

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

**Regular Commission Meeting Minutes
December 10, 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
Secretary Steve Ruegsegger
Treasurer Connie Tenjum

Commissioners: Marian Drake, Jim Johnston, Louise Valdovinos

Absent:

Commissioner Adam Hanek

Also present:

Ex-Officio Officer Barb Cooper
Note Taker Cheryl Ksobiech

3. Pledge of Allegiance

Vice President Bruce Stravinski led the Pledge of Allegiance.

4. Appearances before the Commission

None

5. Consent Agenda

- a. Approval of the November 12, 2019 Meeting Minutes
- b. Bills/Invoices

The minutes, bills and invoices were reviewed by the Commission. Treasurer Connie Tenjum moved to approve the November 12, 2019 minutes as presented. Commissioner Louise Valdovinos the motion and the motion passed unanimously.

6. Financial

- a. Financial Reports

The Commission reviewed and discussed the financial reports. Executive Director Barb Cooper highlighted pending revenues and expenses, including \$3,025 HVAC expenses,

and noted that unemployment insurance costs have not been received yet. Commission is projected to finish the year within budget.

b. Fund Transfers

None

c. Budget Amendments

None

Vice President Bruce Stravinski moved to accept financials as presented. Treasurer Connie Tenjum seconded the motion and the motion passed unanimously.

7. Old Business

None

8. New Business

a. Transfer of Contents

Commissioner Marian Drake moved that any equipment or building contents purchased in 2019 be transferred to the DeForest Half Century Club, Inc. Commissioner Louise Valdovinos seconded the motion and the motion passed unanimously.

b. Insurance

The Commission reviewed and discussed the insurance summary from Tricor Insurance as presented. It is recommended that coverage for Hired Non-Owned Auto coverage be added with an estimated cost of \$213 annually. This coverage is required by the Dane County contract. 2020 insurance premiums will increase a total of \$286.00 yearly, \$73 + \$213 for additional coverage.

Treasurer Connie Tenjum moved to approve the insurance proposed for 2020. Commissioner Jim Johnston seconded the motion and the motion passed unanimously.

c. Copier Lease

The Commission reviewed and discussed the 5-year copier lease and proposal from GI Office Technologies. The new lease is estimated to cost \$1,200 less per year and a new copier will be installed. Commissioner Marian Drake moved to approve the new copier lease as presented. Treasurer Steve Ruegsegger seconded the motion and the motion passed unanimously.

d. Vacation Payout and Carryover

Executive Director Barb Cooper has 45.75 hours of unused vacation in 2019 and requested that the hours carry over to 2020. Commissioner Jim Johnston moved to approve carrying 45 hours of vacation for Executive Director Barb Cooper to 2020

with the stipulation that it be used within the first quarter. Secretary Steve Ruegsegger seconded the motion and the motion passed unanimously.

Executive Director Barb Cooper noted that recent payouts for resigned employees have been significant and this is a situation when contingency fund might be used. The Commissioner discussed the payouts and decided if possible, to use other funds rather than the Contingency fund.

e. Capital and Operational contingency carryover

The Commission reviewed and discussed the Contingency/Sinking and Operating Contingency funds totaling \$25,000 included in the 2019 budget. The funds have not been needed this year and the Commission discussed how to use the funds.

Vice President Bruce Stravinski recommends various reserve funds be assigned a purpose. President Jason Kramar noted much of the reserve funds were from past donations and should be directed to capital reserves because that was most likely the original intention. It was noted that Center's Capital fund is held in the Local Government Investment Pool (LGIP) #3 and Operational is in LGIP #5.

Treasurer Connie Tenjum moved to utilize the budgeted \$10,000 from Contingency/Sinking and transfer into LGIP #3 and the budgeted \$15,000 Operating Contingency be transferred to LGIP #5. Commissioner Jim Johnston seconded the motion and the motion passed unanimously.

f. Cost Share ideas

The Commission discussed possible cost share ideas and fund raising ideas. Some of the ideas are to partner with another non-profit to coordinated seasonal sales such as Christmas trees, produce stands or allowing other groups to use the parking lot and/or green space for 10-20% of their profit. President Jason Kramar noted that a for-profit group could not use our space because we are non-profit.

