

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

**Regular Commission Meeting Minutes  
June 11, 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

Secretary Steve Ruegsegger

Commissioners: Marian Drake, Adam Hanek, Jim Johnston, Louise Valdovinos,

Absent

President Jason Kramar

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

a. The DeForest Area Joint Community Center Commission will convene into a **CLOSED SESSION** pursuant to Wisconsin Statute 19.85(1) (c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body had jurisdiction or exercises responsibility. (Compensation, employee review)

5. Appearances before the Commission

LuAnn Leggett, Deputy Administrator/Village Clerk

Leggett shared that the Village of DeForest is moving to TDS high speed fiber lines. TDS is willing to extend the rate negotiated by the Village to DACSC under a five year agreement.

*Vice President Bruce Stravinski moved to suspend the rules to go to agenda item 10(a) Telephone Service. Commissioner Marian Drake seconded the motion and the motion passed unanimously.*

6. Consent Agenda
  - a. Approval of the May 14, 2019 Meeting Minutes
  - b. Bills/Invoices

Commissioner Marian Drake moved to approve the May 14, 2019 meeting minutes and bills/invoices with a correction to the title for Vice President Bruce Stravinski. Commissioner Jim Johnston seconded the motion and the motion passed unanimously.

7. Financial
  - a. Financial Reports

The Commission reviewed and discussed the May, 2019 financial reports presented. Executive Director Barb Cooper noted on the Budget Comparison report that Interest account is tracking above budget with \$2,390 and there is a new “Applied Reserves” account that will help this report show a budgeted amount for the expenses incurred for the alarm and door access systems using fund balances.

- b. Fund Transfers  
None

- c. Budget Amendments  
None

Commissioner Adam Hanek moved to accept the financials reports as presented. Secretary Steve Ruegsegger seconded the motion and the motion passed unanimously.

*President Bruce Stravinski convened the DeForest Half Century Club, Inc. for the Joint Strategic Planning.*

8. Joint Strategic Planning
  - a. Review DACSC Strategic Plan
  - b. Update Goals and Objectives

The Commission reviewed and discussed a draft of the Strategic Plan. Executive Director Barb Cooper explained each area’s goals achieved and added. WASC re-accreditation will occur in 2021 and the committee will begin work in 2020 for that process. The roof was included as a long term project, and there were questions about whether the entire building was roofed in 2006 or just the addition and the timing to replace. Window replacement was also listed as a long term project for the old portion of the building.

Commissioner Jim Johnston moved to approve the Strategic Plan as presented. Commissioner Adam Hanek seconded the motion and the motion passed unanimously.

9. Old Business
  - a. Employee Feedback  
No action taken.

10. New Business

a. Telephone Service

The Commission reviewed and discussed the handout for phone /internet/cable TV costs. Commissioner Marian Drake moved to approve the proposal as presented. Commissioner Louise Valdovinos seconded the motion and the motion passed unanimously.

b. Elections

Commissioner Marian Drake moved to retain the current slate of officers to one year terms. Commissioner Louise Valdovinos seconded the motion and the motion passed unanimously.

Current Slate of Officers

President	Jason Kramar
Vice President	Bruce Stravinski
Secretary	Steve Ruegsegger
Treasurer	Connie Tenjum

c. Committee Assignments

No Action Taken

d. Appointment to DeForest Half Century Club, Inc.

Vice President Bruce Stravinski moved to appoint Treasurer Connie Tenjum to the Half Century Club, Inc. Commissioner Adam Hanek seconded the motion and the motion passed unanimously.

