

AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS – FINANCE COMMITTEE

Monday, September 17, 2012 – 12:00 Noon

Rhinelanders Satellite Office, 100 West Keenan Street, Rhinelanders,
Wisconsin

Members Present: Cushing, Krug, Queen

Members Absent: None

Call to Order: Chair Krug called the meeting to order at 12:02 P.M. Also present were Pam Parkkila, Aging & Disability Resource Center of the Northwoods (ADRC-NW) Regional Manager; Erv Teichmiller, ADRC-NW Board President; Miki Bix, ADRC-NW Board Secretary; Mary Rideout, Oneida County Social Services Department Financial Services Manager.

Public Comment & Introductions: There were none.

Approval of Agenda: Cushing moved to approve the agenda with ten items; Queen seconded. All Ayes. Motion Carried.

Approval of the Minutes of the August 16, 2012 Finance

Committee: Queen moved to approve the minutes of the August 16, 2012 Finance Committee; Cushing seconded. All Ayes. Motion Carried.

Review of Financial Statements: The July Revenue/Expense Report was reviewed by the Committee. Rideout expressed her opinion that the ADRC-NW is in very good shape financially. Cushing moved to accept and place on file the Revenue/Expense Report and the Start-Up Budget subject to audit. Queen seconded. All Ayes. Motion Carried. After review, Cushing moved to approve July vouchers in the amount of \$27,653.58; Queen seconded. All Ayes. Motion Carried.

Review 2013 Budget Process: Rideout reported that the Federal allocation to the ADRC-NW for next year, based on 100% time reporting, should be the same as this year's allocation. This is based on 35% retrieval and should amount to \$509,589. The state allocation should also be the same, \$874,508. The total available for 2013 ADRC-NW operations

should be \$1,384,097. Rideout believes she will have a preliminary budget available by the October meeting.

Frontier Billing Status: The ADRC-NW continues to have significant problems with the telephone system. Gregg Werner of Frontier feels an additional \$304/month would bring our system in line with our needs. Board Chair Teichmiller has attempted to contact Warner by email three times with no response. He will now attempt to contact Warner's Supervisor in order to get the situation resolved. The ADRC-NW will continue to withhold payment of the Frontier bill until the issues are resolved and the telephone system is working as promised.

Budget Allocations & Line Item Transfers

Legal Fees: After discussion, Cushing moved to approve the following line item transfers: \$10,000 from Health and Dental to Legal Services; \$400 from Wages to Lodging, Misc. Travel; and \$10,000 from Taylor County to Start-up Costs. Queen seconded. All Ayes. Motion carried.

Computer Equipment: Parkkila requested \$25,000 to purchase additional laptops for the I & A Workers to use outside the office; docking stations for the laptops; privacy screens; dual monitors for the offices; a conference telephone system; portable projectors and screens; portable scanners/printers, and shredders. Cushing moved that Parkkila will get a list of all the equipment needed and the relevant pricing in an amount not to exceed \$25,000 and present it to Board Chair Teichmiller and Finance Committee Chair Krug for approval. Once they approve the expenditures, Parkkila can proceed with the purchases. Queen seconded. All Ayes. Motion Carried.

Regional Manager, Staff, Board & Supervisor Training: Parkkila proposed that the ADRC-NW contract with Buck Rhyme of RR Consulting Group for ongoing training with the ADRC-NW staff and satellite supervisors, as well as providing ongoing consultations with Parkkila. The cost of this would be \$9,400. Cushing moved to recommend that the Board approve \$9,400 to hire Buck Rhyme of RR Consulting Group to provide ongoing training and consultation with ADRC-NW staff, satellite supervisors, and the regional manager. The funds will come from overages in various line items. Queen seconded. All Ayes. Motion Carried.

Office Equipment: See "Computer Equipment" above.

Computer Equipment: See "Computer Equipment" above.

Upgrade to Current Phone System: See "Frontier Billing Status" above.

Data Entry: In order for the SAMS-IR resource directory to be functional for the ADRC-NW service area, resources need to be input into the system. Parkkila proposed that the ADRC-NW hire a data entry person from a temp agency to set up the SAMS-IR resource directory at a cost of \$22.50/hour for 80 hours. Cushing moved to contract with a temp agency for a data entry person to input data into the SAMS-IR resource directory at a cost not to exceed \$2,000; Queen seconded. All Ayes. Motion Carried.

Consultant for Phone System: In view of the ongoing problems with the telephone system, it was suggested that a consultant be hired to look into what can be done to ameliorate the situation as soon as possible. Hammer will discuss the issues with someone he knows before we proceed. No action taken.

Set Next Meeting Date & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods will be Monday, October 15, 2012 at 12:00 Noon at the Medford ADRC-NW Satellite Office.

Adjournment: With no further business, Cushing moved to adjourn; Queen seconded. All Ayes. The meeting was adjourned at 1:02 P.M.