

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

**Regular Commission Meeting Minutes
August 16, 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

Treasurer Connie Tenjum

Commissioners: Marian Drake; Jane Henze; Jim Johnston; Myra Josephson, Robert Pulvermacher

Absent:

None

Also present:

Executive Director Barb Cooper

Note Taker Mary Jorgensen

3. Pledge of Allegiance

Pledge of Allegiance was led by President Jason Kramar.

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

None

6. Consent Agenda

- a. Approval of the July 11, 2017 Commission Meeting Minutes
- b. Bills/Invoices

Treasurer Connie Tenjum moved to approve the consent agenda items. Commissioner Myra Josephson seconded the motion and the motion was approved with Commissioner Robert Pulvermacher abstained.

7. Joint Strategic Planning

- a. Budget Planning – Tabled to closed session.

8. Financial

- a. Financial Reports

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

- b. Fund Transfers

A fund transfer is needed \$7,413.25 to pay technical support to ITP for computer server update; funds will be transferred from Commission to Half Century Club.

- c. Budget Amendments

None

Commissioner Marian Drake moved to approve the Financial Reports and Fund Transfers as presented. Seconded by Commissioner Jane Henze and the motion passed unanimously.

9. Old Business

- a. Building Repairs

GEC submitted an updated proposal, included in packet, was approved between meetings by President Jason Kramar and Vice President Bruce Stravinski to proceed with the solar option for roof vents with minimal penetrations to the roof at a cost of \$16,985.00.

- b. Phone/Internet Upgrade

The new computer switch will be installed on August 23, 2017. Onsite phone installation will take place on September 13-14. One unused cell phone will be available for staff use through the end of contract which is February 2018. Phone is operational but needs new voicemail greeting.

10. New Business

a. 2018 Fiscal Agent Fees

The fiscal agent fees for 2018 will increase from \$6,000 to \$9,000 and will be paid to the Village of Windsor operating as the fiscal agent for the DeForest Area Community and Senior Center.

b. 2018 Budget - Tabled to closed session.

11. Convene to Closed Session

Treasurer Connie Tenjum moved to convene into Closed Session. Commissioner Marian Drake seconded the motion and the motion was passed unanimously 9-0 by roll call vote.

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

President Jason Kramar convened into closed session to discuss the 2018 Budget.

12. Reconvene into Open Session

Treasurer Connie Tenjum moved to reconvene to open session. Vice President Bruce Stravinski seconded the motion and the motion passed unanimously 7-0 by roll call vote. Secretary Lonnie Breggeman and Myra Josephson had excused themselves from the meeting prior to roll call vote.

13. Any Action Resulting from Closed Session

None

14. Reports

a. President's Report

- President Jason Kramar reported that the transition of Barb Cooper to executive director has gone well and it was mentioned that there have been many positive comments.
- A new ambulance has been ordered for DeForest/Windsor.

b. Executive Director Report

- Consulted Stafford Rosebaum about the pending unemployment claim. They confirmed that the Center is responsible for a pro-rated portion of a claim for up to 26 weeks for part-time employees who work for more than one employer. This could potentially apply to five current part-time employees who have additional full time jobs.
- Operations and Community Programs Supervisor is posted with deadline of August 15.
- The DeForest Times Tribune published an article on July 27 about Barb Cooper being named executive director. There has been positive feedback.

- The pest management service continues to give all clear reports after inspections for past three months.
- NAMI repaired a blower fan in the unit above the Healthcare Room.
- Domain name was changed to deforestcenter.org and both names will be active until 2019.
- Contacted Tri-County for a quote to re-surface/repair the parking lot.
- Dane County updates:
 - County received a grant for Dementia Crisis Innovation that provides online training via UW-Oshkosh for case managers from rural communities. We hope to be selected for one of the six slots.
 - 2017 Aging and Disability Network Conference is Wednesday, September 6 offers relevant sessions for executive directors and case managers.
 - Dane County has offered to extend our transportation by ½ hour daily beginning August 28, pending Transit Solutions okay. We will also receive additional transportation for a special event on September 26.
 - AAA Board meeting on August 7.
- United Way –There will be a site visit by committee members on August 18. Mid-year budget report is due September 1.
- A grant will be submitted on September 1 to DeForest Area Foundation for five Dell PCs to replace 5 year or older computers for core staff and set-up for \$3,380.
- Wisconsin Non-stock corporation annual report was filed on July 21, 2017.

15. Communication

a. Municipalities

- Windsor – construction will begin in two weeks.
- Vienna – a wedding barn is getting approved.
- DeForest – development is advancing in DeForest. Fire Department has requested a new ladder truck

16. Any Other Business That Lawfully Comes Before the Commission

None

17. Meeting Dates/Agenda Items

- a. The next meeting date is Tuesday, September 12, 2017 at 4:00 p.m.

18. Adjournment

Treasurer Connie Tenjum moved to adjourn the meeting. Vice President Bruce Stravinski seconded the motion and the motion passed unanimously.