

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

**Friday, August 7, 2015 – 12:00 Noon
100 West Keenan Street, Rhinelander, Wisconsin**

Members Present: Krug, Platner, Queen, Troyk

Member Absent: Teichmiller

Call Meeting to Order: Chair Krug called the meeting to order at 12:06 P.M. Also present were Mary Rideout, Director, Oneida County Social Services Department; Angela Beauchaine, Supervisor, Oneida County Financial Services Department; Dianne Jacobson, Interim Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); and Miki Bix, Secretary, ADRC-NW Board of Directors.

Public Comment & Introductions: There were none.

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

Approval of the Minutes of the July 9, 2015 Finance Committee Meeting: Queen moved to approve the minutes of the July 9, 2015 Finance Committee meeting; Troyk seconded. All Ayes. Motion Carried.

Financial Statements: The Committee reviewed the Revenue/Expense Report for June 2015. There are no items of concern. Most of the maintenance contracts have been paid for the year, and significant underspending is shown in the "Salaries" line item because of the vacancy in the Regional Manager position. Expenses for the satellite offices look good. Troyk moved to accept the Revenue/Expense Report for June 2015. Queen seconded. All Ayes. Motion Carried. Time Reporting Percentages for June 2015 show a June recovery of 39.03% and a year-to-date figure of 39.47%. These are well above what is needed to finance the 2015 ADRC-NW budget.

Audit of Payments/Line Item Transfers: Queen moved to approve the June 2015 Transaction Activity Report in the amount of \$148,543.24 and place the report on file subject to audit; Troyk seconded. All Ayes. Motion Carried. There were no line item transfers.

2016 ADRC-NW Staff Wages: The Committee was given the chart entitled "2016 ADRC of the Northwoods Budget Worksheet – Salaries and Fringes" for review. No Action Taken.

Health & Dental Insurance: The Uniform Dental Benefit will no longer be offered through the Wisconsin Public Employer's Health Insurance Plan. Delta Dental will be available to employees as of January 1, 2016 on a voluntary basis. Health and dental insurance premium information for 2016 will not be available until the Group Insurance Board meeting on August 25, 2015.

ADRC-NW 2016 Budget & Instructions to Satellite Offices: The Committee reviewed the “ADRC of the Northwoods Satellite Office Expenses” chart, showing various line items contained in the budget as well as definitions of what those line items entail. Jacobson, Rideout, and Beauchaine will meet with the management team to develop the satellite budgets in accordance with these line items. It is hoped that this process will be completed by October 1 so that the information can be collated for distribution to Committee Members by the October meeting.

The Committee also reviewed the “ADRC of the Northwoods Contracts & Agreements Summary”. The Fiscal Agent contract with Oneida County is set at \$57,000 for 2015, but this figure will be reduced to \$40,000 for 2016. RMM is doing an inventory of the computers for which they are charging the ADRC-NW for maintenance. Frontier is no longer billing the ADRC-NW for \$369.75/month because of the termination of the contract with them for the PRI line. Charges for the fax line in Crandon have been transferred from Frontier to Charter. The ADRC-NW is paying \$200/year for Web hosting. The one-year extended service contract for the Cisco telepresence SmartNet runs from June 5, 2015 through June 4, 2016 at a cost of \$3,125.

ADRC Specialist LTE Position: One of the ADRC Specialists in Rhinelander has resigned; his last day was August 3, 2015. The job has been posted, but it will take approximately two months to fill the position. He has expressed interest in working three days per week. Jacobson would like to hire him at his current rate, but without benefits, as a Limited Term Employee at least until his replacement is hired. Ann Erfourth from the Forest County Potawatomi/Mole Lake office will work in the Rhinelander office one day per week until someone is hired. This will cover any gaps in coverage due to the Specialist resignation and the intermittent family medical leave granted to another Specialist.

Letters & Communications: There were none.

Future Agenda Items: 2016 staff wages, 2016 budget; health and dental insurance

Confirm Next Meeting: The next meeting of the Aging & Disability Resource Center of the Northwoods Finance Committee will be Friday, September 18, 2015 – time to be determined.

Adjournment: With no further business, Troyk moved to adjourn; Queen seconded. All Ayes. The meeting was adjourned at 12:50 P.M.

Handouts: Minutes of the July 9, 2015 Aging & Disability Resource Center of the Northwoods Finance Committee meeting; 2016 ADRC of the Northwoods Budget Worksheet- Salaries; ADRC of the Northwoods Satellite Office Expenses; June 2015 Revenue/Expense Report; 2014-2015 ADRC Federal & State GPR Revenue Comparison; June 2015 Time Report; June 2015 Transaction Activity Report; ADRC of the Northwoods Contracts & Agreements; 2016 Health and Dental Insurance information sheet.