

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

**Regular Commission Meeting Minutes  
December 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, Denise Powell

Absent:

Anna Lezotte

Louise Valdovinos

Also present:

Ex-Officio Officer Cindy Browning

Note Taker Cheryl Ksobiech

3. Pledge of Allegiance

Commissioners recited the Pledge of Allegiance led by Secretary/Treasurer Steve Ruegsegger.

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 (vacant employee position)

President Abby Lowery asked that Commissioners contact the board president regarding absences for meetings. Lowery also noted that resignations are submitted in writing to the board president.

5. Appearances before the Commission

Natalie Tubbs, Senior Services Supervisor

## 6. Consent Agenda

### a. Approval of the November 8, 2022 and November 29, 2022 Meeting Minutes

Commissioner Denise Powell requested the sentence regarding her resignation be removed. Powell did not resign as indicated.

### b. Bills and Invoices

The Commission reviewed the bills and invoices provided.

Commissioner Randy Hanson moved to approve the amended minutes, and bills and invoices as presented. Vice President Monica Smith seconded the motion and the motion passed unanimously, with Commissioner Denise Powell and Adam Hanek abstaining.

## 7. Financial

### a. Financial Reports

Executive Director Cindy Browning noted that the fund transfer approved at the last meeting is complete.

Vice President Monica Smith moved to approve the Financial reports as presented. Commissioner Adam Hanek seconded the motion and the motion passed unanimously.

### b. Fund Transfers

None

### c. Budget Amendments

The Commission reviewed the proposed budget amendments. Executive Director Cindy Browning shared explanation and details of the proposal.

The Commission decided to hold discussion of the creation of a budget amendment policy until a new executive director is in place.

Commissioner Adam Hanek moved to approve the budget amendments as presented. Vice President Monica Smith seconded the motion and the motion passed unanimously.

## 8. Old Business

### a. COVID update

Executive Director Cindy Browning noted one staff person was out with COVID recently and utilized the COVID sick pay policy.

No action taken, item to remain on agenda.

### b. County V Reconstruction & Center Signage/Names

Operations Supervisor Cheryl Ksobiech shared information about inexpensive sign options that may help visibility of the building. Ksobiech will include sign information with the

January board packet. The Commission discussed name change and concluded to hold the topic until next meeting.  
No action taken, item to remain on agenda.

c. 2023 Budget

Executive Director Cindy Browning shared the Dane County Contract has been received and includes an increase which is reflected in the most updated budget. A 10 hour per week for a part time case manager has also been included as well as full time benefit costs for the nutrition coordinator position.

Vice President Monica Smith moved to approve the updated 2023 budget as presented. Commissioner Adam Hanek seconded the motion and the motion passed unanimously.

9. New Business

a. Vacant Employee Position (closed session)

b. Dane County 2023 Contract

The Dane County contract arrived and was signed by President Abby Lowery. Vice President Monica Smith during a between meeting approval.

Commissioner Randy Hanson moved to accept the between meetings approval. Secretary/treasurer Steve Ruegsegger seconded the motion and the motion passed unanimously.

c. Transfer of Contents to HCC

Vice President Monica Smith moved that any equipment or building contents purchased in 2022 be transferred to the DeForest Half Century Club, Inc. Commissioner Randy Hanson seconded the motion and the motion passed unanimously.

d. Renew Insurance Policies

The Commission reviewed and discussed the insurance summary from Tricor Insurance as presented.

Secretary/treasurer Steve Ruegsegger moved to approve the insurance summary and premiums proposed for 2023. Vice President Monica Smith seconded the motion and the motion passed unanimously.

e. Midwest Alarm System Contract

Operations Supervisor Cheryl Ksobiech is collecting bids for alarm system inspection, monitoring, and sprinkler system inspections

The Commission will review proposals at the January 2023 meeting.

No action taken, item will remain on agenda.

10. Convene into Closed Session (roll call)

Vice President Monica Smith moved to convene into Closed Session with a roll call vote. Commissioner Randy Hanson seconded the motion. Ayes were by Lowery, Hanson, Smith, Powell and Ruegsegger, there were no Nay votes. The motion passed 5-0.

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

11. Reconvene into Open Session

Vice President Monica Smith moved to reconvene into open session. Secretary/Treasurer Steve Ruegsegger seconded the motion and the motion passed unanimously.

12. Any Action Resulting from Closed Session

No action taken.

13. Reports

a. President's Report

Thank you to Cheryl and Natalie for accepting the roles of interim CO-directors while a permanent replacement for the Executive Director is found.

b. Executive Director's Report

- DeForest Area Community and Senior Center website updated to newer, modern, user friendly template that can be accessed easier through a mobile device.
- Executive Director attended Clergy and School District Meeting on 11/9/22.
- Dementia Friendly Committee meeting held at the Center on 11/16/22.
- Dane County POS Contract approved and signed between meetings by President, Abby Lowery and Vice President Monica Smith.
- Executive Director attended Diversity, Equity & Inclusion trainings on 11/1/22-11/3/22.
- Received confirmation from EPIC of 4 laptops being available as a donation to DACSC.
- Computer server conversion completed by Dane Net.
  - Azure/Cloud Key installed on 11/21/22.

c. Committee Reports

a. Stakeholders Subcommittee Meeting: Awareness & Education

The Commission discussed the proposed survey and asked that the 2 last questions be removed. Additionally, the survey could include an option for including a name which could then be put in for a drawing of gas cards. Commissioner Randy Hanson suggested the board needs to come to a decision about a potential name change before action from the

Subcommittee can commence. Table stakeholder sub-committee until new Executive Director is in place. Item will remain on agenda.

Vice President Monica Smith moved to eliminate questions 15 & 16, and add optional name inclusion. Commissioner Adam Hanek seconded the motion and the motion passed unanimously.

14. Meeting Dates/Agenda Items

- a. Next meeting date is Tuesday January 10, 2023 at 4:00 p.m.

15. Adjournment

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