

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
JOINT EXECUTIVE/PERSONNEL & FINANCE COMMITTEES
Friday, September 25, 2015 – 12:00 Noon
100 West Keenan Street, Rhinelander, Wisconsin**

Members Present: Bix, Cushing, Krug, Platner, Troyk, Tuckwell

Member(s) Absent: Millan (excused); Ritchie (excused); Teichmiller (excused). NOTE: There is one vacancy on the Finance Committee.

Call Meeting to Order: Vice-Chair Cushing called the meeting to order at 12:00 Noon. Also present were Dianne Jacobson, Interim Regional Manager, Aging & Disability Resource Center of the Northwoods; Angela Beauchaine, Financial Services Supervisor, Oneida County; Mary Rideout, Social Services Director, Oneida County; Tammy Queen, general public.

Approval of the Agenda: For the Executive/Personnel Committee, Tuckwell moved to approve the agenda with Item #5 changed to read "Financial Statements & Time Reporting for July & August 2015". Tuckwell seconded. All Ayes. Motion Carried. For the Finance Committee, Troyk moved to approve the agenda with Item #5 changed to read "Financial Statements & Time Reporting for July & August 2015". Platner seconded. All Ayes. Motion Carried.

Approval of the Minutes of the August 7, 2015 Finance Committee Meeting: Platner moved to approve the minutes of the August 7, 2015 Finance Committee meeting; Troyk seconded. All Ayes. Motion Carried.

Approval of the Minutes of the September 18, 2015 Joint Executive/Finance Committee Meeting: Cushing moved to approve the minutes of the September 18, 2015 Joint Executive/Finance Committee meeting; Platner seconded. All Ayes. Motion Carried.

Financial Statements & Time Reporting for July 2015: Because of the meeting schedule, the financial statements for this meeting included both the July 2015 and the August 2015 statements. Beauchaine reported that all the line items on the August 2015 Revenue/Expense Report look good with no anticipated problems. (There was no July 2015 Revenue/Expense Report because those figures were contained in the August 2015 Report.) The Time Report figure for July 2015 was 39.37%, for August it was 39.72%, and year-to-date it was 39.49%. This is well above what is needed to finance the 2015 Budget. Troyk moved to recommend to the full Board of Directors that it accept the July and August Financial Statements subject to audit; Platner seconded. All Ayes. Motion Carried.

Audit of Payments/Line Item Transfer: The Transaction Activity Report for July 2015 showed payments in the amount of \$100,664.41 and for August \$106,785.57. Troyk moved to recommend to the full Board of Directors that it accept the Transaction Activity Reports for both July and August 2015 subject to audit; Platner seconded. All Ayes. Motion Carried. There were no line item transfers.

ADRC-NW Wage Scale: The Joint Committees had requested a Regional Manager wage scale, as well as one for the ADRC Specialists and Disability Benefit Specialists. For the Regional Manager, the wage range would go from Step 1 at \$51,668 to Step 14 at \$73,326. For the ADRC Specialists and the Disability Benefit Specialists the wage range would go from Step 1 at \$19.78/hour to Step 11 at \$25.44/hour. Employees would be given a step increase each year until they reach the mid-point and then a step increase every other year until they get to Step 14 for the Regional Manager and Step 11 for the ADRC Specialists and Disability Benefit Specialists. At the time of hiring, the Executive/Personnel Committee will determine at which step the employee will start on the Wage Scale. If the ADRC-NW Board of Directors elects to give a Consumer Price Index increase, this increase would be incorporated into the scale on a yearly basis. Troyk moved to recommend to the full Board of Directors that it accept the proposed Wage Scale and its implementation rules. Tuckwell seconded. All Ayes. Motion Carried. If approved, these Wage Scales will go into effect January 1, 2016.

2016 Health & Dental Insurance Plan: With dental coverage the increase in premiums for the health/dental insurance would amount to a 14.0%; without dental coverage the increase would be 10.8%. Platner moved to recommend to the full Board of Directors that it provide health insurance without dental insurance for 2016. Troyk seconded. All Ayes. Motion Carried. It is hoped the ADRC-NW will be able to offer its employees dental insurance on a voluntary basis.

Letter of Intent to Elect Uniform Dental Benefits – 2016: Since the ADRC-NW will not be offering dental coverage for its employees in 2016, this item was not applicable.

2016 Budget-Wages: The Committees then reviewed both a 0% and a .73% wage increase for 2016. The 0% increase would result in a \$26,461.09 increase for the 2016 budget; the .73% increase would result in a \$28,403.55 increase. Troyk moved to recommend to the full Board of Directors that it grant a .73% wage increase to employees for 2016. As the budget for 2016 stands now, the ADRC-NW would need to maintain a Time Reporting percentage over 39%. The Committees did not feel this was reasonable, so Rideout will work on getting that percentage to 38% or lower.

Future Agenda Items: 2016 budget

Confirm Next Meeting Date, Time & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Finance Committee will be Friday, October 16, 2015 at 12:00 Noon. It will be held in Rhinelander.

Adjournment: With no further business, for the Executive/Personnel Committee, Bix moved to adjourn; Tuckwell seconded. All Ayes. With no further business, for the Finance Committee, Platner moved to adjourn; Troyk seconded. All Ayes. The meeting was adjourned at 12:46 P.M.

Handouts: Minutes of the September 18, 2015 Aging & Disability Resource Center of the Northwoods Joint Executive/Finance Committee meeting; minutes of the August 7, 2015 Finance Committee meeting; August 2015 Revenue/Expense Report (including figures for July 2015); 2014/2015 ADRC Federal & State GPR comparison; August 2015 Time Report (including figures for July 2015); July 2015 and August 2015 Transaction Activity Report; ADRC of the Northwoods Wage Scale Proposals; ADRC of the Northwoods Group Health Insurance 2016 Monthly Premium Rates; ADRC of the Northwoods Benefit Package – 2015; 2016 ADRC of the Northwoods Budget Worksheet Salaries and Fringes – 0% Salary Increase; 2016 ADRC of the Northwoods Budget Worksheet Salaries and Fringes - .73% Salary Increase; preliminary 2016 Budget; ADRC of the Northwoods Budget Worksheet for 2016.