Executive Director Barb Cooper shared that a group of community members and Second Harvest are looking for a site for distributing fresh fruits, vegetables and bread. The Commission was supportive of the concept. Representatives are visiting on Friday December 13 to consider our space.

No action taken. The topic will remain on the agenda for January.

g. HVAC Contract

The Commission reviewed and discussed the contract with NAMI for preventative maintenance for 2020-23. Currently, the Center has pays \$2,100.00 a year for four PM visits. The proposed contract includes an increase to \$2,650.00 yearly or quarterly payments of \$662.50. Treasurer Connie Tenjum moved to approve the NAMI contract as presented. Commissioner Marian Drake seconded the motion and the motion passed unanimously.

9. Reports

a. President's Report

No report.

b. Executive Director's Report

- Staff/participant updates
 - Jennifer Broding accepted the volunteer coordinator position and will begin on January 6, 2020. The previous coordinator resigned the position effective December 4 after accepting a full-time position with benefits.
 - A staff member returned to work on December 2 following a 4 week leave of absence.
 - A part-time custodian has resigned, and the position will not be filled. Another custodian is working two mornings per week.
 - A participant has been given written notice that his privilege to use the Center has been revoked due to numerous policy infractions.
- Building updates:
 - NAMI re-sealed duct seams on three RTUs, on November 19, estimated cost of \$1,300. On December 2 there was no heat in northwest area of building. NAMI was called and reported a circuit board failed and will cost \$1,725 to replace.
 - A 3-year sprinkler inspection by Monona Plumbing will cost \$1,120.
 - TDS gave notice that service may begin in December, no scheduled date yet. \$14.99 one-time charge.
 - The brick chimney above the Fireplace Room needs repairs in 2020.
- Funding/Technology/Other
 - Received a \$5,000 donation from Don and Babe Meyer.
 - Two Cornerstone requests were approved for \$279 for dental work and \$27.99 for a dementia door alarm.
 - Year to date results:

Donations-gen'l	\$9,176.88
D. Meyer	\$5,000.00
Memorials	\$2,339.70
Mailing	\$1,940.00
Thrift/garage sale	\$4,063.25
Events	<u>\$4,001.85</u>
Total	\$26,521.68
- Program/staff updates:
 - Case Management – is now using My Senior for charting, tracking and reporting. 132 clients were helped representing 645 contacts in November.
 - Medicare Part D open enrollment is over now. 77 people were given assistance.
 - Nutrition program – there were 52 participants for our annual Thanksgiving meal.
 - Dane County will be providing two winter shelf stable emergency meals for the HDM participants in case the Center is closed due to inclement weather.
 - 14 low income elderly are receiving monthly food boxes that provide shelf stable food such as fruit juices, milk and protein, canned vegetables, whole grains, and cereal.

- Volunteer program – in 2019 there have been 170 unduplicated volunteers with 9,220 total hours, compared to 167 volunteers with 9,131 hours in 2018.
- Community Events – Winterfest was a success with approximately 200 community members for Santa in the morning and 42 individuals attending the Jeffrey Hollander concert. The event raised \$500 in donations, craft sales and raffle tickets.
- Programs – A new class, Core Strength, starts Friday, January 10 at 11:30 am.

c. Committee Reports

i. Resource Development Committee

No report

10. Communication

a. Municipalities

- Vienna – Annual meetings are coming up.
- Windsor – The Village held an open house to share redevelopment plans with community members. It has purchased multiple residential lots in anticipation of the redevelopment.
- DeForest – The Village is seeking grant funding to address flooding concerns and are considering options such as the purchase of 300 feet of aqua dams. The purchase of a leaf removal truck was approved.

11. Any Other Business That Lawfully Comes Before the Commission

None

12. Meeting Dates/Agenda Items

- a. The next meeting date is Tuesday, January 14, at 4:00 p.m.
- b. Stakeholder’s meeting – to be determined

13. Adjournment

Treasurer Connie Tenjum moved to adjourn the meeting. Commissioner Marian Drake seconded the motion and the motion passed unanimously.