

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

Thursday, April 18, 2013 – 12:00 Noon

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

Members Present: Cushing, Krug. In the absence of a quorum, Bix was appointed as a temporary member of the Committee. Teichmiller arrived at 12:02 P.M. and Platner at 12:13 P.M.

Members Absent: None

Call Meeting to Order: Chair Krug called the meeting to order at 12:00 Noon. Also present were Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW) and Mary Rideout, Oneida County Social Services Department Financial Services Manager.

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

Approve of the Minutes of the March 21, 2013 Meeting: Cushing moved to approve the minutes of the March 21, 2013 Finance Committee meeting; Krug seconded. All Ayes. Motion Carried.

Teichmiller arrived at 12:02 P.M.

Financial Statements & Payments – Final 2012 & January 2013: The Final Revenue/Expense Report for 2012 was reviewed by the Committee. It showed a surplus of \$249,338.00. Most of this surplus has either been approved for carryover to the 2013 budget or is under review by the Office of Resource Center Development for carryover. Cushing moved to accept the Final Revenue/Expense Report for 2012 and forward it to the full Board for approval; Bix seconded. All Ayes. Motion Carried.

Platner arrived at 12:13 P.M..

The Committee then reviewed the February (not January) 2013 Revenue/Expense Report. Rideout stated that she will be reviewing the various telephone bills from Frontier with Greg Werner because of their complexity. Cushing moved to accept the February 2013 Revenue/Expense Report and forward it to the full Board for approval; Bix seconded. All Ayes. Motion Carried.

The Committee reviewed the February 2013 Transactions. Cushing moved to accept the February 2013 Transactions in the amount of \$83,628.33 and forward to the full Board for approval. Bix seconded. All Ayes. Motion Carried.

The 100% Time Report shows that the ADRC-NW achieved 36.68% in January and 39.80% in February, for a year-to-date figure of 37.31%. As requested, Parkkila reported that the state-wide average for 2012 was 38%, compared with 34.32% for the ADRC-NW in 2012. It was noted that for a startup ADRC with satellite offices coming online throughout the year, this was a very good figure. No Action Taken.

2012 Revenue Report: Rideout reported that the ADRC-NW's 34.32% time reporting in 2012 resulted in a Federal funds drawdown of \$333,190. Funds from the State of Wisconsin General Purpose Revenue (GPR) amounted to \$637,569. This resulted in \$970,759 being available for use by the ADRC-NW in 2012. Cushing moved to accept this report and place it on file; Bix seconded. All Ayes. Motion Carried.

2012 & 2013 Line Item Transfers: There was one line item transfer for 2012 and none yet proposed for 2013. Cushing moved to transfer \$1,413.00 from the Oneida County Contracted line item to the Forest County Contracted line item to cover actual expenditures. Teichmiller seconded. All Ayes. Motion Carried.

Designate Mary Platner to Finance Committee: This item was inadvertently placed on the Finance Committee agenda. No Action Taken.

Future Agenda Items: Possible Contingency Fund; Receptionist Positions; Adjustment in Salary for the EBS Position in Forest County; Financial Policy Development.

Set Next Meeting Date & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Finance Committee will be Thursday, May 23, 2013 at 11:30 A.M. It will take place in Crandon, Wisconsin.

Adjournment: With no further business, Cushing moved to adjourn; Planter seconded. All Ayes. The meeting was adjourned at 12:40 P.M.

Handouts: March 21, 2013 Finance Committee Meeting Minutes; Final 2012 Revenue/Expense Report; February 2013 Revenue/Expense Report; February 2013 Transactions; February 2013 Time Report; 2012/2013 ADRC Federal & State GPR Revenue Report; Line Item Transfers 2012.

