

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

**Regular Commission Meeting Minutes  
July 11, 2023 4:00 p.m.**

1. Call to Order

President Monica Smith called the meeting to order.

2. Roll Call

Present:

President Monica Smith

Vice President Jan Steffenhagen-Hahn

Secretary/Treasurer Steve Ruegsegger

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

Absent:

None

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 (Wage planning)

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

5. Appearances before the Commission

Jeffrey Osgrove, auditor, Johnson Block

*President Monica Smith moved to agenda item 9a.*

6. Consent Agenda

a. Approval of the June 13, 2023 Meeting Minutes

The Commission reviewed the June 13, 2023 meeting minutes. Minor corrections were suggested.

Commissioner Randy Hanson moved to approve the minutes pending noted changes. Commissioner Adam Hanek seconded the motion. The motion passed unanimously.

b. Bills and Invoices

No questions or concerns were noted by the Commission regarding the bills/invoices.

Commissioner Louise Valdovinos moved to approve the bills/invoices submitted. Vice President Jan Steffenhagen-Hahn seconded the motion. The motion passed unanimously.

7. Financial

a. Financial Reports

The commission reviewed and discussed the financial reports. Questions were answered and clarifications were made by Executive Director Natalie Raemisch. Raemisch noted the increased income from interest bearing accounts. Additionally, some of the expense line items are currently underbudget and may allow for movement of funds if needed.

Commissioner Denise Powell moved to approve the financial reports provided. Commissioner Jacob Vehring seconded the motion and the motion passed unanimously.

b. Fund Transfers

None

c. Budget Amendments

None

8. Old Business

a. Name Survey

The Commission continues to consider a name change for the Center. Legal counsel will be sought with regard to implications of a name change. Raemisch will share findings with the Commission.

No action taken.

b. Building Discussion

The Commission has asked for a consultation from a structural engineer to assess the building. Results will be shared at an upcoming meeting.

No action taken.

9. New Business

a. 2022 Audit

Jeff Osgrove from Johnson Block presented the draft and reviewed contents with the Commission. The Commission asked questions and for clarifications about the document. Minor corrections were noted. Osgrove will make corrections and submit for approval.

No action taken.

b. 2024 Budget

The Commission reviewed and discussed the proposed budgets, options 1, 2 and 3. None of the options include a request for increasing municipal contributions. The Commission discussed the possibility of asking for an increase. Raemisch stated her intention is to prepare during 2024 to request a municipal contribution increase for 2025.

Commissioner Anna Lezotte moved to approve the 2024 budget (option 3) proposed, with adjustments as discussed. Commissioner Adam Hanek seconded the motion and the motion passed unanimously.

c. Financial Policy

Following discussion at the last HCC meeting, minor adjustments were made in the Financial Policy. The Commission needs to approve the changes made.

Commissioner Denise Powell moved to approve the Financial Policy as presented. Commissioner Randy Hanson seconded the motion and the motion passed unanimously.

d. Wage planning (closed session)

10. Convene into Closed Session (roll call)

President Monica Smith moved to convene into closed session with a roll call vote. Vice President Jan Steffenhagen-Hahn seconded the motion. Ayes were by Smith, Hanson, Hanek, Lezzote, Powell, Steffenhagen-Hahn, Vehring, Valdovinos, and Ruegsegger, there were no Nay votes. The motion passed 9-0

President Monica Smith-Yes

Vice President Jan Steffenhagen-Hahn-Yes

Secretary/treasurer Steve Ruegsegger-Yes  
Commissioner Randy Hanson-Yes  
Commissioner Anna Lezotte-Yes  
Commissioner Denise Powell-Yes  
Commissioner Jacob Vehring-Yes  
Commissioner Adam Hanek-Yes  
Commissioner Louise Valdovinos - Yes

#### 11. Reconvene into Open Session

Commissioner Louise Valdovinos 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

No report.

##### b. Executive Director Report

- LGIP transfers have been completed.
- We received 40 gift cards to Pick N Save for clients from an anonymous donor.
- Executive Directors in Dane County are advocating for Dane County to fund our programs more.
- Natalie has been training on QuickBooks with staff, training programs and auditor.
- We are working on a talent show event August 3<sup>rd</sup> at 12:30 for those interested in watching or participating.
- Natalie has been working on grant writing training with other directors and other grant writers.
- Staff have been working on Welcome Packet for new people (part of strategic plan).
- Natalie is working on a monthly and yearly calendar for Executive Director job training.
- New “Board Binder” with important documents all in one place.
- Wednesday July 26<sup>th</sup> the Center is taking a bus to go to the Brewer game. There are tickets still available!

##### c. Committee/Municipality Reports

No reports.

#### 14. Meeting Dates/Agenda Items

- a. Next meeting date is Tuesday August 8, 2023 at 4:00 p.m.

#### 15. Adjournment

Commissioner Randy Hanson moved to adjourn the meeting. Commissioner Jacob Vehring seconded the motion and the motion passed unanimously.