

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

**Regular Commission Meeting Minutes
February 14, 2017
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 Lonnie Breggeman

Treasurer Connie Tenjum

Commissioners: Marian Drake; Jane Henze; Jim Johnston; Myra Josephson; Robert Pulvermacher

Absent:

None

Also present:

Executive Director/Ex-Officio Officer Linda Green

Associate Director Barb Cooper

3. Pledge of Allegiance

Pledge of Allegiance was led by Treasurer Connie Tenjum.

4. Announcements

None

5. Consent Agenda

a. Approval of December 13, 2016 Meeting Minutes

b. Bills/Invoices

Vice President Bruce Stravinski moved to approve the consent agenda items. Commissioner Marian Drake seconded the motion and the motion passed with Secretary Lonnie Breggeman, Treasurer Connie Tenjum and Commissioner Robert Pulvermacher abstaining.

6. Appearances before the Commission

None

7. Financial

a. Financial Reports

The Commission reviewed and discussed the balance sheet and budget comparison reports for December, 2016 and January, 2017. The Fund Balance Summaries and Cash Flow documents were distributed and discussed.

Executive Director Linda Green requested that the name of account #800-00-11000-451-190 be changed from 1st Nat'l Bk M.M. – Capital to 1st Nat'l Bk M.M. – Unassigned

b. Fund Transfers

Executive Director Linda Green outlined fund transfers to meet obligations for the current contracts with General Engineering and to re-align bank accounts with specific purposes:

1. Transfer \$11,133 from 1st National Bank Capital to DeForest Half Century Club, Inc. for \$3,800, \$3194 and \$4,139 payments to GEC
2. Transfer \$27,000 reserve funds:
from Middleton Community Bank Undsgn (800-00-11000-915-193)
to 1st National Bank Rsvr (800-00-11000-831-193)
3. Transfer remaining balance of approximately \$34,321 capital funds:
from 1st National Bank Capital (800-00-11000-451-190)
to Middleton Community Bank Capital (800-00-11000-451-193)
4. Transfer remaining balance of approximately \$24,273 unassigned funds:
from Middleton Community Bank Undsgn (800-00-11000-915-193)
to 1st National Bank Unassigned (800-00-11000-451-190)
5. Transfer the first half of the budgeted line item in the amount of \$28,919 to the DeForest Half Century Club, Inc.

c. Budget Amendments

The Commission reviewed and discussed the draft 2016 Budget Amendments.

Secretary Lonnie Breggeman moved to approve the Financial Reports, Fund Transfers, and Budget Amendments as presented. Commissioner Myra Josephson seconded the motion and the motion passed unanimously with Treasurer Connie Tenjum abstaining.

8. Old Business

a. Engineering investigation and design solution

No action taken.

b. Building Repairs

No action taken.

c. Space Needs Study

No action taken.

d. Insurance

The Commission reviewed and discussed the Cyber One insurance handout. Commissioner Jim Johnston moved to approve coverage as presented. Commissioner Robert Pulvermacher seconded the motion and the motion passed with one nay vote.

The insurer for the truck accident that occurred in December will most likely be paying something towards a new light pole and landscaping next to North Street.

9. New Business

a. Future funding and growth opportunities

There were discussions with a local business person about a potential arrangement that might provide funding for future expansion or operations.

b. Staff Discussions

The Commission discussed having individual meetings with staff members of the Center. Commissioner Jane Henze moved that Executive Committee members conduct meetings with employees. Treasurer Connie Tenjum seconded the motion and the motion passed unanimously.

c. Media Policy

The Commission reviewed and discussed the Media Policy and Guidelines. Treasurer Connie Tenjum moved to approve the Media Policy and Guidelines with a minor correction. Commissioner Jane Henze seconded the motion and the motion passed unanimously.

10. Reports

a. President's Report

- The Police Department construction is progressing.
- A farewell event commemorating Chief Henze's retirement will be held on March 30 from 2:00 – 5:00 p.m.

b. Executive Director's Report

- The Executive Committee was notified of an issue at the Center requiring additional service from our pest management service provider. Two service calls have minimized the problem and follow-up service is scheduled.

- The 2017 Dane County Nutrition program contract had an error in its allocation of funds between meals and site management and an addendum was issued to adjust.
- The Center was awarded \$2,500 for the State Health Insurance Program (SHIP) by Dane County. This had been funded in 2016.
- My Meal, My Way program had \$938 unspent in 2016, which was reimbursed to Dane County.
- There is a new service provider for regular and diabetic nail care. This provider was previously our nail technician, and is now a licensed, independent business.
- DeForest Trustee, Colleen Little, toured the Center recently.
- The Center is launching a Facebook page and will be posting announcements, event information and photographs. We will be asking people to “friend” the Center.
- The Case Management survey summary is included in the packet. The program achieved the contract goals for 2016.
- The phone system upgrade might require the Center to change its phone numbers.
- The Center appreciates being included in the Village of Windsor’s winter newsletter.
- Thanks to the Village of DeForest for applying sand to our parking lot twice this winter.
- The Scoop will now include a “Did You Know” with facts about services and programs to increase public awareness.
- The 2016 Audit will be May 19, 2017.
- The grass near the overflow parking lot has been damaged over the winter and will be repaired by Evco.
- A request between meetings to exceed budget to purchase a dish sanitizer for the Nutrition program was approved by Vice President Bruce Stravinski and Treasurer Connie Tenjum. It was purchased with \$1,000 assistance from Dane County.
- Dane County funded a new refrigerator for the Nutrition program.
- Linkages Breakfast was held January 21 with 88 people attending and 32 high school volunteers.
- AFLAC coverage was offered to interested employees.
- Dementia Friendly Community has a Facebook page, banner and materials. The DeForest Police Department has been trained.
- The floor scrubber needed to have two batteries replaced at a cost of \$650.
- The Center will have information in the DeForest Times Tribune Community Guide.
- Statistics about the Center will be included in the Community Video being developed by the Chamber of Commerce.
- At this time, the Memory Café has no participants, due to loss of several participants.

c. Committee Reports

i. Executive Committee

None

11. Communication

- a. Municipalities
 - Vienna – no report.
 - Windsor – the Public Service Commission approved the consolidated water utility.
 - DeForest – Phase One of Fireman’s Park is scheduled to begin in 2017. GRB Baseball Academy is now open. There are six candidates running for three seats in the upcoming election.

12. Any Other Business That Lawfully Comes Before the Commission

None

13. Meeting Dates/Agenda Items

- a. The next meeting date is Tuesday March 14, 2017 at 4:00 p.m.

14. Adjournment

Treasurer Connie Tenjum moved to adjourn the meeting. Secretary Lonnie Breggeman seconded the motion and the motion passed unanimously.