

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

**Regular Commission Meeting Minutes
July 9, 2019
4:00 p.m.**

1. Call to Order

President Jason Kramar called the meeting to order.

2. Roll Call

Present:

President Jason Kramar

Vice President Bruce Stravinski

Treasurer Connie Tenjum

Secretary Steve Ruegsegger

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

Also present:

Ex-Officio Officer Barb Cooper

Note Taker Cheryl Ksobiech

3. Pledge of Allegiance

Commissioner Jim Johnston led the Pledge of Allegiance.

4. Announcements

- a. Announcements -The DeForest Area Joint Community Center Commission will convene into closed session pursuant to §19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, including discussion regarding filling of vacant employee positions.

5. Appearances before the Commission

HCC President Bruce Stravinski called the DeForest Half Century Club board to order for a joint meeting with the Commission.

- a. Auditor Jess Osvog thoroughly reviewed the audit, including 2018 representation letter, Required Audit DeForest Area Community and Senior Center communications to the Governing Body and Independent Auditor's Report with the Commission and the GASB 68, 27, 71 requirements.

Vice President Bruce Stravinski moved to suspend the rules and go to item 9a. Commissioner Louise Valdovinos seconded the motion and the motion passed unanimously.

6. Consent Agenda
 - a. Approval of the June 11, 2019 Meeting Minutes
 - b. Bills/Invoices

The Commission reviewed and discussed the minutes, bills and invoices. Commissioner Adam Hanek moved to approve the June 11, 2019 meeting minutes and bills/invoices as presented. Vice President Bruce Stravinski seconded the motion and the motion passed unanimously with Treasurer Connie Tenjum abstaining.

7. Financial
 - a. Financial Reports

The Commission reviewed and discussed the June 2019 financial reports presented.

- b. Fund Transfers

Executive Director Barb Cooper requested a transfer of \$45,000.00 from Fortifi to DMB checking for operating expenses.

Commissioner Jim Johnston moved to approve the financial reports and transfer of \$45,000.00 from Fortifi to DMB checking for operating expenses. Commissioner Marian Drake seconded the motion and the motion passed unanimously.

- c. Budget Amendments

The Commission reviewed and discussed the draft 2019 budget amendments. Executive Director Barb Cooper noted adjustments made include an increase in Dane County funding and a decrease in Cost Share revenues. Expenses were adjusted for the alarm system, a case management grant and nutrition expenses.

Treasurer Connie Tenjum moved to adopt the budget amendments as presented. Commissioner Marian Drake seconded the motion and the motion passed unanimously.

8. Old Business
 - a. Employee feedback

Vice President Bruce Stravinski moved to suspend the rules to go out of order and go to item 10a on the agenda, for both the Commission and Half Century Club. Commissioner Adam Hanek seconded the motion and the motion passed unanimously.

- b. 2020 Proposed Budget

The board reviewed and discussed the 2020 proposed budget. Executive Director Barb Cooper noted a 1.3% increase for the municipalities' portion.

Vice President Bruce Stravinski moved to release the proposed 2020 budget via electronic format to all three municipalities. Secretary Steve Ruegsegger seconded the motion and the motion passed unanimously.

9. New Business

a. 2018 Audit draft

The board reviewed and discussed the 2018 representation letter, required communications to the board and auditor's report presented by Auditor Jess Osvog. On page 3, Jason Kramar asked for clarification regarding funds held and FICA limits. On page 5, paragraph 6, a correction should be made to state that the loan has been paid in full as of 2017.

Treasurer Connie Tenjum moved to approve the 2018 audit draft as presented with the correction to page 5 regarding the loan being fully paid. Commissioner Jim Johnston seconded the motion and the motion passed unanimously.

b. Computer Support

The board reviewed and discussed the handout provided. The discussion compared services and cost from three vendors, including ITP, the current provider, Interquest and Dane Net. The computer support budget has increased over the last two years. Dane Net is a not-for-profit organization that works with other non-profits offering computer support at a much reduced rate. Dane Net currently works with multiple other Senior Centers in the county.

Treasurer Connie Tenjum motioned to discontinue using ITP and begin using Dane Net for computer support. Commissioner Jim Johnston seconded the motion and the motion passed unanimously.

10. Reports

a. President's Report

President Jason Kramar reported that weather had a negative impact on this year's Independence Day celebrations.

b. Executive Director's Report

- The State of Wisconsin charitable registration was renewed and \$54 fee paid.
- Raffle licenses were received for upcoming events. Annual reports will be required.
- Audit 2018
 - The phase 1 actuarial study for retirement benefits was conducted and deemed immaterial by the auditors. Our portion of the cost is \$280.
- Building updates:
 - Flooring installation is scheduled for the week of July 22.
 - Barb met with Focus on Energy and Art's Electric about rebates and quotes for conversion to LED.
- Funding/Technology
 - Dane County funded a replacement washing machine.
 - The DeForest Lion's Club approved the request to purchase an AED (defibrillator).

- Provided information to a community member for a possible donation from a family foundation in 2020.
- The Center has received \$9,496.34 total donations, (Commission plus HCC). Other Projects has netted \$5,030.00
- Program/staff updates:
 - Volunteers – 83 volunteers worked 705 hours in June.
 - Case Management – Our case managers ability to work with people long-term is very beneficial towards helping someone when they are in a predicament or crisis.
 - Nutrition program – 6,890 meals have been served in the 1st half of 2019.
 - Programs – The Center will celebrate its 35th anniversary the week of August 26-30. There will be a Community Open House and dance recital on August 28 in the evening. Tony Rocker and a car show will be held on August 30. Raffle tickets will be for sale.
- Dane County Advocacy Training is on August 8. It is now required that a board member attend in addition to the Executive Director. Commissioner Louise Valdovinos volunteered to attend.

c. Committee Reports

i. Resource Development Committee

The committee met in June and plans to meet again on July 22. Progress is being made in planning the anniversary week events. The board is invited to attend the August 28 open house from 4-7. The informational flyer for potential donors and sponsors was shared.

11. Convene into Closed Session (roll call)

Treasurer Connie Tenjum moved to convene into Closed Session pursuant to Wisconsin Statutes sec. 19.85 (1) (c) to consider employment and compensation. Commissioner Louise Valdovinos seconded the motion and the motion was passed unanimously 8-0 by roll call vote.

Roll Call: President Jason Kramar, Vice President Bruce Stravinski, Secretary Steve Ruegsegger, Treasurer Connie Tenjum, Commissioners Marian Drake, Adam Hanek, Jim Johnston, and Louise Valdovinos.

12. Reconvene into Open Session

Motion to reconvene was passed in the closed session.

13. Any Action Resulting from Closed Session

Treasurer Connie Tenjum moved to approve the 2020 Wage Plan. Commissioner Jim Johnston seconded the motion and the motion passed unanimously.

Under suspended rules, the meeting returned to item 8.b. 2020 Proposed Budget

14. Communication

a. Municipalities

- Vienna – No report
- Windsor – Bear Tree park will be completed at the end of August
- DeForest – Police department received national attention for hosting a child with cancer to be a “cop for a day”.

15. Any Other Business That Lawfully Comes Before the Commission

None

16. Meeting Dates/Agenda Items

- a. The next meeting date is Tuesday, August 13, at 4:00 p.m.

17. Adjournment

Treasurer Connie Tenjum moved to adjourn the meeting. Secretary Steve Ruegsegger seconded the motion and the motion passed unanimously.