

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

**Regular Commission Meeting Minutes
September 13, 2022 4:00 p.m.**

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

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

Commissioners: Adam Hanek, Randy Hanson, Jim Johnston, Anna Lezzote, Louise Valdovinos

Absent:
Denise Powell

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

3. Pledge of Allegiance
Commissioners recited the Pledge of Allegiance.
4. Announcements
None
5. Appearances before the Commission
None
6. Consent Agenda
 - a. Approval of the August 9, 2022 Meeting Minutes
 - b. Bills/Invoices

The Commission reviewed the August 9, 2022 meeting minutes and the bills/invoices. Commissioner Randy Hanson moved to approve the Consent Agenda. 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 provided. Executive Director Cindy Browning explained the invoice approval process and explained the accounts payable line items shown on the statement of financial position. Browning also

noted that all DeForest, Windsor and Vienna 2022 municipal contributions have been received. Dane County has approved amending the nutrition program contract and adding funds for My Meal My Way in the amount of \$6,000 which will be reflected in future reports after funding is received.

Commissioner Anna Lezotte moved to approve the financial reports presented. Vice President Monica Smith seconded the motion and the motion passed unanimously.

b. Fund Transfers

None

c. Budget Amendments

The Commission reviewed line items that require budget amendments and requested additional detail to be reviewed at the October meeting for budget amendment approval.

No action at this time.

8. Old Business

a. COVID update

The Center follows current CDC guidelines. Browning continues to track positive test results that are reported to her while posting a notice on the Centers front doors that someone who has visited the Center has reported a positive result, this sign stays posted for at least 14 days, per Dane County recommendation. The Commission discussed ways to share current CDC guidelines, recommendations and protocols to participants. Staff will initiate a plan for additional Covid-19 education for participants including connecting with Public Health Madison & Dane County in hopes to host another Covid-19 vaccine/booster clinic and educational workshop. CDC guideline informational sheets will be made available to participants, staff and volunteers.

b. County V Reconstruction & Center Signage/Name

Information and estimated pricing options are being collected for comparison on updated and improved signage. When information is more complete, a spreadsheet will be shared for the Commission to review.

c. Joining Forces for Families (JFF)

Final contract was included in the board packet, signed by Commission President Abby Lowery. Once the contract is signed by Dane County, it will be effective. Anticipate October 2022 move in date for JFF to begin using office space at the Center.

d. HVAC Contract Renewal

The NAMI contract expires 12/31/2022. Proposals from multiple providers are being collected and will be presented at the October meeting for review.

e. 2023 Budget

Budget summaries have been sent to the municipalities. Village trustees will work with their boards respectively to have Browning added to agendas for budget presentations if desired. There is potential for 2023 modifications pending budget amendment approvals.

9. New Business

a. 2021 Annual Report

The Commission reviewed the 2021 Annual Report. Executive Director Cindy Browning has returned to a multipage report and has updated the design and format. The Commission appreciates the additional information and descriptions, noting that it tells our story well. The Commission discussed the variety of ways the report could be distributed and used for marketing and fund-raising efforts. Browning will distribute the annual report during budget presentation meetings with the municipalities and at the Stakeholders meeting. Staff will create a mailing list for distribution and will secure pricing options for printing and mailing.

Commissioner Jim Johnston moved to approve the 2021 Annual Report as presented. Commissioner Randy Hanson seconded the motion and the motion passed unanimously.

b. Audit quote for next year & approve/sign Form 990/1952

The Commission reviewed audit quote documents from Johnson & Block for 2022 audit services.

Vice President Monica Smith moved to approve the Commission audit quote as presented. Commissioner Louise Valdovinos seconded the motion and the motion passed unanimously.

c. Joint Strategic Plan

Executive Director Cindy Browning shared the 2020-2024 Strategic plan currently in place noting that the upcoming Stakeholders meeting supports strategy number three in the plan.

No action taken.

10. Reports

a. President's Report

No report.

b. Executive Director's Report

- The Center hosted Rotary Club-American Red Cross Blood Drive on 8/16/22
 - Collected 38 units on a goal of 32, helped save up to 114 lives.
- Released 2021 audit & 2023 budget summary to municipalities of Windsor, Vienna & DeForest.
- The Center hosted 1st annual "This Community's Got Talent Show" with 130+ attendees, 9 talent acts- multi-generational event for all ages.
 - "To whom it may concern: This talent show was so great. I want to thank all the staff for all their efforts in putting this on. It was so great. Let's have more of this entertainment! This was so perfect. Thanks again, enjoyed all!" – community member.
- Executive Director attended training "Ethics and Boundaries: A Conversation about Moral Principals and Cultural Humility"
- Distributed 5 Claris Companion Tablets: \$4,435 value w/1-year prepaid 4G wireless for isolated case management participants through Dane County Claris Companion Pilot Program.

- The Center hosted Chamber of Commerce Lunch & Learn on 8/23/22.
- CPR/AED/First Aid Certification Training completed by 8 staff members on 8/24/22.
- The Center hosted and resumed Dementia Friendly Committee and Link-ages committee after 2 years of being postponed due to Covid-19.
- Brat Bust Fundraiser and Tony Rocker “Elvis” presentation hosted on 8/26/22 with 83+ attendees & raised \$446

c. Committee Reports

○ Stakeholders Meeting Subcommittee Update & Agenda

The Subcommittee reviewed results from the planning committee meeting, including a final draft of the agenda, roles during the meeting and general expectations that the meeting be led with positivity, focused on the Centers future & support long term planning. Browning shared changes in the PowerPoint presentation with additions related to municipality age demographics being included. Representatives from all 3 municipalities have confirmed their intent to attend.

Commissioner Randy Hanson moved to approve the agenda presented with the amendment that words “round table” be removed in the discussion section. Vice President Monica Smith seconded the motion and the motion passed unanimously.

11. Communication

a. Municipalities

No reports shared. The Commission discussed removing “Communication-Municipalities” as a standard agenda item and determined that information specific to the municipalities can be found on their websites and discussed before or after Commission meetings. If a subject directly affects the Center, it will be added as an agenda item per direction from the Trustees.

Vice President Monica Smith moved to approve removing “Communication-Municipalities” as a standard agenda item. Commissioner Adam Hanek seconded the motion and the motion passed unanimously.

12. Meeting Dates/Agenda Items

- Next meeting date is Tuesday October 11, 2022 at 4:00 p.m.
- Stakeholders Meeting – Scheduled for September 26 from 6:00 p.m. – 7:00 p.m.

13. Adjournment

Vice President Monica Smith moved to adjourn the meeting. Commissioner Randy Hanson seconded the motion and the motion passed unanimously.