

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

Thursday, June 21, 2012 – 8:15 A.M.

The Point Hotel & Conference Center – Minocqua, Wisconsin

**Members Present:** Cushing, Krug, Queen

**Members Absent:** None

**Call Meeting to Order:** Chair Krug called the meeting to order at 8:15 A.M. Also present were ADRC Regional Manager Parkkila, ADRC Board Chair Teichmiller, ADRC Board Secretary Bix, and Tina Kimball of the Oneida County Social Services Department.

**Review of Financial Statements:** Kimball presented the Start Up Costs & Budget for the ADRC of the Northwoods and the Revenue/Expense Report for January-April 2012. A total of \$46,072 in unspent funds from 2011 have been carried over and will be available for 2012 expenditures. However, any unspent funds at the end of 2012 must be returned to the State of Wisconsin. At this time, it appears the ADRC of the Northwoods will end 2012 well below budget estimates for the year. There was discussion of the format and distribution list for the financial statements; these will be determined at a future meeting. Cushing moved to accept the financial statements, place them on file, and forward them to the full Board for consideration. Queen seconded. All Ayes. Motion Carried. Cushing moved to accept and approve the bills and vouchers for the period January through April of 2012. Queen seconded. All Ayes. Motion Carried. The Committee Members then signed all the approved bills and vouchers.

**Branch Office Cost Increases:** The Eagle River ADRC office will require a budget adjustment of \$4,500 to cover the cost of various items such as an acoustical door, blinds, a door buzzer, LED lights. This will bring the cost of remodeling for that office to \$19,500. The Rhinelander office will require an increase of \$900 to cover line drops for Internet access, bringing the cost of remodeling that office to \$16,665. A line-item of \$8,000 should be incorporated in the budget for signage at the various satellite offices. Cushing moved to increase the Eagle River ADRC office remodeling budget to \$19,500, to increase the Rhinelander office remodeling budget to \$16,665, and to budget \$8,000 for signage for the various ADRC satellite offices. Queen seconded. All Ayes. Motion Carried. Cushing then moved to budget \$250 for individual office enhancements (wall hangings, lamps, and similar items) for nine offices: five in

Rhineland, two in Medford, one at the Lac du Flambeau satellite, and one at the Potawatomi satellite. Queen seconded. All Ayes. Motion Carried.

**Consideration of Bylaw Change - Reimbursement for Committee Meetings and Conferences:** Under current bylaws, jurisdictional members are paid by their respective counties for attendance at Board Meetings; tribal and consumer members are paid by the ADRC. There is concern that counties will also be responsible for payment of per diems and expenses for ADRC Committee Meetings and for conferences attended by jurisdictional Board Members. It was felt that all Committee Meeting per diems and expenses, as well as all conference per diems and expenses, should be paid by the ADRC. Also consideration must be given to paying for meals and lodging of Board Members attending Committee Meetings, Board Meetings, and conferences. This item will be discussed further at the next meeting. No action taken.

**Credit Card:** It is felt that it would be more convenient and efficient if small purchases could be made using a credit card or perhaps a prepaid debit card. Parkkila will look into this item and report back to the Committee at the next meeting. No action taken.

**Set Next Board Meeting Date & Place:** The next meeting of the ADRC of the Northwoods Finance Committee will be immediately preceding the July meeting of the ADRC Board of Directors and will be at the same location as that meeting.

**Adjournment:** With no further business, Cushing moved to adjourn; Queen seconded. All Ayes. The meeting was adjourned at 9:02 A.M.

**Handouts:** ADRC of the Northwoods Start Up Costs and Budget; ADRC of the Northwoods Revenue/Expense Report for the period January-April 2012.