

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

Thursday, February 21, 2013 – 12:00 Noon

100 West Keenan Street, Rhinelander, Wisconsin

Members Present: Krug, Platner, Queen

Members Absent: Cushing (Excused)

Call Meeting to Order: Chair Krug called the meeting to order at 12:02 P.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 January 17, 2013 Finance Committee Meeting: Queen moved to approve the minutes of the January 17, 2013 Finance Committee meeting; Platner seconded. All Ayes. Motion Carried.

Financial Statements & Payments – December 2012: The Committee reviewed the December 2012 Revenue/Expense Report. Although expenditures are well within the budget set for 2012, line item transfers will need to be made. Rideout stated that the final 2012 Reports and line item transfers should be available for the March meeting. Queen moved to accept and place on file the December 2012 Revenue-Expense report subject to audit; Platner seconded. All Ayes. Motion Carried. After review, Queen moved to approve the December 2012 Expenditures in the amount of \$213,911.98; Platner seconded. All Ayes. Motion Carried. Time Reporting figures were then reviewed. December results were 37.36%, and year-to-date figures are now at 34.30% which is above the 32% needed to fully fund the budget. Equipment purchases previously authorized by the Committee were completed except for the smart board and the video conferencing equipment which was delayed because of problems with the telephone system. Those problems should be resolved shortly.

Employee Mileage Rate: The State of Wisconsin mileage rate of \$0.51/mile went into effect July 1, 2012; however, that rate was not paid during 2012. Platner moved to start paying the employee mileage rate at \$0.51/mile as of January 1, 2013 and in the future to automatically conform the ADRC-NW mileage rate to the State rate. Queen seconded. All Ayes. Motion Carried.

Future Agenda Items: Renewal of Fiscal Agent Contract with Oneida County; line item transfers

Set Next Board Meeting Date, Time, & Place: The next meeting of the ADRC-NW Finance Committee will be Thursday, March 21, 2013 at 12:00 Noon. The proposed location is the ADRC-NW Eagle River Satellite Office.

Adjournment: With no further business, Queen moved to adjourn; Platner seconded. All Ayes. The meeting was adjourned at 12:39 P.M.

Handouts: Minutes of the January 17, 2013 Finance Committee meeting; December 2012 Revenue/Expense Report; December 2012 Transactions; 100% Time Reporting Report through December 2012