

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

**Regular Commission Meeting Minutes
October 8, 2019
4:00 p.m.**

1. Call to Order

Vice President Bruce Stravinski called the meeting to order.

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

Commissioner Adam Hanek led the Pledge of Allegiance.

4. Appearances before the Commission

None

5. Consent Agenda

a. Approval of the September 10, 2019 Meeting Minutes

b. Bills/Invoices

Commissioner Jim Johnston moved to approve the consent agenda with a minor change. Commissioner Steve Ruegsegger seconded the motion and the motion passed unanimously.

6. Financial

a. Financial Reports

The Commission reviewed and discussed the financial reports as presented.

b. Fund Transfers

None

c. Budget Amendments

None

Commissioner Louise Valdovinos moved approve the financials as presented.
Commissioner Adam Hanek seconded the motion and the motion passed unanimously.

7. Old Business

Vice President Bruce Stravinski suggested addressing 7.b. prior to 7.a. in order to hold a joint discussion with the DeForest Half Century Club, Inc. regarding the 2020 Proposed Budget.

b. Sub-Lease Renewal

The Commission reviewed and discussed the second draft of the addendum to the sub-lease. Executive Director Barb Cooper noted the requests from the American Legion were included and recommended the effective date to be August 1, 2020.

Commissioner Marian Drake moved to accept the sub-lease amendment as presented including the August 1, 2020 effective date. Commissioner Jim Johnston seconded the motion and the motion passed unanimously.

a. 2020 Proposed Budget

The Commission and DeForest Half Century Club, Inc. jointly discussed the 2020 budgets for both organizations. Executive Director Barb Cooper reviewed the proposed Commission budget which reflects a decrease of 2.1% overall. Discussion included donations from HCC being transferred to Commission to offset United Way. There will be a .42% increase (\$2,452.92) for the total municipal contributions with the percentages based upon population as follows:

Village of DeForest 54.5%

Village of Windsor 42.7%

Town of Vienna 2.8%

It has been suggested that the Center hold a “State of the Center” meeting in 2020 to invite municipal partners to present the proposed budget and discuss priorities.

Commissioner Jim Johnston moved to approve the 2020 Proposed Budget as presented.
Commissioner Marian Drake seconded the motion and the motion passed unanimously.

8. New Business

None

9. Reports

a. President's Report - No report

b. Executive Director's Report

- Audit 2018
 - Form 990/1952 is in progress and due November 15.
- Building updates:
 - The AV system will be upgraded October 26.
 - Kitchen floors were stripped and polished on October 4.
 - Arranged for removal of oak tree near the Center for \$400. Ash trees need trimming sooner, but removal can wait until 2020.
 - An employee's spouse made us aware that CUNA Mutual may donate furniture due to upcoming construction, such as (7) upholstered and (100) stacking chairs.
- Funding/Technology/Other
 - Fiscal agent fee increase 2% to \$9,455 for 2020.
 - 2020 Health insurance employer contribution will increase by \$3,592.
 - DeForest Area Foundation awarded funds to upgrade the AV system, but declined the 2020 funding proposal.
 - DaneNet will upgrade the server to Windows Server 2019 on Friday, November 22. This will require the purchase of licenses through Tech Soup.
 - Cornerstone request approved for \$12.00 for wheelchair gloves and \$480.00 in gas cards.
- Program/staff updates:
 - Case Management –
 - In collaboration with United Way, we are hosting the Medication Reviews in November. People meet one on one with a pharmacist to talk about side effects, concerns and answer questions.
 - Medicare part D open enrollment is starting October 15th through Dec 7th. This is an opportunity for people to change the drug plan they are on. The Medicare website is new and improved!
 - We have had several clients attend the Living With Chronic Pain class offered through our programing. They are learning a lot and getting support from their peers.
 - Nutrition program –
 - In 2019 we are averaging 50 participants weekly.
 - The annual nutrition training was very informative. One topic was how to serve the 60 and over population based on the unique wants and needs of the younger seniors versus the older ones. Older Americans Act funds the meal program and there may be more unique ideas in the future, such as My Meal, My Way.
 - Our Food Distribution program has received a variety of food items in part due to the postal food drive. We have several new volunteers each bringing in a wide range of food items. Several participants have expressed appreciation for the program.
 - Volunteer program – One of our volunteers, Dorothy Karls, is being honored by RSVP for 20+ years of volunteering. To date in 2019, 164 volunteers have put in 7,244 hours for the center. We have had 4 new volunteers join us in September.

- Programs – Senior Health and Wellness Fair held on October 4 had 19 vendors and about 100 people attended. We are adding a Rhythm & Move class which is being taught by DELIVER Rehab in partnership with Silver Sneakers starting on December 5. A Rhythm & Move Seminar will be held on Thursday, November 7 at 2:00 p.m. to learn more about the class.

c. Committee Reports

i. Resource Development Committee

Next meeting is Monday October 14, 2019. The committee is looking at 2 new events in 2020, a “Generations Walk” fundraiser and a “Flight Night” in October, possibly off site.

10. Communication

a. Municipalities

- Vienna – Properties were reappraised for the first time in 13 years. Open book meeting is October 17.
- Windsor – Windsorfest was successful with good attendance.
- DeForest – No report

11. Any Other Business That Lawfully Comes Before the Commission

None

12. Meeting Dates/Agenda Items

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

13. Adjournment

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