

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

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

1. Call to Order

Secretary Lonnie Breggeman called the meeting to order.

2. Roll Call

Present:

President Jason Kramar

Secretary Lonnie Breggeman

Treasurer Connie Tenjum

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

Absent:

Vice President Bruce Stravinski

Commissioner Robert Pulvermacher

Also present:

Interim Director Barb Cooper

Note Taker Mary Jorgensen

Auditor Jeff Osvog – Johnson Block and Company, Inc.

3. Pledge of Allegiance

Pledge of Allegiance was led by Treasurer Connie Tenjum.

4. Announcements

President Jason Kramar announced that 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 employee resignation and consideration for filling of vacant employee positions.

5. Appearances before the Commission

- a. Auditor Jess Osvog thoroughly reviewed the audit, including 2016 representation letter, Required Audit DeForest Area Community and Senior Center communications

to the Governing Body and Independent Auditor's Report with the Commission and the new GASB 68, 27, 71 requirements.

6. Consent Agenda

- a. Approval of the June 13, 2017 Commission Meeting Minutes
- b. Bills/Invoices

Treasurer Connie Tenjum moved to approve the consent agenda items. Secretary Lonnie Breggeman seconded the motion and the motion was unanimously approved.

7. Joint Strategic Planning

- a. Budget Planning – The Commission reviewed and discussed the 2018 Draft Budget. Interim Director Barb Cooper presented the proposed 2018 Budget. She also explained the ongoing changes in the 2017 budget. There are technology upgrades which have increased costs but are needed for ongoing programs and services. It was tabled until the August 8, 2017 meeting.
- b. Review DACSC Strategic Plan Document – the Commission reviewed and discussed the progress made on the current Strategic Plan.
- c. Update Goals and Objectives
Interim Director Barb Cooper explained in detail the three goals proposed for 2017-19:
 - Staff plan –A restructured organization Chart was presented with fewer staff directly reporting to the executive director making management more efficient. A designated leadership team will be developed. Barb further explained the need for revising the Associate Director's job description. Position descriptions will be drafted as needed.
 - Center expansion – Within the next few years we will be in the publicity stage for expansion. We need to tell "our story" to improve awareness and build support of the Center.
 - Technology / Marketing – new computer system and phones system installed in 2017. Proposed new e-mail addresses (shorter), re-designed logo and brand image for 2018.

Treasurer Connie Tenjum moved to approve the proposed Strategic Plan's goals and objectives as presented. Seconded by Commissioner Jane Henze and the motion passed unanimously.

President Kramar indicated he wanted to move forward with the interviewing for the executive director position. The two Board members who will be on the interview team are President Jason Kramar and Treasurer Connie Tenjum.

President Jason Kramar moved to accept the staff reorganization chart and allow modifications with the stipulation that the Commission be informed of any changes. Also included in this motion was for the interview team to interview the candidates and hire an

executive director. Seconded by Commissioner Jim Johnston and the motion passed unanimously.

8. Financial

a. Financial Reports

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

Treasurer Connie Tenjum moved to approve the financial reports as presented. Seconded by Commissioner Marian Drake and the motion passed unanimously.

b. Fund Transfers

None

c. Budget Amendments

None

9. Old Business

a. Building Repairs

No action

b. Phone/Internet Upgrade

Interim Director Cooper reported that all of the computer upgrade was completed in June. The new telephone system will be installed during the first week of August.

10. New Business

a. Audit

The Commission reviewed and discussed the 2016 Consolidated Audit Report. President Kramar moved to approve the audit as presented. Treasurer Connie Tenjum and Secretary Lonnie Breggeman seconded the motion and the motion passed unanimously.

b. Bank Account Name and Authorized Signatures

The Commission discussed updating the authorized signers for the Center's bank accounts and safe deposit box to authorize the following officers and staff as signators:

DMB Community Bank and Monona Bank (formerly Middleton Community Bank):

Vice President Bruce Stravinski; Secretary Lonnie Breggeman; Treasurer Connie Tenjum and Interim Executive Director Barbara Cooper

First National Bank Accounts and Safe Deposit Box:

Vice President Bruce Straavinski; Secretary Lonnie Breggeman and Interim Executive Director Barbara Cooper

Secretary Lonnie Breggeman moved to approve the signers as presented. Treasurer Connie Tenjum seconded the motion and the motion passed unanimously.

Discussion followed motion about check signers. Secretary Breggeman suggested we get a signature stamp made for his signature and use it only as authorized.

It was noted that Middleton Community Bank is now Monona Bank.

11. Reports

a. President's Report

President Jason Kramar mentioned the article on Linda Green that appeared in the *DeForest Times* recently and that it was a very nice article on her history at the Center.

b. Interim Executive Director Report

- A staff member began a leave of absence on June 27 for approximately 12 weeks.
- There have been two unemployment claims were contested recently. One claim, for an independent contractor, has been denied and the other is still pending.
- Phone Upgrade –It is estimated that the installation will occur in August.
- Computer Upgrade – A new server and wireless hubs were installed in June, and an onboarding meeting was held with ITP staff on June 22.
- The pest management service has given two all clear reports after May and June inspections.
- Village of DeForest staff inspected the parking lot for re-sealing and its condition is too deteriorated and will require re-surfacing.
- The Center's flower beds were weeded and mulched by a dozen volunteers who worked at least 20 hours on this much needed project.
- Dane County meetings:
 - The Center was selected as one of four focal points to receive additional transportation for a social or recreational event in our service area during 2017.
 - Focal Point Meeting on June 8 — AAA approved a waitlist policy for Home Delivered Meals. At this time it was not enacted, however without adequate funding in 2018 it may be necessary. Case Management survey will be conducted in October.
- United Way – The 2017 Partner Investment Agreement was received on July 7. There will be a site visit by committee members in July or August.
- The July 4th Pizza booth resulted in approximately \$2,200 raised. A big thanks to Pizza Hut and the Center's volunteers who helped make it successful.
- The Center was included in two articles in the July Active Living publication. truck load of Yoplait yogurt became available to the Center and it was distributed to seniors last week.

- Due to a generous donation, the Home Delivered Meal program will have new delivery bags that will hold heat better and improve the food quality for participants.
- Received \$2,500 from Dane County for SHIP grant in 2017.

c. Committee Reports

a. Executive Committee

1. Treasurer Connie Tenjum offered to participate in the interview of the executive director with President Jason Kramar. They have been authorized to hire the executive director.

12. Communication

a. Municipalities

- Windsor – the Heritage festival will be held in September for a second year.
- Vienna – the town is busy repairing roads.
- DeForest – the Highway CV/Main Street construction began on Monday.

11. Convene into Closed Session

Secretary Lonnie Breggeman moved to convene into Closed Session. Treasurer Connie Tenjum seconded the motion and the motion was passed unanimously 7-0 by roll call vote.

Roll Call: President Jason Kramar, Secretary Lonnie Breggeman, Treasurer Connie Tenjum, Commissioners Marian Drake, Jane Henze, Myra Josephson, and Jim Johnston.

12. Reconvene into Open Session

Commissioner Jane Henze moved to reconvene to open session. Commissioner Myra Josephson seconded the motion and the motion passed unanimously.

13. Any Action Resulting from Closed Session

None

14. Any Other Business That Lawfully Comes Before the Commission

None

15. Meeting Dates/Agenda Items

- a. The next meeting date is Wednesday August 16, 2017 at 4:00 p.m.

16. Adjournment

Treasurer Connie Tenjum moved to adjourn the meeting. Secretary Lonnie Breggeman seconded the motion and the motion passed unanimously.