

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

Friday, January 9, 2015 – 12:30 P.M.

100 West Keenan Street, Rhinelander, Wisconsin

Members Present: Cushing, Krug, Platner, Queen

Member Absent: Troyk (excused)

Call Meeting to Order: Chair Krug called the meeting to order at 12:30 P.M. Also present were Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Jennifer Lueneburg, Oneida County Social Services Financial Services Manager; Paul Millan, Chair, ADRC-NW Board of Directors, and Miki Bix, Secretary, ADRC-NW Board of Directors. Present a substantial portion of the meeting were Nancy Kortenhof, Ed Hammer, Beverly Tuckwell, and Erv Teichmiller, Members of the ADRC-NW Board of Directors.

Public Comment & Introductions: There were none.

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

Approval of the Minutes of the December 12, 2014 Finance Committee Meeting: Platner moved to approve the minutes of the December 12, 2014 Financial Committee meeting; Queen seconded. All Ayes. Motion Carried.

Financial Statements & Time Report for December 2014: (Please note that all the financial statements and reports were for November 2014, not December 2014.) After review, Cushing moved to accept the November 2014 Revenue/Expense Report subject to audit; Queen seconded. All Ayes. Motion Carried. (See the “Line Item Transfers” section below.) An explanation of the “Software Maintenance Contracts” line item will be forthcoming from the Fiscal Agent. The Committee also asked that the “Interpreter Services/Contracted” line item be divided into “Interpreter Services” and “Contracted Services” in the future. Cushing then moved to accept the November Transactional Report in the amount of \$133,451.78; Platner seconded. All Ayes. Motion Carried. The 2013/2014 ADRC Federal & State GPR Revenue Comparison was then reviewed. The total through October 2014 was \$1,424,691 compared with \$1,245,708 through October 2013. Part of the difference between the two years was carryover funding. The Time Report showed a November 2014 percentage of 41.06% and a year-to-date percentage of 38.92%.

Audit/Budget Process: It was decided that for the 2016 budget, expense categories needed to be closely defined before the budget process started to ensure that each satellite office was itemizing expenses in a similar manner. The use of standardized forms will be stressed, and the preliminary satellite office budgets will be presented to the Executive/Finance Committees for review at their July meeting. This will enable the Regional Manager to discuss any issues with

the counties and/or tribes well before they must have their own budgets approved. It was further decided to forego having the auditor come before the Board unless a specific issue arises that needs further clarification.

Line Item Transfers: Teichmiller moved to approve the following Line Item Transfers: From: Oneida County Contracted \$13,000; Vilas County Contracted \$12,000; Potawatomi & Sokaogon Chippewa Contracted \$6,000; ADRC Printing \$5,000; ADRC Postage \$4,500; ADRC Office Supplies \$2,000; ADRC Mileage \$5,000; ADRC Taxable Meals \$1,400; ADRC Maintenance Contracts \$2,500; ADRC Legal Services \$2,000; ADRC Income Continuation \$593; ADRC Workers Comp \$663; ADRC Lodging & Meals \$500; ADRC Miscellaneous Expense \$1,000; ADRC Internet \$900; ADRC State Aid \$2,709. To: ADRC Health Insurance \$4,038; ADRC Life Insurance \$27; ADRC Contracted Services \$20,926; ADRC Telephone \$1,262; ADRC Software Maintenance \$1,660; ADRC Professional Dues \$432; ADRC Rent \$317; ADRC Computers \$7,000; Forest County Contracted \$16,676; Lac du Flambeau Contracted \$7,427. Queen seconded. All Ayes. Motion Carried. A number of Line Item Transfers need to be made to the 2016 Budget. Teichmiller moved to approve the following changes: From: ADRC Legal Services \$2,000; ADRC Maintenance Contract \$244; ADRC Postage \$500; ADRC Printing \$1,000; ADRC Central Purchasing \$2,500; ADRC Advertising \$15,000; ADRC Registration Fees \$500; ADRC Mileage \$2,554; ADRC Taxable Meals \$750; ADRC Lodging & Meals \$500; ADRC Internet \$3,000; ADRC Computers \$1,500; ADRC Equipment \$5,500; Oneida County Contracted \$2,492; Taylor County Contracted \$300; Vilas County Contracted \$15,130. To: ADRC State Aid \$552; ADRC Salaries \$958; ADRC Wages \$2,756; ADRC Social Security \$284; ADRC Retirement \$253; ADRC Income Continuation \$5; Forest County Contracted \$23,828; Lac du Flambeau Contracted \$23,886; Potawatomi & Sokaogon Chippewa Contracted \$948. Queen seconded. All voting Aye except Bix who voted "No", Motion Carried.

Future Agenda Items: Options for old telephone equipment; Reimbursement Policy & Procedure changes

Confirm Next Meeting Date, Time & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Finance Committee will be Friday, February 6, 2014 at 12:30 P.M.

Adjournment: With no further business, Cushing moved to adjourn; Queen seconded. All Ayes. The meeting was adjourned at 1:08 P.M.

Handouts: Minutes from the December 12, 2014 Aging & Disability Resource Center Finance Committee meeting; November 2014 Revenue/Expense Report; November 2014 Transaction Activity Report; 2013/2014 Federal & State GPR Revenue Comparison for October 2014; November 2014 Time Report; 2014 Line Item Transfers; 2015 Line Item Transfers.