*Vice President Bruce Stravinski moved to suspend the rules to go to agenda item 11 Reports. Commissioner Adam Hanek seconded the motion and the motion passed unanimously.*

e. 2020 Proposed Budget

The Commission reviewed and discussed the draft 2020 DeForest Area Joint Community Center Commission Budget. No action taken

11. Reports

a. President's Report

No report.

b. Executive Director's Report

- Audit – May 24, 2019
  - Audit review went smoothly and draft report will be presented at July 9 meeting. Form 990 deadline was extended to November 15, 2019.
- Building updates:
  - Flooring installation is scheduled for the week of July 22. Activities will be reduced.
  - Five staff members will be trained for CPR & First Aid on June 12, costing \$200.
  - LED was installed for 5 lights needing repairs, saving energy plus longer life expected.
  - The Community Room door was repaired on June 3, including concrete and tiles.
  - Center's washing machine was replaced using funding from Dane County.

- Funding/Technology
  - Indoor Garage Sale raised \$1,100 in funds and utilized a large group of volunteers.
  - Knights of Columbus Brat Bust along with Center volunteers raised \$1,000 in spite of the rainy weather.
  - Barb and Steve Ruegsegger met with ITP about upgrades needed for the server and computers running Windows 2007 that need to be updated or replaced before January, 2020. Contract renewal was discussed and Barb requested a six month contract to allow time to explore options.
  - Met with TDS representatives to discuss the contract for internet and television that will be tentatively installed in August.
- Program/staff updates:
  - Our high school intern, Isabel Larson, graduated on June 1. Interviewing for next year.
  - Volunteers helped with the garage sale, brat bust and planting flowers and vegetables in the Center's planters and many other ways in May. Volunteers are needed for July 4 Pizza Hut booth.
  - Case Management – Two case managers attended a conference in La Crosse June 3-5. Cornerstone requests were completed, including \$78 DME supplies and home support for \$100/month. A client recently commented, "I don't know what I would do without the Center".
  - Nutrition – Coordinator met with Alyce Reichenbacher, the new Dane County dietician to discuss menu options. A new Diabetic support group meeting was held in May and there will be monthly meetings.
  - Programs – Two sessions of the evidence based, 7-week Stepping on Falls Prevention classes were held April-June. Upcoming events include a special bus trip to the "Larry Busch Band" at Middleton Performing Arts on June 12 and a Pre July 4<sup>th</sup> Celebration featuring music by Jim Hetzel on July 2.

c. Committee Reports

i. Resource Development Committee

Executive Director Barb Cooper shared updates from the previous night's meeting. The group plans to celebrate the Center's 35 anniversary in conjunction with the Tony Rocker performance on August 30. An evening open house is being planned that week. The group also plans to have three fundraising events per year, in February, June and October. Ideas were shared for potential themes.

11. Convene into Closed Session (roll call)

Commissioner Jim Johnston moved to convene into Closed Session. Commissioner Louise Valdovinos seconded the motion and the motion was passed unanimously 6-0 by roll call vote.

Roll Call: Vice President Bruce Stravinski, Secretary Steve Ruegsegger, Commissioners Marian Drake, Adam Hanek, Jim Johnston, Louise Valdovinos

12. Reconvene into Open Session

Motion to reconvene was passed in the closed session.

13. Any Action Resulting from Closed Session

No action resulting from the closed session.

*Vice President Bruce Stravinski moved to suspend the rules to go to agenda item 10e 2020 Proposed Budget. Commissioner Adam Hanek seconded the motion and the motion passed unanimously.*

14. Communication

Municipalities

- Vienna –No report
- Windsor – Windsor has borrowed money for the new public works building. Payback is set for the next 10 years in order to control tax increases.
- DeForest – No report

15. Any Other Business That Lawfully Comes Before the Commission

Executive Director Barb Cooper mentioned the most recent article in the DeForest Times Tribune about the Center. A letter was passed around for the board to sign for former Commissioner Robert Pulvermacher.

16. Meeting Dates/Agenda Items

- a. The next meeting date is Tuesday, July 9, 2019 at 4:00 p.m.

17. Adjournment

Commissioner Louise Valdovinos moved to adjourn the meeting. Secretary Steve Ruegsegger seconded the motion and the motion passed unanimously.