

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

**Regular Commission Meeting Minutes  
April 11, 2023 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: Randy Hanson, Anna Lezotte, Denise Powell, Jacob Vehring

Absent:

Adam Hanek

Louise Valdovinos

Also present:

Ex-Officio Officer Natalie Raemisch

Note Taker Cheryl Ksobiech

3. Pledge of Allegiance

Commissioners recited the Pledge of Allegiance led by Commissioner Randy Hanson.

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 (Discussion of performance evaluation criteria) (Succession plan discussion)

5. Appearances before the Commission

Bill Landgraff, Village of DeForest Trustee

Jen Mills, Center Volunteer Coordinator

Marty Renz, Center volunteer

Brenda Smith, Center volunteer

6. Consent Agenda

a. Approval of the March 14, 2023 Meeting Minutes

The Commission reviewed the March 14, 2023 meeting minutes. Vice President Monica Smith moved to approve the meeting minutes. Commissioner Anna Lezotte seconded the motion and the motion passed unanimously with Commissioner Denise Powell abstaining.

b. Bills and Invoices

The Commission reviewed the bills and invoices. Vice President Monica Smith moved to approve the bills/invoices presented. Commissioner Denise Powell seconded the motion and the motion passed unanimously.

7. Financial

a. Financial Reports

Executive Director Natalie Raemisch noted Vienna's municipal contribution has been received. The Audit has been moved to 4/17/2023.

The Commission reviewed and discussed the financial reports. Commissioner Anna Lezotte moved to approve the financial reports. Commissioner Randy Hanson seconded the motion and the motion passed unanimously.

b. Fund Transfers

The Commission discussed the state of accounts that are over the FDIC recommended limit of \$250,000.00. Executive Director Natalie Raemisch shared her research of possible options for transferring funds to new accounts with better interest rates. The Commission thoroughly discussed and shared additional ideas.

Vice President Monica Smith moved to authorize Executive Director Natalie Raemisch to arrange fund transfers to achieve balances below \$250,000.00 per institution, into accounts that best suit the Center's needs. Commissioner Jacob Vehring seconded the motion and the motion passed unanimously.

c. Budget Amendments

None

8. Old Business

a. COVID update

No update.

b. County V Reconstruction

No update.

c. Budget Amendment Guidelines

The Commission shared and discussed potential guidelines for Budget Amendments as well as Budget Adjustments, the differences and how each is used.

A draft document for 2023 Financial Policy, including adjustment/amendment guidelines will be provided at the May meeting, for review and possible approval.

No Action.

9. New Business

a. Bank Accounts: authorized signatures.

Commissioner Denise Powell moved to add Vice President Monica Smith to all accounts and remove President Abby Lowery, reconciling all signatures for financial institutions. Commissioner Jacob Vehring seconded the motion and the motion passed unanimously.

b. Payroll Policy Change

Executive Director Natalie Raemisch shared a draft for the updated Payroll Policy.

*“Employees are paid bi-weekly effective January 1, 2023. All staff will have 26 pay periods in a calendar year. Payroll will be processed on the Wednesday following the end of the two-week payroll cycle with direct deposits processing on Thursday. If a payday falls on a holiday, employees will generally be paid the preceding workday.*

*Payroll checks will not be released to any other individual unless the employee authorizes, in writing, to have his/her check released to a specified designee.”*

Commissioner Denise Powell moved to approved proposed policy as written. Vice President Monica Smith seconded the motion and the motion passed unanimously.

c. Stakeholder Discussion

The Commission discussed how to proceed with project of Center name change.

10. Convene into Closed Session (roll call)

President Abby Lowery moved to convene into closed session with a roll call vote. Vice President Monica Smith seconded the motion. Ayes were by Lowery, Smith, Ruegsegger, Hanson, Lezzote, Powell and Vehring, there were no Nay votes. The motion passed 7-0

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

11. Reconvene into Open Session

Commissioner Anna Lezotte moved to reconvene into open session. Vice President Monica Smith seconded the motion and the motion passed unanimously.

12. Any Action Resulting from Closed Session

No action taken.

13. Reports

- a. President's Report
- b. Executive Directors' Report
- c. Committee Reports
  - a. Stakeholders Subcommittee Meeting: Awareness & Education

14. Meeting Dates/Agenda Items

- a. Next meeting date is Tuesday May 9, 2023 at 4:00 p.m.

15. Adjournment

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