

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

**Regular Commission Meeting Minutes
November 13, 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

Commissioners: Adam Hanek; Jim Johnston; Steve Ruegsegger; Louise Valdovinos

Absent:

Treasurer Connie Tenjum

Commissioner: Marian Drake; Robert Pulvermacher

Also present:

Ex-Officio Officer Barb Cooper

Note Taker Cheryl Ksobiech

3. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Jim Johnston.

4. Announcements

None

5. Appearances before the Commission

None

6. Consent Agenda

a. Approval of the October 9, 2018 Meeting Minutes

b. Bills/Invoices

Vice President Bruce Stravinski moved to approve the October 9, 2018 meeting minutes and bills/invoices as presented. Steve Ruegsegger seconded the motion and the motion passed unanimously.

7. Financial

a. Financial Reports

Executive Director Barb Cooper reported the 2018 budget is tracking well. There may be need for some amendments at a later meeting.

b. Fund Transfers

Executive Director Barb Cooper reported that November through January is a lean time of year financially until the municipality funds come though. She suggested a \$75,000 fund transfer from the Fortifi Operations account into the DMB checking account.

c. Budget Amendments

None

Commissioner Jim Johnston moved to approve the financial reports, fund transfers, including the transfer from Fortifi Operations to DMB checking account, as presented. Commissioner Steve Ruegsegger seconded the motion and the motion passed unanimously.

7. Old Business

- a. Alarm Upgrade - On October 25, the alarm system was upgraded with a cellular monitoring component.

Expenses: \$1,955 + \$965.88/year

Cellular Communicator one time cost \$1,955

Annual alarm monitoring \$690/year (increase of \$330/year)

RingCentral - electronic faxing \$22.99/month

Savings: \$1,488/year

CenturyLink – 2 lines were discontinued \$105/month

Copier fax component was removed, saving \$19/month

8. New Business

- a. LGIP Fund #5 Undesignated-purpose

Executive Director Barb Cooper proposed designating LGIP #5 as an operating reserve account. The funds held in the account had been assigned to purposes such as computers and wages, in the past. In addition, the Operating Reserve policy established a goal of 10% of annual budget held as operating reserves. By designating this account for operating reserves it will meet a broader range of purposes and will provide an account for transfers of unused funds from the operating contingency account in the annual budget.

Commissioner Adam Hanek moved to designate LGIP #5 as an operating reserve account. Commissioner Louise Valdovinos seconded the motion and the motion passed unanimously.

b. 2019 Dane County contract

The 2019 Dane County contract is for \$103,374; however one program is funded on a usage basis and could be less. If the contract exceeds \$100,000 an audit is required including supplemental reports for each program and an auditor's opinion. Executive Director Barb Cooper thoroughly examined the new contract for notable changes. A summary was provided explaining the funding levels and service expectations for review by the board. Commissioner Jim Johnston moved to approve the 2019 Dane County contract. Commissioner Adam Hanek seconded the motion and the motion passed unanimously.

9. Reports

a. President's Report: River Road will be open soon for travel, final work will be done in the spring. He also noted that the retirement party for Mary Jorgensen was very nice and well attended.

b. Executive Director's Report

- Building updates:
 - NAMI agreed to cover cost of \$1,200 for shields to prevent water leaks, under warranty.
 - Phone/Internet update – phones have been down intermittently.
 - Alarm upgrade to cellular monitoring occurred on October 25. Ahern agreed to issue a \$140 credit for 15 minute service call related to alarms.
 - Two CenturyLink analogue lines were discontinued, saving \$105/month.
 - Cancelled fax capability on copier with G-I Leasing, saving \$19/month.
 - Faxing will now be through Ring Central with monthly cost of \$22.99.
 - New electric range was delivered on October 24.
- Funding
 - Art's Electric donated \$400 towards the kitchen electric service work.
 - The Java Jewels donated a \$300 Bunn Coffee maker in memory of Carolyn Dell.
 - A year-end appeal letter was sent in late October, \$ 2,330 received to date.
 - Encourage all to support the Center at Papa Murphy's on Mondays in December.
 - Applications submitted for FleetFarm donation program.
 - Application for a grant to purchase an AED, notified this would be a discounted price.
 - Dane County updates
 - 2019 Dane County contract is due by November 20.
 - Supportive Home Chore is being re-structured and our clients will now have \$8,931 for service providers in 2019.
 - Audits are required for contracts over \$100,000. Center's 2019 funding may exceed that amount.
 - Four Madison Coalitions will merge in 2019 and its new name is NewBridge Madison.
 - 2019 Dane County budget includes a 3.5% cost of living adjustment and additional case management funding.
- Program/staff updates:
 - Unemployment notice received for a part-time employee who resigned on February 10.
 - Case Management – clients were sent a survey. Results compiled in handout.
 - Volunteer Coordinator Anita Brown-Huber began on November 5.
 - Programs – 82 people attended the Laura Ingalls Wilder performance on October 23.
 - Winterfest is Saturday, December 1.
 - Exercise Room has averaged 4 visitors on Saturday mornings since October 1.
- Barb Cooper will be out of the office on November 21.

c. Committee Reports

None

10. Communication

a. Municipalities

Vienna – None

Windsor – December 11 is the grand opening of the new Kwik Trip

DeForest – None

11. Any Other Business That Lawfully Comes Before the Commission

None

12. Meeting Dates/Agenda Items

- a. The next meeting date is Tuesday December 11, 2018 at 4:00 p.m.

13. Adjournment

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