

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

**Regular Commission Meeting Minutes
December 11, 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

Secretary Steve Ruegsegger

Commissioners: Marian Drake; Adam Hanek; Jim Johnston; Robert Pulvermacher; Louise Valdovinos

Absent:

Treasurer Connie Tenjum

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

Executive Director Barb Cooper shared notes of appreciation for our services from participants.

5. Appearances before the Commission

None

6. Consent Agenda

a. Approval of the November 13, 2018 Meeting Minutes

b. Bills/Invoices

Vice President Bruce Stravinski moved to approve the November 13, 2018 meeting minutes and bills/invoices as presented. Commissioner Adam Hanek seconded the motion and the motion

passed unanimously with Commissioner Marian Drake and Commissioner Robert Pulvermacher abstaining.

7. Financial

a. Financial Reports

The Commission reviewed the balance sheet and budget comparison reports for November, 2018. Executive Director Barb Cooper noted on the Balance Sheet report that the title and purpose of the LGIP Account #5 was changed to Operational Reserve as directed by the motion passed at the November 13 meeting.

b. Fund Transfers

None

c. Budget Amendments

The board reviewed and discussed the Draft Amended 2018 Budget as reported by Executive Director Barb Cooper.

Commissioner Jim Johnston moved to approve the Financial Reports, including budget amendments, as presented. Commissioner Louise Valdovinos seconded the motion and the motion passed unanimously.

8. Old Business

None

9. New Business

a. Transfer of Contents

President Jason Kramar moved that any equipment or building contents purchased in 2018 be transferred to the DeForest Half Century Club, Inc. Vice President Bruce Stravinski seconded the motion and the motion passed unanimously.

b. Insurance

The Commission reviewed and discussed the 2019 Insurance Summary. Premiums will increase a total of \$47 next year. Commissioner Jim Johnston moved to approve the insurance quotation for 2019. Commissioner Marian Drake seconded the motion and the motion passed unanimously

10. Reports

a. President's Report

There have been phone and internet issues related to the point to point system provided to the Center by the Village of DeForest. Equipment upgrades were made that have improved the issues.

b. Executive Director's Report

- The Center was awarded the “Friend of Education” award at the DeForest Windsor Area Chamber of Commerce annual gala on December 4. The Center was recognized for involving youth as volunteers, interns and various intergenerational events.
- Building updates:
 - NAMI agreed to cover cost of \$1,200 for shields to prevent water leaks, under warranty.
 - Phone/Internet update – Barb attended a demo by TDS at Village of DeForest.
- Funding
 - The Center will receive a \$5,000 donation from Don Meyers in December.
 - The year-end appeal mailing received \$3,900.
 - Papa Murphy's will donate 10% of sales each Monday in December to the Center.
 - Application to FleetFarm for a donation was declined.
 - Dane County updates
 - Focal Point Directors will meet on December 13.
 - Dane County purchased 16 Virtual Reality systems for check out by Focal Points.
- Program/staff updates:
 - Unemployment payments will be \$40.03 per week for 26 weeks for a part-time staff.
 - Case Management – Caregiver Support group party was held November 16. Comments from caregivers included, “Listening to the accordions was the best medicine” and “I haven't seen my husband smile like that in years.”
 - Case Management Med D reviews have saved 49 clients over \$29,965 this year.
 - Volunteer – In the month of November, 88 volunteers worked 703 hours at the Center.
 - Nutrition - Beginning in 2019, HDM participants will be sent monthly letters that include language required by the state, providing an opportunity to contribute towards meals' cost.
 - Programs – met with DFPD officers for building assessment and to plan an Active Shooter training for January.
 - Winterfest was held December 1. Santa had approximately 200 visitors and the Jeffrey Hollander Concert had 60 people attend. \$154 was donated during the day and the Winterfest Craft and Holiday sale has raised \$533.55 to date.
 - The Center held its staff holiday party today and it was enjoyed by all. They are grateful to the board for the recognition.
- Barb Cooper will be out of the office on December 28.

c. Committee Reports

None

11. Communication

a. Municipalities

Vienna - none

Windsor is completing interviews for a new public works director. Kwik Trip on Windsor Rd. celebrated its grand opening.

DeForest added a second stoplight sensor at River Road & CTH V to rectify the issue of long waits for the light to change. A DOT meeting was held for feedback about major construction of Hwy 19 from I-90 to River Road. Innovation Road bridge has been approved and is moving forward.

12. Any Other Business That Lawfully Comes Before the Commission

None

13. Meeting Dates/Agenda Items

- a. The next meeting date is Tuesday, January 8, 12 at 4:00 p.m.

Commissioner Marian Drake moved to adjourn the meeting. Commissioner Adam Hanek seconded the motion and the motion passed unanimously.