

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

**Regular Commission Meeting Minutes
February 13, 2024 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, Louise Valdovinos, Jacob Vehring,

Absent:

None

Also present:

Ex-Officio Officer Natalie Raemisch

Note Taker Cheryl Ksobiech

3. Pledge of Allegiance

Commissioner Jacob Vehring led the Commission in reciting the Pledge of Allegiance.

4. Appearances

Chloe Student Intern

5. Announcements

None

6. Consent Agenda

a. Approval of the January 16, 2024 Meeting Minutes

The Commission reviewed the minutes from the last meeting, there were no corrections noted. Commissioner Randy Hanson moved to approve the January 16, 2024 meeting minutes. Commissioner Adam Hanek seconded the motion and the motion passed unanimously.

b. Bills and Invoices

The Commission reviewed bills and invoices presented. Executive Director Natalie Raemisch noted the increased participation for the meal program.

Commissioner Anna Lezotte to approve the bills and invoices. Commissioner Denise Powell seconded the motion and the motion passed unanimously.

7. Financial

a. Financial Reports

Executive Director Natalie Raemisch reviewed the financial reports presented, noting other projects is over \$3,000.00, overall donations have increased, overall cost share income has increased as well. The Commission reviewed and discussed the reports.

Commissioner Denise Powell moved to approve the financial reports as presented. Vice President Jan Steffenhagen-Hahn seconded the motion and the motion passed unanimously.

b. Fund Transfers

None

c. Budget Amendments

None

8. Old Business

a. Fiscal Agent Agreement

The latest version of the fiscal agent agreement has been signed by all parties. Notable changes are checks now require a signature from the Village. Staff will be under the Windsor employee handbook, which to date, has not been received by Raemisch. Raemisch shared a summary of pros and cons of varied potential options. The Center lawyer is researching answers to key questions. The Commission continued discussions. It was noted that the additional signature only represents one municipality, compared to previous process where the Commission President signed checks on behalf of the whole Commission.

No action taken.

b. Cleaning Options

The Commission reviewed and discussed cleaning options presented.

Commissioner Anna Lezotte moved to accept the Precision Cleaning proposal. Commissioner Randy Hanson seconded the motion and the motion passed unanimously.

c. HR/payroll/benefits

Raemisch is gathering information regarding the costs for HR needs, payroll processing and benefit options for the potential scenarios for organizational structure in 2025.

No action taken.

9. New Business

a. None

10. Reports

a. President Report: Thankful for the Commission and its work on the name change.

b. Executive Director Report

General updates:

January 30th follow up-it went well

Stepping on (falls prevention) happening here starting in April

Shannon, volunteer coordinator has been doing wonderful with training and learning her role

Monthly meetings set up between municipal administrators-to continue process of working toward business restructure

Program Coordinator position has been posted (current person retiring)

Retirement party for Sue Miller is March 22, 2:30-5:30

c. Committee/Municipality Reports

DeForest: new event coordinator has been hired. Open position for HR.

Vienna: The Treasurer position is open.

11. Meeting Dates/Agenda Items

a. Next meeting date is Tuesday March 12, 2024 at 4:00 p.m.

12. Adjournment

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