

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS –
FINANCE COMMITTEE**

Monday, October 15, 2012 – 12:00 Noon

Community Center, 845B East Broadway Avenue, Medford, WI 54451

Members Present: Cushing, Krug, Platner, Queen

Members Absent: None

Call to Order: Chair Krug called the meeting to order at 1:00 P.M. Also present were Pam Parkkila, Aging & Disability Resource Center of the Northwoods (ADRC-NW) Regional Manager; Erv Teichmiller, ADRC-NW Board of Directors Chair; Miki Bix, ADRC-NW Board of Directors Secretary, and Tina Kimball, Oneida County Department of Social Services Accounting Technician. Also present for at least part of the meeting were: Nancy Kortenhof, Mary Jane Gresser, Paul Millen, Ed Hammer, Eric Chapman – members of the ADRC-NW Board of Directors; Diane Niggemann, Taylor County Commission on Aging Director, and Sue Nuernberger, ADRC-NW Specialist – Medford Satellite Office.

Public Comment & Introductions: Introductions were made all around.

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

Approve of the Minutes of the September 17, 2012 Finance Committee Meeting: Queen moved to approve the minutes of the September 17, 2012 meeting of the Finance Committee; Cushing seconded. All Ayes. Motion carried.

Move to Closed Session under Sec. 19.85 (1) (c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which this body has jurisdiction or responsibility: Cushing moved to go into Closed Session under Sec. 19.85 (1) (c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which this body has jurisdiction or responsibility. Queen seconded. Roll Call: Cushing – Yes; Krug – Yes; Platner – Yes; Queen – Yes. Yes – 4; No – 0. Motion Carried. The meeting went into Closed Session at 1:12 P.M.

Move to Open Session to Act on Items Discussed in Closed Session: Cushing moved to return to Open Session; Queen seconded. All Ayes. The meeting

returned to Open Session at 1:35 P.M. See Item entitled “ADRC-NW Employee Raises for Budget Year 2013” below.

Review of Financial Statements: The Committee reviewed the August Revenue/Expense Report and the Start up Budget through August. Cushing moved to accept and place on file the August Revenue/Expense Report and the Start-Up Budget subject to audit. Queen seconded. All Ayes. Motion Carried. After review, Queen moved to approve August vouchers in the amount of \$33,217.77; Cushing seconded. All Ayes. Motion Carried.

Review of Proposed 2013 Budget: A preliminary 2013 budget was distributed to members of the Board. Certain items will be revised and presented to the Board for final approval in November. No Action Taken.

ADRC-NW Employee Raises for Budget Year 2013: Cushing moved to recommend to the full Board of Directors that 1% raises be given to the ADRC-NW employees at a cost of \$2,223.24; Queen seconded. All Ayes. Motion Carried. These employees include: Pam Parkkila, Regional Manager; Don Meeder, Disability Benefit Specialist; Kris McMurray and Sue Nuernberger, ADRC-NW Specialists in Taylor County.

ADRC Full Employment Options: The idea of having all the employees of all satellite offices be direct employees of the ADRC-NW instead of being employees of their respective jurisdictions was discussed. At the present time, only Taylor County Specialists are employed in this manner. It was decided that the jurisdictions would lose partial funding of their Elder Benefit Specialists because those individuals could not take advantage of 100% time reporting. Taylor County will lose funds each year because of this. This is not an option the other jurisdictions are willing to implement. No action taken.

Budget Allocations

Equipment: The last of the bids have been received. After those bids are analyzed, purchases of the equipment will be made.

Web Site: Work on the new Web site is on schedule. The server has been relocated. Most of the changes should be completed by the November meeting of the Committee.

Telephone: Pat Daniels, of the telephone consulting firm Elert, has been working with Frontier on our telephone system. Frontier now feels the ADRC-NW must

upgrade to a T-1 line at a cost of about \$525/month after an initial investment of \$2,000 on hardware. Queen moved to have the consultant check with Charter Communications to determine if that company can set up a better system. Parkkila is then authorized to move forward with the best choice after consulting with Finance Committee Chair Krug and Board of Directors Chair Teichmiller. Cushing seconded. All Ayes. Motion Carried.

Data Entry: Parkkila reported that the job of inputting all the information into the SAMS-IR Database is more extensive than originally thought. Actual contacts need to be made to some providers to get all the required information. To get the job done, Parkkila is requesting an additional 80 hours of data entry at an additional cost of \$1,600. This will bring the total cost to \$3,600. Cushing moved to recommend to the Board of Directors that it authorize Parkkila to obtain an additional 80 hours of data entry work at a cost not to exceed \$1,600 to finish the job of inputting data into the SAMS-IR Database. Queen seconded. All Ayes. Motion Carried.

Marketing: A marketing plan is being developed. The ADRC-NW should be under spent by about \$250,000 in 2012. Parkkila will be asking the Office for Resource Center Development to carryover some of this money for a significant marketing push.

Set Next Meeting Date & Place: The next meeting of the ADRC-NW Finance Committee will be held in conjunction with the ADRC-NW November Board of Directors meeting.

Adjournment: With no further business, Queen moved to adjourn; Cushing seconded. All Ayes. The meeting was adjourned at 1:04 P.M.

Handouts: Minutes of the September 17, 2012 Finance Committee meeting; August 2012 Revenue/Expense Report; Start up Budget through August 2012; August 2012 Transactions; Preliminary 2013 ADRC-NW Budget; ADRC-NW employee raise projections.