

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

**Regular Commission Meeting Minutes
April 11, 2017
4:00 p.m.**

1. Call to Order

President Jason Kramar called the meeting to order.

2. Roll Call

Present:

President Jason Kramar

Vice President Bruce Stravinski

Secretary Lonnie Breggeman

Commissioners: Marian Drake; Jane Henze; Jim Johnston; Myra Josephson;

Robert Pulvermacher

Absent:

Treasurer Connie Tenjum

Also present:

Executive Director/Ex-Officio Officer Linda Green

Associate Director Barb Cooper

3. Pledge of Allegiance

Pledge of Allegiance was led by President Jason Kramar.

4. Announcements

None

5. Consent Agenda

a. Approval of March 14, 2017 Meeting Minutes

b. Bills/Invoices

Secretary Lonnie Breggeman moved to approve the consent agenda items. Commissioner Marian Drake seconded the motion and the motion unanimously with Myra Josephson and Robert Pulvermacher abstaining.

6. Appearances before the Commission

None

7. Financial

a. Financial Reports

The Commission reviewed and discussed the balance sheet and budget comparison reports for March, 2017. The Fund Balance Summary was distributed and discussed.

b. Fund Transfers

A fund transfer is needed for \$2,346.25 to DeForest Half Century Club, Inc. for payment of a GEC invoice.

c. Budget Amendments

The Commission reviewed and discussed the draft 2016 Budget Amendments.

Vice President Bruce Stravinski moved to approve Financial Reports, Fund Transfers and Budget Amendments as presented. Commissioner Myra Josephson seconded the motion and the motion passed unanimously.

8. Old Business

a. Building Repairs

There were two bidders present at the Pre-Bid meeting at the Center on March 30. Bids will be open on April 19.

b. Phone/Internet Upgrade

Contacted the Village of DeForest to let them know the phone upgrade will take place after the work on the Center occurs.

9. New Business

a. Insurance Claim

The Commissioners directed Linda Green to seek replacement cost for the light pole from the insurance company for the vehicle involved in the December, 2016 accident rather than accept the settlement.

The Commission discussed requirements for the Cyber One insurance coverage approved at last month's meeting. Commissioner Marian Drake moved to decline the Cyber One coverage. Secretary Lonnie Breggeman seconded the motion and the motion passed unanimously.

b. Technology Assessment

The Center is looking at changing its approach to computer support. Our current consultant has provided what we have asked and responded to calls for support on an as needed basis. In the past year, the Center staff began to explore having a contract for

computer support, visited other vendors and met with a technology company for the phone system. We accepted that company's free assessment of technology, which was conducted on March 24, 2017. The Commission reviewed and discussed the assessment and quotation included in the packet.

Between the March and April meetings, President Jason Kramar and Vice President Bruce Stravinski approved antivirus and back-up service for the Center's network for \$1,240 set-up and \$151 per month.

Vice President Bruce Stravinski moved to accept the April 11, 2017 Technology Funding Summary and allow staff to proceed with expenses as recommended by the respective technology service providers. Secretary Lonnie Breggeman seconded the motion and the motion passed unanimously.

Commissioner Jim Johnston moved to transfer funds for \$11,126 from the Technology fund and a portion of the Capital Reserve needed to pay the remainder of the funding for the phone and computer network systems. Commissioner Jane Henze seconded the motion and the motion passed unanimously.

10. Reports

a. President's Report

- The Election was held on April 4. There are two new Village Trustees, Abigail Lowrey and Shirley Cunningham. Police Chief Henze retired and Daniel Furseth was named the new Chief.

b. Executive Director's Report

- The safe deposit box will not be renewed as it is used to store back-up drives.
- The Center has been clear of bugs for two months, however two apartments in the adjacent housing have had issues.
- The grant was denied by Dane County for additional case management hours during a leave of absence.
- The current Dane County MA billing process will continue for 2018. There was a possibility that would change with the implementation of Family Care.
- There have been discussions between Focal Points and AAA/Legislative-Advocacy committee regarding 2018 budget priorities.
- Linda Green will attend the WASC Spring Conference on April 21 and will be out of the office a few days the last week of April
- An addendum was received from Dane County, changing language to exempt MA for a report.

c. Committee Reports

i. Executive Committee

The Executive Committee is planning to schedule staff conversations the last week of April.

11. Communication
 - a. Municipalities
 - Vienna – Election was uneventful. Had a successful Electronics Recycling event.
 - Windsor – Bruce Stravinski has been appointed to the Pool Committee and the Utility Commission, as chair.
 - DeForest – Community Expo will be held April 27 from 4-7:00 pm. DeForest received two transportation grants totaling almost \$1 million.

12. Any Other Business That Lawfully Comes Before the Commission

None

13. Meeting Dates/Agenda Items

- a. The next meeting date is Tuesday May 9, 2017 at 4:00 p.m.
- b. Strategic Planning – will be held jointly with the Board at the next meeting..

^{c.}
14. Adjournment

Commissioner Marian Drake moved to adjourn the meeting. Commissioner Myra Josephson seconded the motion and the motion passed unanimously.