

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

**Regular Commission Meeting Minutes
May 9, 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:

Associate Director Barb Cooper

3. Pledge of Allegiance

Pledge of Allegiance was led by Commissioner Jim Johnston.

4. Announcements

The DeForest Area Joint Community Center Commission will consider a motion to adjourn into closed session pursuant to §19.85(1)(c), Wisconsin Statutes for the purpose of considering the employment status of a public employee over which the Commission has jurisdiction or exercises authority, including discussion of employment options for Commission employee.

5. Appearances before the Commission

None

6. Joint Strategic Planning

No action taken

7. Consent Agenda
 - a. Approval of April 11, 2017 Meeting Minutes
 - b. Approval of May 1, 2017 Meeting Minutes
 - c. Bills/Invoices

Vice President Bruce Stravinski moved to approve the consent agenda items. Commissioner Marian Drake seconded the motion and the motion unanimously.

8. Financial
 - a. Financial Reports

The Commission reviewed and discussed the balance sheet and budget comparison reports for April, 2017.

- b. Fund Transfers

A fund transfer was completed for \$3,015.49 to the DeForest Half Century Club, Inc. for payment of a GEC invoice.

- c. Budget Amendments

None

Commissioner Jim Johnston moved to approve Financial Reports and Fund Transfers as presented. Commissioner Myra Josephson seconded the motion and the motion passed unanimously.

9. Old Business
 - a. Building Repairs

One bid was open on April 19 at 10:00 a.m. The Commission reviewed and discussed the Tabulation of Bids. Other options and/or timing will be explored and discussed at a future meeting.

- b. Phone/Internet Upgrade

Commissioner Jim Johnston moved to begin the phone upgrade at this time and to coordinate the project with the Village of DeForest. Secretary Lonnie Breggeman seconded the motion and the motion passed unanimously.

10. New Business
 - a. Elections

Secretary Lonnie Breggeman moved to retain the existing officers to a one year term. President Jason Kramar moved to nominate Secretary Lonnie Breggeman. Commissioner Marian Drake seconded the motion and the motion passed unanimously.

Current Slate of Officers

Jason Kramar, President
Bruce Stravinski, Vice President
Connie Tenjum, Treasurer

b. Committee Assignments

President Jason Kramar moved to nominate the following committee assignments and the motion passed unanimously.

Executive Committee

Jason Kramar, Chair

Bruce Stravinski

Lonnie Breggeman

c. Cornerstone Requests

Secretary Lonnie Breggeman moved to authorize Associate Director Barbara Cooper to approve Cornerstone requests up to \$500. Commissioner Marian Drake seconded the motion and the motion passed unanimously.

d. 2017-18 High School Intern

Vice President Bruce Stravinski moved to authorize Associate Director Barbara Cooper to hire up to two DASD high school interns for the 2017-18 school year. Commissioner Myra Josephson seconded the motion and the motion passed unanimously. The Commission will provide a letter of appreciation to the current intern.

11. Reports

a. President's Report

Deferred to closed session.

b. Executive Director's Report

- The Audit will be Friday, May 19.
- Signature card has been updated for Middleton Community Bank (MCB). The signature card for 1st National Bank is still in process.
- In 2016, MCB was purchased by Monona State Bank, merger will be finalized on June 12 and its name will change. We will be able to use our existing supply of checks. Monona State Bank was added to the Village of Windsor approved list of financial institutions at the May 4 meeting.
- Dane County meetings:
 - May 15 – ADRC Listening Session at Alliant Center. Public discussion about adequacy of private and public long-term care services in Dane Co. Sessions at 10:30 a.m. or 5:00 p.m.
 - May 16 – Focal Point Directors meeting to discuss budget priorities. 9-11:00 a.m.
 - May 23 – Case Managers Meeting
 - May 25 – AAA Access Committee is offering a Listening Session at 10:30 am at the **DeForest Area Community & Senior Center**. 2017 Spring Listening session will target seniors who do receive services or attend programs that are funded by AAA and who live in a rural setting.
 - June 8 – Focal Point Meeting at 1:00 p.m.
- The new technology consultant has installed antivirus software and the back-up service. Once paperwork is signed, their staff will come to the Center for

onboarding. We will begin to install the new phone system and upgrades to items identified during the assessment over the next few months.

- The Volunteer Appreciation was held April 20 and was well attended.
- The new “Fiesta” dishes have arrived that were purchased with a DeForest Area Foundation.
- Barb Cooper will have time off around the arrival of a new grandchild in May or June.

c. Committee Reports

i. Executive Committee

Deferred to closed session.

12. Communication

a. Municipalities

- Vienna – approved a conditional use permit for a Wedding Barn.
- Windsor – TDS is laying cable along Windsor Rd. between Waunakee and Sun Prairie.
- DeForest – The Village Hall is nearing completion.

13. Convene into Closed Session

Commissioner Jim Johnston moved to convene into Closed Session. Commissioner Myra Josephson seconded the motion and the motion was passed unanimously 8-0 by roll call vote.

Roll Call: President Jason Kramar, Vice President Bruce Stravinski, Secretary Lonnie Breggeman, Commissioners Marian Drake, Jane Henze, Myra Josephson, Jim Johnston, and Robert Pulvermacher

14. Reconvene into Open Session

Motion to reconvene was passed in the closed session.

15. Any Action Resulting from Closed

None

16. Any Other Business That Lawfully Comes Before the Commission

None

17. Meeting Dates/Agenda Items

- a. The next meeting date is Tuesday June 13, 2017 at 4:00 p.m.

18. Adjournment

Vice President Bruce Stravinski moved to adjourn the meeting. Commissioner Myra Josephson seconded the motion and the motion passed unanimously.