

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

Thursday, June 20, 2013 – 12:00 Noon

Rhinelanders Satellite Office – 100 West Keenan Street, Rhinelanders, WI

Members Present: Cushing (12:24 P.M.), Krug, Platner, Queen

Members Absent: None

Call Meeting to Order: Chair Krug called the meeting to order at 12:01 P.M. Also present were Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Tina Kimball, Oneida County Social Services Department; Erv Teichmiller, Chair, ADRC-NW – Board Chair; Miki Bix, ADRC-NW – Board Secretary.

Public Comment & Introductions: There were none.

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

Approval of the Minutes of the May 23, 2013 Finance Committee Meeting: Queen moved to approve the minutes of the May 23, 2013 Finance Committee meeting; Platner seconded. All Ayes. Motion Carried.

Financial Statements & Payments: After review, Queen moved to approve the April 2013 transactions in the amount of \$95,392.44; Platner seconded. All Ayes. Motion Carried. Queen moved to accept the April 2013 Revenue/Expense Report subject to audit and to place it on file; Platner seconded. All Ayes. Motion Carried. The Committee briefly reviewed the April 2013 Time Reporting figures, showing April results of 41.04% and year-to-date results of 36.83%. These figures are well above the budget projections of 32%.

Financial Policy: The Committee reviewed the proposal financial policy and had several concerns. Changes were suggested in the “Expenditure Approval”, “Major Purchases”, and Contracts” sections. These will be incorporated in the policy and presented at the next Finance Committee for approval.

Network Evaluation Proposals: Parkkila is working with the telephone consultant to determine why we are still having issues regarding quality. The consultant will need more information before he can make a recommendation on

how to fix the current situation. Changes will have to be made before the ADRC-NW adds such enhancements to the network as video conferencing. No Action Taken.

Employee Handbook/Human Resource Consultant Proposal: The Executive Committee had previously reviewed a proposal from Steve Hepstad, a Human Resource Consultant with Richards Benefits & Financial Services, LLP. Hepstad recommended an employee handbook conforming to all current legal obligations the ADRC-NW has to its employees. The cost of this would be \$375.00. He also proposed creating a “more robust” Privacy Policy including forms, checklists, and procedures; and the cost of this would be \$225. Our legal counsel could develop the handbook and the privacy policy; however, their cost per hour is \$180, while Hepstad’s is \$75. Hepstad was recommended to us by Buck Rhyme of RR Consulting as someone who is experienced working in this area for both governmental and non-profit entities. After review, the Executive/Personnel Committee had recommended contracting with Richards Benefits & Financial Services, LLP to develop an employee handbook and a more robust privacy policy at a cost not to exceed \$600. Cushing moved to recommend contracting with Richards Benefits & Financial Services, LLP to develop an employee handbook and a more robust privacy policy at a cost not to exceed \$600. Queen seconded. All Ayes. Motion Carried. Legal counsel will review the policy developed by Hepstad before implementation.

Marketing Consultant Proposal: The Executive/Personnel Committee previously reviewed this proposal and felt that more information was needed. This item will be put on both the Executive/Personnel and the Finance Committee Agendas for next month. No Action Taken.

Future Agenda Items: Financial Reporting Structure to the full Board; Establishment of Consent Agenda; Financial Policy; Network Evaluation Proposals; Marketing Consultant Proposal.

Set Next Committee Meeting Time & Place: This will be determined in conjunction at the full Board of Directors meeting.

Adjournment: With no further business, Cushing moved to adjourn; Queen seconded. All Ayes. The meeting was adjourned at 12:55 P.M.

Handouts: Minutes of the May 23, 2013 Finance Committee meeting; April 2013 Transactions; April 2013 Revenue/Expense Report; April 2013 Time Reporting synopsis; Draft Financial Policy.