

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

**Regular Commission Meeting Minutes  
April 12, 2022 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: Adam Hanek, Anna Lezotte, Denise Powell, Louise Valdovinos

Absent:

Marian Drake

Jim Johnston

Also present:

Ex-Officio Officer Cindy Browning

Note Taker Cheryl Ksobiech

Trustee Monica Smith, Village of Windsor

3. Pledge of Allegiance

The Commissioners recited the Pledge of Allegiance.

4. Appearances before the Commission

5. Announcements

President Bruce Stravinski announced Monica Smith has been appointed Village of Windsor representative for the Commission, effective May 10, 2022, per Bob Wipperfurth, Village of Windsor President. Stravinski will act as an alternate for Smith when needed. It is recommended that Abby Lowery assume the role of President and Smith assume the role of Vice President for the DeForest Area Joint Community Center Commission. It is recommended that Abby Lowery assume the role of Vice President and Smith assume the role of President for the DeForest Half Century Club Inc. All committee assignments for positions/roles are voted and approved in June. Commissioner Marian Drake resigned as Windsor citizen representative after serving 34 years. This position is now open and will be posted by the Village of Windsor.

6. Consent Agenda

a. Approval of the March 8, 2022 Meeting Minutes

b. Bills/Invoices

The Commission reviewed the minutes, bills and invoices provided.

Vice President Abby Lowery moved to approve the Consent Agenda as presented. Secretary/Treasurer Steve Ruegsegger seconded the motion and the motion passed unanimously.

7. Financial

a. Financial Reports

The Commission reviewed and discussed the financial reports presented.

The Commission discussed cost share amounts for outside service providers, such as foot care, massage, reflexology and other appointment based individualized services provided to Center participants. The discussion included thoughts of increasing, eliminating or not changing these cost share amounts. Commissioners considered ways to offer low cost/no cost services for participants in need (need would be determined by case manager). Follow up will be added to Executive Directors report in May after confirming with staff the need for discounted/free services for participants who cannot afford them.

Commissioner Denise Powell moved to approve the financial reports as presented. Commissioner Louise Valdovinos seconded the motion and the motion passed unanimously.

b. Fund Transfers

None

c. Budget Amendments

None

8. Old Business

a. COVID update

We resumed 9-4 hours, participants are happy to have more card playing time and the additional offerings.

No Action taken. Item will remain on the agenda.

b. Performance Evaluation

The Executive Committee met and discussed the Executive Director performance evaluation process. The Commission shared thoughts about including a self-evaluation component and a method for staff/volunteer input.

No action taken. Item will remain on the agenda.

9. New Business

a. County V Reconstruction & Center Signage

Executive Director Cindy Browning shared follow up email from Judd Blau and Brandi Cooper with sign setback requirements. The Commission thoroughly discussed as it relates to potential future development/expansion, parking lots, driveway/curb cut entrance location, and style/type of sign. Discussed if getting a new sign would be cost effective at this time or if should be postponed. Vice President Abby Lowery will consult with the

Village of DeForest for further detail on requirements/costs. Commissioner Anna Lezotte suggested forming an Ad Hoc committee for future planning and discussion. Commissioner Denise Powell stated she believed previous funding was set aside for purchasing of a new sign.

No action taken. Item will remain on agenda.

b. Computer Server & Software

DaneNet provides our technology support and highly recommends discontinuing the use of on-premise servers and moving data to the cloud while updating to 2021 Microsoft Office 365. Secretary/Treasurer Steve Ruegsegger agreed that this is a smart move and in the long run will save money on upgrades and computer hard drives. Commissioner Denise Powell noted the importance of a segment secure location in the cloud with an ID and password. The Commission would like details about a back-up plan, redundancy and what the exact costs are. Cindy Browning Executive Director will provide follow up.

No action taken. Item will remain on agenda.

c. Water Fountain/Faucet Upgrade

The Commission discussed plans for upgrading the water fountain and all bathroom faucets to touch free. The Commission suggested applying for a DeForest Area Community Foundation grant to upgrade all bathroom faucets and the drinking fountain. Cindy Browning Executive Director will apply for the grant by May 1<sup>st</sup>.

No action needed. Item will remain on agenda.

d. Fund Development

Vice President Abby Lowery and Executive Director Cindy Browning met with Village of DeForest Administrator Bill Chang related to ARPA funds available through the Village of DeForest. Chang indicated that the Center is encouraged to re-apply for funding outside of applying for Water Fountain/Faucet Upgrades. Chang requested that funding have a return on investment rather than funding items that will depreciate in value.

No action taken. Item will remain on agenda.

10. Reports

a. President's Report

No report.

b. Executive Director's Report

- Announced resuming open hours from 9-4pm on April 1st.
- Dane County 2021 Case Management Survey Results Received for Center.
- Dane County 2022 Nutrition Site Visit & Management Records Review on March 4<sup>th</sup>.
- Tax return services for 97 people provided through AARP in March.
- Water leak found for 2<sup>nd</sup> time & repaired in office next to billiards room on March 17<sup>th</sup>.
- "Meet and Greet with new Executive Director", Cindy Browning held March 21<sup>st</sup>.

- Rotary 3<sup>rd</sup> grade pizza party held at Center on March 16<sup>th</sup>, partnership with Theresa Gartland's class at Windsor Elementary; school district's Adopt-a-Class program.
- Collaboration meeting with Debbie Brewster, Community Relations Coordinator, DeForest Area School District: Link-ages, etc.
- State of the Chamber Annual Meeting on March 9<sup>th</sup>.
- 2021 GAAP audit on site March 23<sup>rd</sup>.
- American Red Cross Blood Drive, Tour of Center- Next Drive May 21<sup>st</sup> 9-2pm.
- Recognize Marian Drake's long-time commitment to the Center and service on the Commission and DeForest Half Century Club, Inc. as the Volunteer of the Century

c. Committee Reports

None

11. Communication

a. Municipalities

- DeForest: Steve Fahlgren retired at the end of March. Working on improvements to Fireman's Park. Looking at 3 areas in the Village to potentially develop. Ordinance regarding transient merchant sales has been amended.
- Vienna: Rupp did not run for position. Tim is the new chair.
- Windsor: Discussing Airbnb fees. There was a fire in the marsh area of Token Creek Conservancy.

12. Meeting Dates/Agenda Items

- a. Next meeting date is Tuesday May 10 at 4:00 p.m.
- b. State of the Center Meeting – Date options will be shared at next meeting, intending to schedule in the next few months.

13. Adjournment

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