

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

**Regular Commission Meeting Minutes
July 12, 2022 4:00 p.m.**

1. Call to Order
President Abby Lowery called the meeting to order.

2. Roll Call
Present:
President Abby Lower
Vice President Monica Smith
Secretary/Treasurer Steve Ruegsegger

Commissioners: Adam Hanek, Randy Hanson, Anna Lezotte, Denise Powell, Louise Valdovinos

Absent:
Jim Johnston

Also present:
Ex-Officio Officer Cindy Browning
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 (wage planning)

Windsor Resident Randy Hanson has been appointed to the DeForest Area Joint Community Center Commission by the president of the Windsor Village Board.

Vice President Monica Smith moved to suspend the rules and move to item 9.a., 2021 Audit Presentation. Commissioner Louise Valdovinos seconded the motion and the motion passed unanimously.

5. Appearances before the Commission
Auditor Jeff Osvog, Johnson Block and Company, Inc., by phone conference call.
6. Consent Agenda
 - a. Approval of the June 14, 2022 Meeting Minutes
 - b. Bills/Invoices

Commissioner Anna Lezotte moved to approve the Consent Agenda as presented. Vice President Monica Smith seconded the motion and the motion passed unanimously.

7. Financial

a. Financial Reports

The Commission reviewed and discussed the financial reports presented. Executive Director Cindy Browning noted that the financial statements reflect July payroll being fully processed. The Commission discussed DMB checking account balances and second disbursement of municipal funds being expected to arrive in August.

Vice President Monica Smith moved to approve the financial reports provided. Commissioner Adam Hanek seconded the motion and the motion passed unanimously.

b. Fund Transfers

None

c. Budget Amendments

Commissioner Adam Hanek moved to reallocate \$1,300 out of the Janitorial Supplies line item and transfer it into the Utilities-Natural Gas line item due to unexpected increases in natural gas costs. Commissioner Denise Powell seconded the motion and the motion passed unanimously.

8. Old Business

a. COVID update

Executive Director Cindy Browning shared communication she had with Dane County regarding best practices for when the Center is informed of a positive COVID-19 test result for a participant or volunteer. Anonymous public notice can be posted at the Center for at least 14 days from the last Covid-19 positive report. Browning is tracking known exposures reported to her; if there are 4-5 cases within 2 weeks, Dane County Area Agency on Aging (AAA) has requested to be contacted for further direction regarding nutrition and case management programming. Participant and Volunteer Covid-19 reporting guidelines have been communicated with all Center staff.

No Action taken. Item will remain on the agenda.

b. Performance Evaluation

The Executive Committee is moving forward with the Executive Director evaluation and will discuss further in closed session at the August meeting.

No Action taken. Item will remain on the agenda.

c. County V Reconstruction & Center Signage/Name

No action taken. Item will remain on the agenda.

d. Stakeholders Meeting

Executive Director Cindy Browning sent invitations to the Village of Windsor and DeForest Presidents and Vienna Town Chair. Browning will bring a draft agenda to the August meeting and PowerPoint presentation.

No action taken. Item will remain on the agenda.

9. New Business

a. 2021 Audit Presentation

Auditor Jeff Osvog thoroughly reviewed the audit, including “2021 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 Louise Valdovinos moved to accept and approve the audit as presented by Johnson Block & Company, Inc., with noted changes. Commissioner Randy Hanson seconded the motion and the motion passed unanimously.

b. DeForest Half Century Club, Inc. & CC Lease Agreement

Executive Director Cindy Browning shared a copy of the Lease between DeForest Half Century Club, Inc. and DeForest Area Joint Community Center Commission. The lease automatically renews every five years from the original term and is potentially in place for the next 19 years unless challenged in writing.

No action taken. Item will remain on the agenda.

c. 2023 Proposed Budget

The Commission continued discussion of the 2023 proposed budget. Secretary/Treasurer Steve Ruegsegger moved to release the 2023 Summary Budget to the municipalities. Commissioner Randy Hanson seconded the motion and the motion passed unanimously.

d. Wage Planning (*closed session*)

10. Convene into Closed Session (roll call)

Commissioner Denise Powell moved to convene into Closed Session with a roll call vote. Commissioner Anna Lezotte seconded the motion. Ayes were by Lowery, Smith, Powell, Hanek, Hanson, Valdovinos, Lezzote and Ruegsegger, there were no Nay votes. The motion passed 8-0.

President Abby Lowery-Yes
Vice President Monica Smith-Yes
Secretary/Treasurer Steve Ruegsegger-Yes
Commissioner Adam Hanek-Yes
Commissioner Randy Hanson-Yes

Commissioner Denise Powell-Yes
Commissioner Louise Valdovinos-Yes
Commissioner Anna Lezotte-Yes

11. Reconvene into Open Session

Commissioner Denise Powell moved to reconvene into open session. Commissioner Anna Lezotte seconded the motion and the motion passed unanimously.

12. Any Action Resulting from Closed Session

Commissioner Denise Powell motioned to reallocate \$7,456.36 out of the Contingency Line Item and \$867.10 out of the Computer Support line item and move these funds into GA-Wages, FICA and Retirement line items to cover approved 2022 budget amendments. Commissioner Anna Lezotte seconded the motion and the motion passed unanimously.

Commissioner Anna Lezotte moved to approve 2023 wages as discussed in closed session. Vice President Monica Smith seconded the motion and the motion passed unanimously.

13. Reports

a. President's Report

None

b. Executive Director's Report

- Touch-less bathroom faucets, water fountain and freezer received & installed
- Touch-less soap dispensers received & being installed July 2022
- Dane County- Joining Forces for Families (JFF) relocating their office to DACSC in 2022
- Meeting & Tour with new Dane County AAA Manager, Sridevi Mohan
- Received a donation of 40, \$100 gift cards for Pick N Save to distribute to participants in need through case management program (value of \$4,000).
- Claris Companion Pilot Program Implementation with Dane County-DACSC will receive 5 tablets with 4G cellular data in September-Goal of reducing isolation for participants & connection to other Dane County Focal Point Senior Center programs
- American Red Cross - Rotary Club Blood Drive at the Center on July 14th
- Thank you received- "I do want to express appreciation for allowing the use of the Center for the Blood Drive. It is far and away the best spot we have had so far. I also want to mention that when I had the opportunity to chat with donors at the post donation table, more than one person told me they had not been to the Senior Center before and that they liked the Center. I have been told that the majority of blood donors are older folks and it was apparent that the older folks that came to give blood felt more comfortable in a senior setting like the yours. Keep up the good work!"

c. Committee Reports

None

14. Communication

a. Municipalities

No reports shared. For time management purposes, future municipality reports will be communicated in writing and sent to Cindy Browning Executive Director prior to meeting and added to board packet materials.

15. Meeting Dates/Agenda Items

- a. Next meeting date is Tuesday August 9, at 4:00 p.m.
- b. Stakeholders Meeting – Scheduled for September 26, 2022 at 6:00 p.m.

16. Adjournment

Vice President Monica Smith moved to adjourn the meeting. Secretary/Treasurer Steve Ruegsegger seconded the motion and the motion passed unanimously.