

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

**Regular Commission Meeting Minutes
October 10, 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

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

Absent:

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 Jacob Vehring.

4. Appearances

None

5. 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. (Performance evaluation)

6. Consent Agenda

a. Approval of the September 12, 2023 Meeting Minutes

The Commission reviewed the minutes from the last meeting, there were no corrections noted. Vice President Jan Steffenhagen-Hahn moved to approve the minutes as presented. Commissioner Denise Powell seconded the motion. The motion passed unanimously.

b. Bills and Invoices

The Commission reviewed and discussed the invoices presented.

Commissioner Anna Lezotte moved to approve the bills and invoices as presented.

Commissioner Adam Hanek seconded the motion and the motion passed unanimously.

7. Financial

a. Financial Reports

Executive Director Natalie Raemisch noted the current surplus, and that most line items are at 2/3 spent which is appropriate. Raemisch is hoping to fund staff shirts with our new name.

Commissioner Denise Powell moved to approve the financial reports. Commissioner Adam Hanek seconded the motion and the motion passed unanimously.

b. Fund Transfers

None

c. Budget Amendments

None

8. Old Business

a. Fiscal Agent Agreement

Deforest is getting legal advisement and plans to vote next week about assuming role of fiscal agent for the Center. The Commission can expect a draft agreement for review at the November meeting. Raemisch noted a potential staff payout for accrued vacation hours.

No action taken. Item will remain on agenda.

b. Intermunicipal agreement

No action. Item will be considered by the Half Century Club meeting.

9. New Business

a. Executive Director Review (closed session)

b. 2022 Final Audit

The Commission reviewed the final audit presented. Commissioner Randy Hanson moved to approve the 2022 Financial Audit. Commissioner Louise Valdovinos seconded the motion and the motion passed unanimously.

c. Stakeholders update-Community Education/awareness

Raemisch shared a handout listing the ways staff is educating the Community and increasing awareness of the Center and its purpose. Planning for the 40th anniversary week-long celebration in August has started. The Commission discussed opportunities and ideas, including possibly an event in January celebrating the new name. Commissioner Randy Hanson reviewed the 4 trends that were discovered with the stakeholders, they are:

- Name change (complete)
- Evaluated Facility (complete and on-going)
- Educate the Community
- Insure funding

Hanson and Powell are interested further exploration of a potential January event. Raemisch and Ksobiech will also be involved and potentially invite certain participants to be a part.

10. Convene into Closed Session (roll call)

Commissioner Anna Lezotte moved to convene into closed session. Commissioner Adam Hanek Seconded the motion and the motion passed with a 8-0 vote.

Steffenhagen-Hahn-Yes

Hanek-Yes

Hanson-Yes

Lezotte-Yes

Powell-Yes

Smith-Yes

Verhring-Yes

Valdovinos_Yes

11. Reconvene into Open Session

Commissioner Anna Lezotte moved to reconvene into open session. Commissioner Adam Hanek Seconded the motion and the motion passed unanimously.

12. Any Action Resulting from Closed Session-If any

No action taken.

13. Reports

a. President Report

President Monica Smith appreciated Natalie and her leadership.

b. Executive Director Report

Training:

- Staff had a training about grief. It was outstanding
- We are getting ready for Medicare Open enrollment. Staff and volunteers are getting trained for this busy time.

Fundraising/cost savings:

- We were awarded a Technology/Equipment grant from Madison Community foundation (\$10,000): laptop for case management, Nu-step exercise machine, Claris tablets (3) for older adults to communicate with loved ones, printer for the Welcome Desk
- Businesses can switch to a different energy rating for Alliant Energy. It looks at high usage times in the winter vs the summer. This will save us around \$800/year.
- We received a new report on our database to break out by municipality. This was done free of charge for the many referrals we send their way (see handout in packet).

General updates:

- Chloe is an MSW student from UW Madison. She is helping the case managers and will be here for the entire school year (see her upcoming article in the November newsletter).
- We are gradually working on the name change internally. It has been a fairly painless process thus far. People are reacting positively to the change. 9/22/23 local newspaper had an article about the change.
- We are working on implementing a grief support group. We used to have one, and we have a need/interest again.

c. Committee/Municipality Reports

No report from Vienna.

No additional report from DeForest.

Windsor reports the Fireman's Park is almost done and Village Hall construction will start in 2024.

14. Meeting Dates/Agenda Items

- a. Next meeting date is Tuesday November 14, 2023 at 4:00 p.m.

15. Adjournment

Commissioner Randy Hanson moved to adjourn the meeting. Vice President Jan Steffenhagen-Hahn seconded the motion and the motion passed unanimously.