

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

**Friday, November 13, 2015 – 12:00 Noon
100 West Keenan Avenue, Rhinelander, Wisconsin**

Members Present: Krug, Platner (1:02 P.M.), Troyk, Millan (for a portion of the meeting served as member to provide quorum)

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

Call Meeting to Order: Chair Krug called the meeting to order at 12:00 Noon. Also present were Angela Beauchaine, Financial Services Supervisor, Oneida County; Janell Schroeder, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Miki Bix, Secretary, ADRC-NW Board of Supervisors.

Public Comment & Introductions: There were none.

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

Approval of the Minutes of the October 16, 2015 Finance Committee Meeting: Krug moved to approve the minutes of the October 16, 2015 Finance Committee meeting; Millan seconded. All Ayes. Motion Carried.

Financial Statements & Time Reporting for September 2015: Beauchaine reported that all line items will be underspent for 2015 with the exception of Outreach/Marketing. This can be handled with a line item transfer at the end of the year. Since there should be a significant surplus, Beauchaine and Schroeder will be talking with Julie Schroeder at the State of Wisconsin, Department of Health Services, to discuss ways of obtaining this surplus as carryover funds for the betterment of the ADRC-NW. Three possibilities for the use of these carryover funds were discussed: 1) using a Limited-Term Employee to cover an office in Minocqua three days per week and to fill in for ADRC Specialists in satellite offices when necessary. 2) purchasing the services of a secretary in the Oneida County Aging Department to assist the Regional Manager on a local basis. This would probably be no more than 5-10% of the secretary's time. 3) purchasing a vehicle for ADRC-NW employee use to reduce the amount of mileage paid to employees. It is felt this would result in significant savings over the course of a year.

The ADRC-NW time reporting is above what is needed to fully fund the 2015 budget. For September 2015, it was 38.26%; and for the year-to-date, it was 39.35%.

After review, Troyk moved to accept the various financial reports and place them on file subject to audit; Platner seconded. All Ayes. Motion Carried.

Audit of Payments/Line Item Transfers: Platner moved to approve the Transaction Activity Report in the amount of \$117,282.98; Troyk seconded. All Ayes. Motion Carried. There were no line item transfers.

2016 Budget: After review, Troyk moved to recommend to the full Board of Directors that it approve the 2016 Budget as presented; Platner seconded. All Ayes. Motion Carried. The 2016 budget will require a time reporting percentage of 39%.

Dental Insurance Search Update: Beauchaine found another dental insurance vendor, and it too was with Delta Dental. It requires four employees to participate. The previous vendor only required two employees to participate. The cost would be \$40/month for an individual and \$106/month for family coverage, and employees would be responsible for the full premium. The item was referred to the full Board of Directors for action. No Action Taken.

Letters & Communications: There were none.

Future Agenda Items: Cell phone options

Confirm Next Meeting Date, Time & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Finance Committee will be Monday, December 14, 2015 at 12:00 Noon. It will be in Rhinelander.

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

Handouts: Minutes of the October 16, 2015 Aging & Disability Resource Center of the Northwoods Finance Committee meeting; September 2015 Revenue/Expense Report; September 2015 Time Report; 2014/2015 Federal & State GPR Revenue Comparison; September 2015 Transaction Activity Report; ADRC of the Northwoods Budget Worksheet with detail for the Regional Office and satellite offices in Forest County, Oneida County, Taylor County, Vilas County, the Lac du Flambeau Community, and the Potawatomi/Sokaogon Community.