

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

**Regular Commission Meeting Minutes
October 10, 2017
4:00 p.m.**

1. Call to Order

The meeting was called to order by Vice President Bruce Stravinski.

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:

Secretary Lonnie Breggeman

Also present:

Executive Director Barb Cooper

Note Taker Mary Jorgensen

3. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Robert Pulvermacher.

4. Appearances before the Commission

None

5. Consent Agenda

a. Approval of the September 12, 2017 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 passed unanimously.

6. Financial

a. Financial Reports

The Commission reviewed and discussed the September Balance Sheet and Budget Comparison reports.

b. Fund Transfers

Fund transfers to the DeForest Half Century Club, Inc are needed \$13,325 for phones, licensing and installation of Mitel IP Phone System and \$28,919 budgeted line item for Half Century Club, Inc.

c. Budget Amendments
None

Vice President Bruce Stravinski made a motion to accept the Financial Reports and Fund Transfers as presented. Commissioner Marian Drake seconded the motion and the motion passed unanimously.

7. Old Business

a. Building Reports

Parking Lot - There has been no response from Tri-County for a quote to re-surface/repair the parking lot.

Roof/attic ventilation - GEC is seeking a roofing company for the project and will conduct a walk through before ordering ceiling tiles that will be installed by Center staff. Vice President Bruce Stravinski suggested we get the ceiling tiles installed as soon as possible.

There is now a small water stain around a vent in Community Room near a RTU, in addition to the stain near the piano. Barb Cooper will direct the roofing contractor examine these areas in conjunction with the attic vent project.

b. Phone/Internet Upgrade

Phone Upgrade - The phone system installation was October 4. There were issues with calls that the phone companies are working to correct.

Computer Server – There have been two unexpected failures (crashes) since installation. Additional memory was installed to correct the problem. There is concern about costs for technical service for the 2018 budget. President Jason Kramar volunteered to call ITP to discuss future costs and services with them.

c. 2018 Budget

Treasurer Connie Tenjum made a motion to reconsider the 2018 budget and approve the revised 2018 budget. Commissioner Jane Henze seconded the motion and the motion was approved unanimously.

The Commission reviewed and discussed the revised 2018 budget. Next year the Commission will review reserves, assign purposes and report back to the municipalities.

8. New Business

a. Name change request

Tabled until the November meeting

b. Logo

Tabled until the November meeting

c. Senior Employment Program

Two of the four Senior Employment Program employees resigned in September for health reasons. Another is on an extended leave. In addition, the Clack coordinator, who has been facilitating the program since 1999, will be retiring in 2018.

The Commission discussed the program's financial summary and it was decided this is an appropriate time to discontinue the program. President Jason Kramar made a motion to discontinue the Senior Employment Program. Vice President Bruce Stravinski seconded the motion and the motion passed unanimously.

9. Reports

a. President's Report

- President Jason Kramar informed the board members of the major construction sites in the village.
- The Maddie Feldman Fundraiser on Saturday, September 16, 2017 was a huge success.

b. Executive Director's Report

- Operations & Programs Supervisor will begin the week of October 23.
- Two Senior Employment Program resigned for health reasons.
- On September 29 a part-time employee was on a break outside the building and tripped and fell, resulting in two fractures. This was reported to Rural Insurance.
- The pest management service has given an all clear report for the fourth consecutive month.
- Dane County updates:
 - Received a draft of the 2018 Case Management contract with expectations for 95 clients and 1,300 hours.
 - Received a draft of the 2018 Nutrition contract with 3,765 congregate meals and 5,020 HDM meals.
 - Green Bay Packers special event on September 26 was successful.
- CAC provided 40 boxes of surplus food for our Food Distribution program held on Fridays.
- Attended a United Way Agency Executives Meeting on September 28.
- Center will receive 10% of sales at Papa Murphy's on Wednesdays in November. Barb Cooper and Roxane Carley attended the WASC conference October 5-6 in Sturgeon Bay. This was a great learning opportunity.
- Board information is now available on the Center's website. Directions were distributed. In the future, the Board Orientation manual will be posted this way and binders can be returned.

- Reached out to Kelli Bialkowski, DeForest Director of Public Services, to arrange a meeting with Kelli, the new coordinator and myself to discuss long-term program plans.
- Barb Cooper will be out of the office on October 19-20 and November 3.

c. Committee Reports

i. Executive Committee

Committee has not met but they have had budget discussions.

10. Communication

a. Municipalities

- Vienna – no report
- Windsor –
 - Windsorfest was a success despite the heat.
 - Three informational meetings were held to discuss moving municipal building to downtown Windsor. Next step is to determine if there is adequate space. Most property owners were supportive.
- DeForest – Village Hall renovation issues remain.

11. Any Other Business That Lawfully Comes Before the Commission

None

12. Meeting Dates/Agenda Items

- a. The next meeting date is Tuesday, November 14, 2017 at 4:00 p.m.

13. Adjournment

Treasurer Connie Tenjum moved to adjourn the meeting. Commissioner Myra Josephson seconded the motion and the motion passed unanimously.