

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

**Regular Commission Meeting Minutes  
April 10, 2018  
4:00 p.m.**

1. Call to Order

The meeting was called to order by President Jason Kramar

2. Roll Call

Present: President Jason Kramar, Vice President Bruce Stravinski, Treasurer Connie Tenjum  
Commissioners: Marian Drake, Jim Johnston, Jane Henze, Myra Josephson, Robert Pulvermacher

Absent: Secretary Lonnie Breggeman

Substitute: Steve Ruegsegger, Vienna Town Supervisor

Also present:

Ex-Officio Officer Barb Cooper

Note Taker Cheryl Ksobiech

3. Pledge of Allegiance

The Pledge of Allegiance was led by Steve Ruegsegger

4. Appearances before the Commission

None

5. Consent Agenda

- a. Approval of the March 13, 2018 Meeting Minutes
- b. Bills/Invoices

Commissioner Marian Drake moved to approve the March 13, 2018 meeting minutes and bills/invoices as presented. Vice President Bruce Stravinski seconded the motion and the motion passed unanimously with Steve Ruegsegger and Commissioner Jim Johnston abstaining.

6. Joint Strategic Planning

The Commission and Half Century Club, Inc convened jointly for the 2018 Joint Strategic Planning. The draft DACSC Strategic Plan provided by Barb Cooper was reviewed and discussed. The discussion included having the strategic planning process tie into the 5-year Accreditation. It

was agreed that the strategic plan will be developed during re-accreditation and updated annually in the intervening years.

Vice President Bruce Stravinski moved to accept the proposed 2018 Strategic Plan with the additional bullet point regarding the consideration of a new name for the Center. Commissioner Robert Pulvermacher seconded the motion and the motion passed unanimously.

## 7. Financial

### a. Financial Reports

We will be switching internet/analogue/cable providers to Spectrum Business on April 12. The savings are approximately \$100 monthly for the first year and \$40 thereafter.

### b. Fund Transfers

Fund transfers are needed for a GEC invoice for \$490, roof engineering and Damon Pfile Contractors for \$8,400 attic ventilation repairs, representing 75% of the contract. A motion was passed in 9a to move funds from DMB to other financial institutions.

### c. Budget Amendments

Amendments were presented in the packet.

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

## 8. Old Business

### a. Building Repairs

The roofing contract was signed and materials are being ordered. Work will start soon. The parking lot replacement is scheduled to occur in late May/early June. Barb talked with Don Meyer and he is happy to have his donation go toward the parking lot.

### b. RSVP Statement of Assurance of Safety

Barb contacted the coordinator at RSVP, who explained not signing the statement would put our contract in jeopardy. The Center has many safety measures in place, such as clearly marked exits and ramps, an alarm system and a safety manual given to volunteers, staff members and posted throughout the building. These measures will be added to the statement.

Commissioner Jim Johnston moved to sign the Statement of Assurance document. Commissioner Jane Henze seconded the motion and the motion passed unanimously.

## 9. New Business

### a. Bank Account-FDIC threshold

A memo from Barb Cooper provided background information about FDIC limits and LGIP. Two Requests for Proposal documents were shared from Fortifi and Monona Banks. Thorough discussion followed regarding assigning funds to clarify purpose, pros and cons of presented proposals and keeping operational funds at DMB.

Commissioner Jim Johnston moved to limit operational funds at DMB Bank to \$225,000 and to transfer excess amounts split between Fortifi and Monona Banks. The Capital, Reserve and Unassigned funds will be deposited into the Local Government Investment Pool (LGIP). Commissioner Marian Drake seconded the motion and the motion passed unanimously with Treasurer Connie Tenjum abstaining.

#### d. Copier-Fax Capability

The Commission discussed adding a fax capability to the copy machine to replace an aging fax machine. Case Managers are required to fax various documents. There would be an additional \$12 charge monthly.

Treasurer Connie Tenjum moved to approve additional expense for fax capabilities with the copier. Commissioner Jane Henze seconded the motion and the motion passed unanimously.

### 10. Reports

#### a. President's Report

None.

#### b. Executive Director's Report

- Building updates:
  - On March 19 and 20, there were alarms following a sprinkler inspection. Barb was unable to reset alarm in the evening. A valve was replaced which remedied the issue.
  - The cleaning service is doing a good job as they learn the building and our expectations.
  - Have submitted the building permit application for parking lot to Village of DeForest.
- Technology
  - Jason Kramar and Bruce Stravinski approved the Center joining with Village of DeForest entities to purchase software to archive our social media account at an annual cost of \$266.
  - Charter – switching phones to a bundle will save \$104/month for first year and then \$64.
- Program/staff updates:
  - We have jointly submitting a Leck grant with Colonial Club and NESCO to fund special Cooking for One or Two classes at UW Health American Center Learning Kitchen.
  - Dane County 2019 budget process continues with identified priorities.
  - Nutrition – looking into selling the gas range which would fund replacement electric range and other kitchen equipment.
  - Lions Club is offering to place a mini food pantry on Center grounds.
  - Volunteer - 84 volunteers worked in March, including a person to help with odd jobs.
  - Programs – 74 attended the Hedda Hopper performance on March 27. Brat Bust will be held May 18.
  - Community Events – have posted new rates effective 9/1/18 and informed user group of increase.
  - Part-time Assistant Coordinator resigned and position has been filled.

- Funding:
  - DeForest Area Foundation awarded \$8,106 for new 8' tables for the Community Room, a 65" TV and two electronic messaging boards.
  - Designated donations received for: \$1,000 for gas cards for HDM drivers, \$100 towards newspaper subscription, \$100 purchase of Ensure for clients.
  - Received letter from attorney informing the Center is a beneficiary in an estate.
  - CD was cashed and \$26,877.87 was transferred to reserve account at Fortify Bank temporarily until an account through LGPI is set-up.
  - United Way Agency Executive meeting held March 28.
- 2017 Audit is Monday, May 21.

c. Committee Reports

None

11. Communication

a. Municipalities

- Windsor – Community survey was extended one week.
- Vienna –Lavern Wipperfurth is retiring and there is a reception on April 17, 2018
- DeForest –Conservancy Parkland is moving forward with multiple ball diamonds and playing fields. Fleet Farm may open in October. The Army Corp has approved moving forward on the bridge project between Innovation drive and County Highway CV.

12. Any Other Business That Lawfully Comes Before the Commission

None

13. Meeting Dates/Agenda Items

- a. The next meeting date is Tuesday, May 8, 2018 at 4:00 p.m.

14. Adjournment

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