21,500 from the Commission to DeForest Half Century Club, Inc. needs approval.

c. Budget Amendments

The Commission reviewed the handout from item (b). Budget amendments include the repair related budget amendments, \$5,000 less revenue from Dane County for Case Management-MA and \$3,092.81 WRS Income Continuation expenses eliminated.

Commissioner Anna Lezotte moved to approve the Financial Reports, Fund Transfers and Budget Amendments as presented. Commissioner Louise Valdovinos seconded the motion and the motion passed unanimously.

7. Old Business

a. COVID update

The Dane County mask mandate continues through October 8, and Center participants have been compliant. The Commission discussed the changing outlook regarding the pandemic and potential effects on the Center. The Commission decided to continue with in-person meetings at this time. Barb Cooper receives monthly updates and recommendations regarding the virus from Dane County. In addition, there is communication with other WASC senior centers about issues.

No action taken.

b. 2022 Proposed Budget

The Commission reviewed and discussed the 2022 budget, noting minor adjustments.

Vice President Abby Lowery moved to approve the 2022 proposed budget as presented. Commissioner Jim Johnston seconded the motion and the motion passed unanimously.

8. New Business

a. Joint Strategic Plan

The Commission reviewed and discussed the updated 2020-24 plan presented. In this interim year the focus of the plan will be hiring a new executive director, developing a plan for welcoming new members and identifying plans for staff development.

Commissioner Denise Powell moved to accept the plan as presented. Vice President Abby Lowery seconded the motion and the motion passed unanimously.

9. Reports

a. President's Report

No report.

b. Executive Director's Report

- A staff summer picnic was held for September 10 as an employee appreciation event.
- The upgraded automatic door openers for rest rooms were installed on August 25-26.
- SchedulesPlus database went live on August 27. The nutrition module will be added in September and will improve efficiency.

- Preliminary amounts for the 2022 Dane County contract total \$111,380. Case management will decrease \$759 and Nutrition will receive \$5,200 additional for MyMeal, MyWay.
- Dane County will send a survey to case management participants in October. The mailing will include our logo and envelopes in an effort to improve response rates. Results will be final in February, 2022.
- Case managers have seen a trend of people having declined during the pandemic. Dementia and isolation have taken a toll. People with chronic conditions were not able to get to the doctor as regularly needed or scheduled. As a result, their conditions have not been properly managed. They have also seen a large number of people needing hospice care. We have been educating many families on the benefit of utilizing hospice as a resource.
- Transportation has been a huge need. Medical appointments have increased, and there is a need to get people to appointments. There are efforts to recruit new RSVP drivers, but this is proving to be difficult.
- The popular Tony Rocker and Brat Bust was held on August 20 with 65 people in attendance. A new performance at the Center will feature Denny Diamond (a Neil Diamond tribute) on September 10, 82 people attended.
- The annual Health and Wellness Fair will be held as a drop-in event on October 18 from 1:00-3:00 p.m., including a Flu shot clinic offering seasonal, shingles and pneumonia shots. If approved they may also have COVID booster shots.
- A full-time staff member is on FMLA through October.
- The dishwasher needs a new pump, ASC1 is the service provider.
- Dane County provided activity bags to share with clients at risk for social isolation.

c. Committee Reports

a. Ad Hoc Search Committee

The second meeting is tonight. The agenda includes approving the position description and job posting.

10. Communication

a. Municipalities

- DeForest: Hiring for Village Administrator position, separating out the financial role as a separate position. Traffic signs and speed limits are changing in some areas.
- Vienna: Road work is done for the year. Vienna is having problems with Waste Management.
- Windsor: Sending out a mailing to invite applicants for the trustee position vacancy. Windsor Crossing commercial area is getting roads, sewer and electricity.

11. Any Other Business That Lawfully Comes Before the Commission

None

12. Meeting Dates/Agenda Items

- a. Ad Hoc Search Committee – October 12, 2021 following regular Commission meeting
- b. Next meeting date is Tuesday October 12, 2021 at 4:00 p.m.
- c. Stakeholder’s Meeting – the Commission discussed the purpose of the meeting. It will be the State of the Center meeting rather than Stakeholder’s. It will be scheduled for early 2022.

13. Adjournment

Commissioner Anna Lezotte moved to adjourn the meeting. Commissioner Denise Powell seconded the motion and the motion passed unanimously.