

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

**Regular Commission Meeting Minutes
May 14, 2019
4:00 p.m.**

1. Call to Order

The meeting was called to order by Vice President Bruce Stravinski

2. Roll Call

Present:

Vice President Bruce Stravinski

Treasurer Connie Tenjum

Secretary Steve Ruegsegger

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

Louise Valdovinos

Absent:

President Jason Kramar

Also present:

Ex-Officio Officer Barb Cooper

Note Taker Cheryl Ksobiech

3. Pledge of Allegiance

The Pledge of Allegiance was led by Robert Pulvermacher

4. Announcements

Robert Pulvermacher announced he will be asking the Town of Vienna to appoint a replacement for him. We are grateful for the years of service he gave to the Center.

5. Appearances before the Commission

None

6. Consent Agenda

a. Approval of the April 9, 2019 Meeting Minutes

b. Bills/Invoices

Commissioner Jim Johnston moved to approve the April 9, 2019 meeting minutes and the Bills/Invoices as presented. Commissioner Marian Drake seconded the motion and the motion passing unanimously with Treasurer Connie Tenjum, Secretary Steve Ruegsegger and Commissioner Robert Pulvermacher abstaining.

7. Financial

a. Financial Reports

The Commission reviewed and discussed the financial reports. Executive Director Barb Cooper noted the Balance sheet reflects \$26,881.21 CD being closed and transferred to LGIP #4 as well as \$150,000 moved from DMB checking to Fortifi.

The Budget Comparison report now has “Applied Reserves” account (on page 2) to show the use of fund balance for the expenses incurred for the alarm and door access systems.

Treasurer Connie Tenjum moved to approve the Financial Reports as presented. Secretary Steve Ruegsegger seconded the motion and the motion passed unanimously.

b. Fund Transfers

Executive Director Barb Cooper requested a transfer of \$16,717 from the Commission to the Half Century Club that was included in the 2019 budget, for the purpose of flooring for \$14,225 and \$2,492 for computer equipment.

Treasurer Connie Tenjum moved to approve the request as presented. Secretary Steve Ruegsegger seconded the motion and the motion passed unanimously.

c. Budget Amendments

None

7. Old Business

None

8. New Business

a. Flooring Replacement

Luxury Vinyl Plank flooring and carpet has been chosen and samples were shared with the Commission. Executive Director Barb Cooper noted quotes are pending from professional movers for the large furniture. Also noted, the tile in the

Community Room foyer may need to be replaced after repairs are made to the door's center support and deteriorated cement below.

Commissioner Jim Johnston moved to approve up to \$18,000 to complete the flooring project. Commissioner Marian Drake seconded the motion and the motion passed unanimously.

b. Employee Feedback

The Employee Feedback form was sent on April 26, 2019 and the majority of staff have completed and returned it to President Jason Kramar who will compile the information and present it during a closed session at June's meeting. Budget and wages will also be discussed during the closed session.

No action taken.

9. Reports

a. President's Report

None

b. Executive Director's Report

- Audit – May 24, 2019
 - Audit materials are ready for on-site review next Friday.
- Building updates:
 - Building was re-keyed following the door access system install.
 - Barb and Cheryl went to Canales on April 12 to begin the flooring selection.
 - Replacement television was installed in the Exercise Room on April 16.
 - A required fire inspection was conducted on April 29 and the new system checked out.
 - We are exploring CPR training for five staff members and replacing the defunct automated external defibrillator (AED). Cost for both is approximately \$2,000. It was suggested that we make a request to Rotary or Lions clubs.
 - The Community Room door and perhaps floor needs repair and we are gathering repair options and estimates.
- Funding/Technology
 - After much discussion, DeForest Area Foundation turned down the 3-year grant for \$10,000. We are encouraged to re-work and submit again in September.
 - Thrift & Gift Nook, craft and resale shop continues to draw interest.
 - Indoor Garage Sale fundraiser will be held May 13 -18. Brat Bust will be May 17-18.
 - Dane County draft 2020 Priorities include additional funding for Case Management and Nutrition site management.
 - There are seven computers running Windows 7 that need to be updated or replaced before January, 2020. Steve Ruegsegger offered to assist with determining viability of the Center's current computers.

- TDS will have a contract for internet and television that will be tentatively installed in August. LuAnn Leggett will attend the June 11 meeting.
- Program/staff updates:
 - Volunteer – the Appreciation luncheon was successful. There were three new volunteers in April. A volunteer group from Wisconsin Bankers Assn. worked on flower beds.
 - Case Management – 6-10 people are coming monthly to the Caregiver support group and the Memory café respectively. We are finding a lot of engagement and consistency with these groups.
 - Nutrition – My Meal, My Way continues to be a success with 40-50 people per week. A new volunteer is needed to pick up food at CAC on Thursdays for Food Distribution.
 - Community Events Coordinator hours have been reduced by scheduling a CEC only when a custodian is not on-site on week nights.
 - Programs – A new “Yoga at 5” class will begin on Tuesday, May 14. Continuing to collaborate and share costs with the DeForest Library and the DeForest Historical Society for quality programming.

c. Committee Reports

i. Resource Development Committee

The group met on May 9 and is enthusiastic to be a part of the planning. Several fundraising event concepts were discussed. The next meeting date is Monday, June 10 at 3:30 p.m.

10. Communication

a. Municipalities

Vienna- Multiple road projects have been approved for improvements and reconstruction. The town is in the very early stages of considering a solar farm possibly in 2023.

Windsor- Covered Bridges Residence has been approved. Development will be in phases for four 75 unit apartment buildings.

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, June 11, 2019 at 4:00 p.m.

13. Adjournment

Treasurer Connie Tenjum moved to adjourn the meeting. Commissioner Adam Hanek seconded the motion and the motion passed unanimously.