

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

**Regular Commission Meeting Minutes**  
**February 8, 2022 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 Lezotte, Denise Powell,  
Louise Valdovinos

Absent:  
Vice President Abby Lowery

Also present:  
Ex-Officio Officer Cindy Browning  
Note Taker Cheryl Ksobiech

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

4. Appearances before the Commission  
None

5. Announcements

6. Consent Agenda  
a. Approval of the January 11, 2021 Meeting Minutes  
b. Bills/Invoices

The Commission reviewed and discussed the minutes, bills and invoices included in the packet. Commissioner Marian Drake moved to approved the Consent Agenda as presented. Commissioner Anna Lezotte seconded the motion and the motion passed unanimously.

7. Financial  
a. Financial Reports  
The Commission reviewed and discussed the financial reports. At this time, revenues are lower than expenses as municipal contributions have not been received yet.

b. Fund Transfers  
None

c. Budget Amendments

None

The Commission reviewed and discussed the financials shared. Commissioner Louise Valdovinos moved to approve the financials as presented. Commissioner Anna Lezotte seconded the motion and the motion passed unanimously.

8. Old Business

a. COVID update

The Center is resuming non-essential/recreational activities on February 9, 2022 except for in person dining. Take-out/curbside meals will continue until further notice. Executive Director Cindy Browning shared the staff's appreciation of the newly approved COVID sick leave policy. Also shared was a COVID Flow Chart that is used by the staff to help determine next steps when exposed or if tested positive.

No Action taken. Item will remain on the agenda.

b. 2020 Fund Balance

The Commission reviewed and discussed the 2020 fund balance determined by the audit. The Commission discussed moving money into interest bearing accounts. The Commission plans to have Judd Blau, from the Village of DeForest attend the March meeting to talk about Village plans for Hwy V and CV intersection and the potential effect on Center parking and entrance/signage.

Commissioner Denise Powell moved to approve \$32,914.68 into LGIP #1 Capital Commission account; move \$38,430.32 into LGIP #1 Capital DeForest Half Century Club, Inc. account and; move \$8,975.00 into the Cornerstone Fund at the DeForest Area Community Foundation. Commissioner Jim Johnston seconded the motion and the motion passed unanimously.

c. Performance Evaluation

No action taken. Item will remain on the agenda.

9. New Business

None

10. Reports

a. President's Report

No report.

b. Executive Director's Report

- Public Health Madison & Dane County hosted a Vaccine Clinic at the Center on January 29<sup>th</sup> (36 people were vaccinated) and February 5<sup>th</sup> (28 people were vaccinated. Children age 5-17 accompanied by parents were able to be vaccinated.
- Onboarded a new case manager- 1/17/21.
- Obtained 250 face masks for the Center from Boys and Girls Club of Dane County- distributing one mask, per person for free.
- New grant cycle for DeForest Area Community Foundation- May & October; the Center will be submitting a request in May.

- Executive Director Cindy Browning shared a handout describing fixed assets and their level of depreciation, noting the roof has completely depreciated.
- The status of the Center being open for non-essential services may continue to fluctuate due to COVID-19.
- Retirement Celebration for Barb Cooper held Feb 28<sup>th</sup> at the Center from 3-5pm.
- Update of the specific services that were offered in January 2022:
  - Covid-19 Vaccine Clinics (next date: February 5<sup>th</sup> from 12pm-5pm)
  - N95 Mask Distribution
  - Home Delivered Meals
  - Meals on the Go- Pick Up/Take Out
  - My Meal, My Way at DeForest Family Restaurant (Wednesdays)
  - Case Management
  - Nail Care Clinic (Wednesdays)
  - AARP Tax Preparation (February 16<sup>th</sup> – April 13<sup>th</sup>)
  - Memory Café
  - Caregiver Support Groups
  - Medical Equipment Loan Program
  - Book Club & 4<sup>th</sup> Tuesday Forum in partnership with the Library

c. Committee Reports  
None

#### 11. Communication

##### a. Municipalities

- DeForest: No report.
- Vienna: No report.
- Windsor: Considering borrowing funds to support improvements for downtown and Fireman's Park. The Village hall is moving to the area near the post office.

#### 12. Any Other Business That Lawfully Comes Before the Commission

None

#### 13. Meeting Dates/Agenda Items

- a. Next meeting date is Tuesday March 8 at 4:00 p.m.
- b. State of the Center Meeting – postponed, re-scheduled date is to be determined pending COVID conditions.

#### 14. Adjournment

Commissioner Anna Lezotte moved to adjourn the meeting. Commissioner Marian Drake seconded the motion and the motion passed unanimously.