

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

**Regular Commission Meeting Minutes
January 16, 2024 4:00 p.m. (SNOW DATE)**

1. Call to Order

President Monica Smith called the meeting to order.

2. Roll Call

Present:

President Monica Smith

Secretary/Treasurer Steve Ruegsegger

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

Absent:

Vice President Jan Steffenhagen-Hahn

Commissioner Louise Valdovinos

Also present:

Ex-Officio Officer Natalie Raemisch

Note Taker Cheryl Ksobiech

3. Pledge of Allegiance

Commissioner Denise Powell led the Commission in reciting the Pledge of Allegiance.

4. Appearances

None

5. Announcements: President Monica Smith stated this announcement was not needed.

The Commission will convene into closed session pursuant to sec. §19.85(1)(e) of the Wisconsin Statutes for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (Deliberation of the Agreement Pertaining to Services with the Village of Windsor).

6. Consent Agenda

a. Approval of the December 12, 2023 Meeting Minutes

The Commission reviewed the minutes from the last meeting, there were no corrections noted. Commissioner Anna Lezotte moved to approve the December 12, 2023 meeting minutes. Commissioner Randy Hanson seconded the motion and the motion passed unanimously.

b. Bills and Invoices

The Commission reviewed bills and invoices presented. Clarifications were made, there were no concerns.

Commissioner Denise Powell moved to approve the bills and invoices. Commissioner Adam Hanek seconded the motion and the motion passed unanimously.

7. Financial

a. Financial Reports

Executive Director Natalie Raemisch pointed out the significant increase in interest income in 2023. Raemisch also noted there are still some 2023 invoices outstanding.

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

b. Fund Transfers

Executive Director Raemisch moved \$50,000 to general checking.

c. Budget Amendments

None

8. Old Business

a. Fiscal Agent Agreement

President Monica Smith shared results of municipal meeting:

- Windsor will continue to act as the Fiscal Agent for payroll and HR through 2024.
- The Fiscal Agent Agreement signed by Windsor and Vienna, is similar to the document drafted by DeForest, except with a firm end date.
- Windsor is asking the Commission to investigate alternate options for fiscal management.

The options were discussed by the Commission, noting legal advice from someone versed in Municipal Law is needed to establish if the Commission can become its own entity, with its own EIN number and whether it would qualify for WRS. The answer to that question will direct the rest of the investigation and planning.

The potential options for 2025 mentioned are:

- The Commission becoming its own entity as a non-profit and still qualify for WRS, Wisconsin Retirement System
- The Commission dissolving and HCC absorbs the operations aspect of the Center, would not be eligible for WRS
- The Commission retaining DeForest as its fiscal agent.
- The Cornerstone Community Center becoming a municipal department

Concerns were noted among Commissioners regarding potential significant increase in expenses for payroll processing, health insurance, life insurance, dental, human resources if independent of a municipality. Multiple Commissioners expressed concern about workload for Executive

Director Raemisch. Commissioner Anna Lezotte wondered about forming an ad hoc committee to support Raemisch.

Commissioner Anna Lezotte moved to approve the proposed fiscal agent agreement with Windsor for 2024. Secretary/treasurer Steve Ruegsegger seconded the motion and the motion passed unanimously.

Commissioner Denise Powell moved to approve hiring a specialized attorney to determine whether the Commission can be its own entity and qualify for WRS. Commissioner Randy Hanson seconded the motion and the motion passed unanimously.

9. New Business

a. Cleaning Options

Assistant Director Ksobiech shared plans to consider options for cleaning the Center. Proposals will be collected and presented to the Commission at a later meeting.

b. HR/payroll/benefits

Executive Director Raemisch will research options for payroll, human resources, health, life and dental insurance. Findings will be shared at a later meeting.

President Monica Smith stated closed session was not needed.

10. *Convene into Closed Session (roll call) NA*

11. *Reconvene into Open Session NA*

12. *Any Action Resulting from Closed Session-If Any NA*

13. Reports

a. President Report

Happy New Year!

b. Executive Director Report

Fundraising/cost savings: We continue to receive many inquiries about renting our space. This continues to go well.

General updates:

- We have hired a new Volunteer Coordinator named Shannon Smith-She starts 1-16-24
- Natalie has been spending most of her time researching and attending meetings to work on the structure of the Center
- Planning for January 30th “New Year, New Name” has been going well
- All municipalities met to discuss where we are and how to plan for the future
- Nutrition and Case Management have had audits with Dane County and did very well

c. Committee/Municipality Reports

No reports shared.

14. Meeting Dates/Agenda Items

- a. Next meeting date is Tuesday February 13, 2024 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.