

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

Friday, July 25, 2014 – 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 12:00 Noon. Also present were Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Erv Teichmiller, Chair, Board of Directors, ADRC-NW; Miki Bix, Secretary, Board of Directors, ADRC-NW, and Jennifer Lueneburg, Oneida County Social Services Department Financial Services Manager.

Public Comment & Introductions: There were none.

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

Approval of the Minutes of the June 27, 2014 Finance Committee Minutes: Queen moved to approve the minutes of the June 27, 2014 Finance Committee meeting; Platner seconded. All Ayes. Motion Carried.

Financial Statements & Payments – June 2014: The Committee reviewed the Revenue/Expense Report for June 2014. Queen moved to recommend to the full Board of Directors that it approve the Line Item Transfers as follows: Transfer \$74,900 from State Aid and \$5,000 from Internet to: Marketing & Outreach \$39,700; Miscellaneous Expense \$1,200; Training \$12,000; Equipment \$22,000; Professional Services \$5,000. Platner seconded. All Ayes. Motion Carried. Queen then moved to accept the June 2014 Revenue/Expense Report subject to audit; Platner seconded. All Ayes. Motion Carried.

Queen then moved to approve the June 2014 Transactions in the amount of \$160,491.86; Platner seconded. All Ayes. Motion Carried. The Committee then reviewed the 2013/2014 ADRC Federal & State GPR Revenue Report. The report shows that through April 2014 the ADRC-NW has received almost \$40,000 more than last year. The June 2014 Time Report percentages were 37.70% for the

month and 38.18% year-to-date. This is above what the ADRC-NW needs to meet its 2014 budget projections.

Employee Health Reimbursement Accounts: Two of the ADRC-NW employees have Health Reimbursement Accounts (HRAs) set up through Oneida County. Now that the transition has been made to the Wisconsin Public Employers' Group Health Insurance Program with no deductibles and no co-insurance, these accounts are no longer needed. Queen moved to recommend to the full Board of Directors that it allow the two employees to file claims against their HRAs through September 30, 2014 and then pay out the remaining funds to the employees. Platner seconded. All Ayes. Motion Carried. One of the ADRC-NW employees in Medford has a non-funded HRA. Queen moved to recommend to the full Board of Directors that it pay that employee an amount equal to one-half the annual contribution to the HRA; Platner seconded. All Ayes. Motion Carried. (NOTE: All of these payouts are taxable events for the employees.)

Part-Time Employee Health Insurance Premiums: The Wisconsin Public Employers' Group Health Insurance Program requires that part-time employees who work more than 1200 hours per year be provided with pro-rated health insurance benefits if they so desire. Platner moved to recommend to the Board of Directors that it change both the ADRC-NW policy on health insurance and the Employee Handbook to provide optional pro-rated health insurance to employees who work more than 1200 hours per year. Queen seconded. All Ayes. Motion Carried.

New Health Insurance Program Option for 2015: The Wisconsin Public Employers' Group Health Insurance Program will be providing an additional health insurance option for 2015. Parkkila will check with the covered employees to see if they would be interested in this option. However, since it would require higher deductibles and higher co-insurance payments, it is probable that they will not be interested in the new option. No Action Taken.

Phone Consult Contract & ADRC-NW Telephone System: The ADRC-NW is in the process of purchasing a new telephone system, terminating the contract with Frontier, and going with Charter Communications. In order to provide the service we need, Charter will have to lay fiber to the Rhinelander building; this should take 30 days and cost \$1,000. Parkkila is working with the phone consultant, Andy Valentine, and RMM to purchase the telephone equipment. The expectation is that the entire project will cost approximately \$50,000-60,000. During a conference call with state officials in which Teichmiller, Bix, Parkkila, and Valentine

participated, the Office of Resource Center Development (ORCD) officials stated that they are not happy with our current system to the extent that they feel the ADRC-NW is not meeting contractual obligations in terms of having a dependable telephone system. They want the ADRC-NW to move to a new system, using money within our current budget. If it becomes necessary to use additional funds, ORCD will provide them. Almost every day we have more quality issues. We will be using the consultant beyond the original scope of his contract because of the complexity of the issues involved. Queen moved to recommend to the full Board that Parkkila determine our needs for equipment and consultant time and then have Teichmiller and Krug approve the purchases and additional consultant time rather than waiting for Board approval and thus delaying action. Platner seconded. All Ayes. Motion Carried.

Future Agenda Items: Telephone System, 2015 Budget

Set Next Committee Meeting Date & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Finance Committee will be Friday, August 22, 2014 at 12:00 Noon.

Adjournment: With no further business, Queen moved to adjourn; Platner seconded. All Ayes. The meeting was adjourned at 12:57 P.M.

Handouts: Minutes of the June 27, 2014 Aging & Disability Resource Center of the Northwoods Finance Committee meeting; June 2014 Revenue/Expense Report; Revenue Changes 2014; June 2014 Transactions; 2013/2014 ADRC Federal & State GPR Revenue; June 2014 Time Report; Synopsis of Frontier/ADRC Network; Budgetary Cost Estimate – Replace of ADRC Telecommunications Solution.