

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

Thursday, January 17, 2013 – 11:00 A.M.

**Lac du Flambeau Tribal Multi-Purpose Building – 181 Cedar Avenue,
Lac du Flambeau, Wisconsin**

Members Present: Cushing, Platner, Queen

Members Absent: Krug (excused)

Call Meeting to Order: In the absence of Chair Krug, Cushing called the meeting to order at 11:00 A.M. Also present were Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Mary Rideout, Oneida County Social Services Department Financial Services Manager; Erv Teichmiller, Chair, ADRC-NW Board of Directors; Miki Bix, Secretary, ADRC-NW Board of Directors.

Public Comment & Introductions: There were none.

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

Approval of the Minutes of the December 10, 2012 Minutes: Queen moved to approve the minutes of the December 10, 2012 minutes; Platner seconded. All Ayes. Motion Carried.

Financial Statements & Payments – November 2012: The Committee reviewed the November Revenue/Expense Report. Expenditures are well within the budget for 2012. A new line item has been added, "Equipment Service Contract", to cover software maintenance. Queen moved to accept and place on file the November Revenue/Expense Report subject to audit; Platner seconded. All Ayes. Motion Carried. After review, Queen moved to approve November vouchers in the amount of \$65,251.21; Platner seconded. All Ayes. Motion Carried. The Committee then reviewed the 100% Time Reporting Summary through November 2012. The cumulative figure of 33.84% is above the 32% necessary to fully fund the budget and represents an increase from the October cumulative figure of 32.99%. Teichmiller reported that with previous authorization from the Board, he and Finance Chair Krug approved \$11,473.20 in equipment purchases. These purchases included shredders, color copier/scanners, swing arms for office

desktops, privacy filters, large screens for laptops. The Smart Board and the video conferencing equipment were not purchased at this time.

Wisconsin Retirement Application Update: Although the Wisconsin Retirement System has approved our application for admission to their program, the Social Security Administration has not yet acted. Apparently this approval can take up to six months, so it could come as late as April 2013. The ADRC-NW is starting to withhold retirement contributions as of January 1, 2013. Contributions will also be made for 2012.

Future Agenda Items: There was some discussion of putting “Adjustment of the Mileage Rate for Board Members” on the agenda next month. However, the rate is set at the State rate for reimbursement, so it will be adjusted automatically.

Set Next Finance Committee Meeting Date & Place: The next Finance Committee meeting will be Thursday, February 21, 2013 at 12:00 Noon. It will be in Rhinelander.

Adjournment: With no further business, Queen moved to adjourn; Cushing seconded. All Ayes. The meeting was adjourned at 11:21 A.M.

Handouts: Minutes of the ADRC-NW Finance Committee meeting of December 10, 2012; November 2012 Transactions; November 2012 Revenue/Expense Report; 100% Time Reporting Summary through November 2012.