

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

Thursday, July 18, 2013 – 12:00 Noon

100 West Keenan Street, Rhinelander, Wisconsin

Members Present: Cushing, Krug, Queen. Platner arrived at 12:02 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); Tina Kimball, Oneida County Social Services Department; Erv Teichmiller, Chair, ADRC-NW Board; Miki Bix, Secretary, ADRC-NW Board, and Jonathan Anderson, The Lakeland Times.

Public Comment & Introductions: There were none.

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

Approval of the Minutes of the June 20, 2013 Finance Committee Meeting: Queen moved to approve the minutes of the June 20, 2013 Finance Committee meeting; Cushing seconded. All Ayes. Motion Carried.

Financial Statements & Payments – May 2013: After review, Cushing moved to approve May 2013 transactions in the amount of \$181,991.29; Queen seconded. All Ayes. Motion Carried. The Committee reviewed the Revenue/Expense Report for May 2013. Cushing moved to approve the May 2013 Revenue/Expense Report subject to audit; Platner seconded. All Ayes. Motion Carried. Parkkila reported that the ADRC-NW will be requesting \$45,000 in carryover funds from the Office of Resource Center Development for marketing. The request will be made once a proposal is in place. Proposals from marketing consultants are being prepared for review at the August Finance Meeting. Parkkila also reported that because of bandwidth considerations the ADRC-NW will not be purchasing Smart Boards this year. The Committee then reviewed the 100% Time Report, showing May results of 39.71%. The ADRC-NW needs 32% to fully fund the 2013 budget, so the current figures are excellent. The Committee then reviewed the 2013 Federal & State GPR Revenues compared with the 2012 figures.

Fiscal Policy: After review, the Finance Committee suggested several changes to the draft fiscal policy. Queen then moved to recommend that the full Board of Directors approve the Fiscal Policy with the proposed changes; Cushing seconded. All Ayes. Motion Carried.

Employee Health Insurance Options via WRS Trust Fund & Employee Benefits Review: The ADRC-NW employs four individuals. The Regional Manager and the Disability Benefit Specialist receive their benefits through an agreement with Oneida County. One of the ADRC Specialists in Medford receives her insurance through her husband's policy. The other Medford ADRC Specialist gets health insurance through a private individual policy. There was some concern over the fact that the health insurance benefits are not exactly equal for all employees. However, Parkkila checked with our attorney and found that this will not be an issue since the ADRC-NW has made every effort to provide identical coverage. The areas of disparity are the amount of the monthly premium, the employee contribution, deductibles, co-insurance after the deductible is paid, and the existence of a Health Reimbursement Account (HRA). Now that the ADRC-NW is part of the Wisconsin Retirement System, it may be possible to get health insurance through them. Mary Rideout, the Oneida County Social Services Department Financial Services Manager, will check into this possibility. The Committee may re-visit this item later in the year. NO ACTION TAKEN.

Marketing Consultant Proposal: Parkkila is working with a several possibilities for marketing services. She expects a number of proposals will be available for the August meeting. NO ACTION TAKEN.

Future Agenda Items: Employee Benefits, Marketing Consultant

Set Next Finance Committee Meeting Date & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Finance Committee will be Thursday, August 15, 2013 at 12:00 Noon.

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

Handouts: June 20, 2013 Aging & Disability Resource Center of the Northwoods Finance Committee minutes; May 2013 Transactions; May 2013 Revenue/Expense Report; May 2013 Time Report; 2012-2013 ADRC Federal & State GPR Revenue comparison; draft Fiscal Policy.