

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

**Regular Commission Meeting Minutes  
May 9, 2023 4:00 p.m.**

1. Call to Order

Vice President Monica Smith called the meeting to order.

2. Roll Call

Present:

Vice President Monica Smith

Commissioners: Adam Hanek, Randy Hanson, Anna Lezotte, Denise Powell, Jacob Vehring

Absent:

Louise Valdovinos

Secretary/Treasurer Steve Ruegsegger

Also present:

Ex-Officio Officer Natalie Raemisch

Note Taker Cheryl Ksobiech

3. Pledge of Allegiance

Commissioners recited the Pledge of Allegiance led by Commissioner Anna Lezotte.

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 (Compensation)

Village of DeForest Trustee, Jan Steffenhagen-Hahn has been appointed to serve on the Joint Commission.

5. Appearances before the Commission

None

6. Consent Agenda

a. Approval of the April 11, 2023 Meeting Minutes

The Commission reviewed the April 11, 2023 meeting minutes. Commissioner Randy Hanson moved to approve the meeting minutes. Commissioner Denise Powell seconded the

motion and the motion passed unanimously with Commissioner Adam Hanek and Commissioner Jan Steffenhagen-Hahn abstaining.

b. Bills and Invoices

The Commission reviewed the bills and invoices. Commissioner Adam Hanek moved to approve the bills/invoices presented. Commissioner Anna Lezotte seconded the motion and the motion passed unanimously with Commissioner Denise Powell abstaining.

7. Financial

a. Financial Reports

Executive Director Natalie Raemisch noted that line items for lawn/snow, as well as natural gas, have high percentages spent. In both cases, the projections for the remaining year are low and therefore not a major concern. Raemisch also noted the workman's comp expense will be moved to 2022 by the auditor.

The Commission reviewed and discussed the financial reports. Commissioner Jacob Vehring moved to approve the financial reports. Commissioner Denise Powell seconded the motion and the motion passed unanimously.

b. Fund Transfers

Executive Director Raemisch reported moving \$50,000 into a 3-month CD at DMB. Raemisch is in the process of opening an account at Settler's Bank to complete the planned fund transfers.

No action taken.

c. Budget Amendments

None

8. Old Business

a. COVID update

Item removed.

b. Budget Amendment and Financial Policies-see handout

Two grammatical errors were noted. The Commission shared overall satisfaction with the presented document.

Commissioner Anna Lezotte moved to approve and accept the proposed Financial Policy draft, with noted changes. Commissioner Jacob Vehring seconded the motion and the motion passed unanimously.

c. Name Survey

The survey for Center name suggestions ends on May 12. There have been close to 300 total entries. Entries will be sorted by common factors and duplications removed. The top 3 options will be voted on by the members of the Community.

No action taken.

## 9. New Business

### a. Commission Officers appointments

#### **President:**

Commissioner Jacob Vehring nominated Vice President Monica Smith for president, the nomination was seconded by Commissioner Anna Lezotte. Commissioner Adam Hanek moved to close the nomination. Commissioner Denise Powell seconded the motion and Smith accepted the nomination. The motion passed unanimously with Smith abstaining.

#### **Vice President:**

President Monica Smith nominated Commissioner Jan Steffenhagen-Hahn for vice president, the nomination was seconded by Commissioner Denise Powell. Commissioner Adam Hanek moved to close the nomination. Commissioner Jacob Vehring seconded the motion and Hahn accepted the nomination. The motion passed unanimously with Hahn abstaining.

#### **Secretary/Treasurer**

Commissioner Anna Lezotte nominated Secretary/treasurer Steve Ruegsegger to continue as secretary/treasurer, the nomination was seconded by Commissioner Denise Powell. Commissioner Jacob Vehring moved to close the nomination and President Monica Smith seconded the motion. Ruegsegger accepted the nomination. The motion passed unanimously.

(Ruegsegger agreed the previous meeting to remain in the role.)

#### **Committee assignments:**

The Executive Committee consists of the officers of the Commission

Commissioner Denise Powell moved to maintain the currently elected officers as the Executive Committee and to discuss ad hoc committees as needed at future meetings. Commissioner Jacob Vehring seconded the motion and the motion passed unanimously.

### b. Funding Discussion

Executive Director Raemisch shared thoughts and plans about generating additional income and securing current funding continues. The Commission talked further about possibilities and noted the 4 goals of the Stakeholders meeting affect planning, in particular, the pending name change and upcoming building need review. The Commission talked about applying for grants and advocacy at the County level.

No action taken.

## 10. Convene into Closed Session (roll call)

Commissioner Randy Hanson moved to convene into closed session with a roll call vote. Commissioner Jan Steffenhagen-Hahn seconded the motion. Ayes were by Smith, Hanson, Hanek, Lezzote, Powell, Hahn and Vehring, there were no Nay votes. The motion passed 7-0

Vice President Monica Smith-Yes  
Commissioner Randy Hanson-Yes  
Commissioner Anna Lezotte-Yes  
Commissioner Denise Powell-Yes  
Commissioner Jacob Vehring-Yes  
Commissioner Adam Hanek-Yes  
Commissioner Jan Steffenhagen-Hahn-Yes

## 11. Reconvene into Open Session

Commissioner Adam Hanek moved to reconvene into open session. Commissioner Jacob Vehring seconded the motion and the motion passed unanimously.

## 12. Any Action Resulting from Closed Session

No action taken.

## 13. Reports

### a. President Report

President Monica Smith noted she has met with Natalie regarding meeting preparation. She attended one of the volunteer appreciation lunches, and is impressed by the event and the amazing volunteers we have at the Center.

### b. Executive Director Report

- Mary Ann Forbes has been hired as the new full-time case manager. She started May 1 and is a great addition to the staff. She brings an excellent skill set in addition to being bilingual.
- The audit is complete. The final invoice will be higher than anticipated due to the additional time and effort spent conducting the audit. There are no significant concerns noted. A draft audit will be reviewed at an upcoming meeting.
- Attendance numbers are increasing regularly. We are surpassing numbers before COVID. For example, 20 people came to an educational meeting about funeral planning. Previously it would be only a handful of people. Special lunches have been around 30-40 people attend. Previously it would be 15-20 people.
- Attended the last Village of Windsor board meeting. It was good to say hi and reintroduce the Center to the group.
- We hosted 2 volunteer celebrations. We loved celebrating our hard workers in the center!

- Monica and I have been meeting monthly. We review how things are going and discuss issues as needed. Currently, we are talking about the staff review process.
- Dane County Executive Joe Parisi will be visiting our Center on May 11<sup>th</sup> to visit the Joining Forces for Families office (Kristal Tatus)

c. Committee Reports

No report.

14. Meeting Dates/Agenda Items

- a. Next meeting date is Tuesday June 13, 2023 at 4:00 p.m.

15. Adjournment

Commissioner Jacob Vehring moved to adjourn the meeting. Commissioner Anna Lezotte seconded the motion and the motion passed unanimously.