

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

**Regular Commission Meeting Minutes
January 14, 2020 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, Adam Hanek, Jim Johnston, Louise Valdovinos

Absent:

None

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 December 10, 2019 Meeting Minutes

- b. Bills/Invoices

The Commission reviewed and discussed the December 10, 2019 minutes and the bills/invoices.

Treasurer Connie Tenjum moved to approve the consent agenda items as presented.
Commissioner Jim Johnston seconded the motion and the motion passed unanimously.

6. Financial

a. Financial Reports

Executive Director Barb Cooper noted that there are outstanding 2019 invoices and budget amendments will be presented in February or March. Worker's Comp expense has not come in yet.

b. Fund Transfers

Executive Director Barb Cooper requests a \$50,000 fund transfer from Fortifi LGIP to DMB checking. She suggested that Commission consider reducing bank accounts to streamline administration. Vice President Bruce Stravinski commented that perhaps the executive director does not need a motion to move money within operational accounts and instead to simply inform the board. This will be an agenda item next month.

Vice President Bruce Stravinski moved to approve the fund transfer up to \$50,000.00 from the Fortifi account to DMB checking. Secretary Steve Ruegsegger seconded the motion and the motion passed unanimously, with Treasurer Connie Tenjum abstaining.

c. Budget Amendments

Executive Director Barb Cooper noted a corrective budget amendment was made to 800-00-51490-297-000 to adjust for using fund balance for the \$11,841 alarm system expenses.

Vice President Bruce Stravinski moved to approve the budget amendment as presented. Commissioner Louise Valdovinos seconded the motion and the motion passed unanimously.

7. Old Business

a. Cost Share ideas

The Commission reviewed and discussed cost share ideas. Executive Director Barb Cooper suggested piloting an independent user group program. Per the Center's discretion, some groups would use the facility without a staff person present. The group would pay a deposit, receive clear instructions and be issued a key fob programmed specifically for their event. Commissioner Jim Johnston moved to approve the pilot program as described. Commissioner Marian Drake seconded the motion and the motion passed unanimously.

The Commission discussed the possibility of selling Christmas trees during the 2020 Winterfest weekend. Cheryl Ksobiech, Operations & Programs Supervisor, shared information gathered. President Jason Kramar mentioned knowing a local grower and referred to the past Morrisonville tree sales. Vice President Bruce Stravinski will check in with the Lions about possibly running the sale as a fundraiser for the Center.

Cheryl Ksobiech, Operations & Programs Supervisor, shared information about possible Madison College classes being held at the Center. It was noted that eight of Dane County senior centers are currently offering classes. The Commission discussed the idea and thought the classes would be a good addition to encourage a broader range of community members to use the Center.

Commissioner Marian Drake moved to pursue offering classes at the Center through Madison College in the fall of 2020. Treasurer Connie Tenjum seconded the motion and the motion passed unanimously.

8. New Business

None

9. Reports

a. President's Report

President Jason Kramar shared with the Village of DeForest about United Way ending funding for senior programs. He noted that the Center anticipated this reduction in funding prior to the announcement. The Village was pleased at the Center's proactive decisions last year regarding United Way funding.

b. Executive Director's Report

- Staff updates
 - Our new volunteer coordinator, Jennifer Broding started on January 6, 2020.
- Building updates:
 - NAMI installed a replacement circuit board at a cost of \$1,725.
 - We may receive additional donated furniture from CUNA Mutual in early 2020.
- Funding/Technology/Other
 - TDS internet and TV service was installed on December 13.
 - G-I Technology installed the new copier on December 20.
 - Barb attended 2020 Census meeting and will serve on the Complete Counts committee for DeForest/Windsor. Information will be included our marketing outreach efforts.
 - Transportation was discussed at recent Dane County Focal Point meetings.
- Program/staff updates:
 - Case Management –
 - Top 5 categories we have spoken to people for Nov and Dec:
 - Medicare part D (42 people)
 - Home Delivered Meals (meet new people, assessments) (28 people)
 - Housing-referrals, help with applications and paperwork (13 people)
 - Assist with benefit reviews-to prevent losing insurance and food stamps (23 people)
 - Provide supportive listening/encouragement (30 people)
 - Where did we refer to (Nov and Dec):
 - ADRC, DANN, Doctor's offices, Energy Assistance, A different Senior Center
 - Where do new referrals come from (Nov and Dec):
 - 11 from self
 - 2 from family

- 1 from ADRC
- 1 from clinic
- 1 from staff
- Nutrition program – 2019 meals served:
 - Restaurant- 2,495 meals
 - Congregate- 4,104 meals
 - HDM- 7,462 meals
- Volunteer program – the new coordinator is being trained on RSVP, nutrition and Center operations.
- Programs –5-6 volunteer AARP Tax Preparers will assist with tax preparations at no cost on Wednesdays, February 5-April 1 from 9:15 -11:15 a.m. There will be a Census presentation at the Center on Tuesday, February 11 at 12:15 p.m.

c. Committee Reports

i. Resource Development Committee

The next meeting is scheduled for February 17.

10. Communication

a. Municipalities

- Vienna – Plans are moving forward with lease agreements with land owners for solar farms along the interstate.
- Windsor – Ed Wall, DeForest Housing Authority executive director attended a village board meeting. There is an interest in purchasing land from the Village of Windsor that was previously a dump site to rebuild/expand the housing units. No decision was made and it was suggested he talk with DeForest.
- DeForest – The Housing Authority will not be expanding at this time. It is on hold until more thorough research is completed.

11. Any Other Business That Lawfully Comes Before the Commission

None

12. Meeting Dates/Agenda Items

- a. The next meeting date is Tuesday, February 11, 2020 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.