

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

100 West Keenan Street, Rhinelander, Wisconsin
Thursday, July 19, 2012 – 12:00 Noon

Members Present: Cushing, Krug, Queen

Members Absent: None

Call to Order: Chair Krug called the meeting to order at 12:00 Noon. Also present were Mary Rideout, Oneida County Social Services Department Financial Services Manager; Erv Teichmiller, ADRC-NW Board Chair; Mary Bix, ADRC-NW Board Secretary, and Pam Parkkila, ADRC-NW Regional Manager.

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 June 21, 2012 Finance Committee Meeting: Cushing moved to approve the minutes of the June 21, 2012 Finance Committee Meeting; Queen seconded. All Ayes. Motion Carried.

Finance Statements & Payments: After review of the May 2012 transactions, Cushing moved to approve payments of \$22,842.65 as presented; Queen seconded. All Ayes. Motion Carried. The Committee also reviewed the Revenue/Expense Report. There were a number of over-budget line items caused by the fact that the working budget was developed before the ADRC-NW came into being and thus represented an estimate of revenues and expenses. Several line item transfers will correct this problem. Cushing moved to accept the financial statements and place them on file subject to audit. Queen seconded. All Ayes. Motion Carried.

Review Bylaw Change – Reimbursement for Committee Meetings and Conferences for Jurisdictional Members: It is felt that jurisdictions should only be asked to pay per diems and expenses for board meetings and that all committee meeting and conference expenses should be paid by the ADRC. Cushing moved to accept a bylaw amendment to follow the Employee Reimbursement Policy regarding payment of per diems and expenses for committee meetings and conferences and send it to the full Board of Directors for approval, provided that this procedure is allowed by the State of Wisconsin. Queen seconded. All Ayes. Motion Carried.

Consideration/Recommendation for Line Item Budget Transfers: The State of Wisconsin is providing an additional \$10,000 for legal fees. After review, Cushing moved to increase the revenue line item in the 2012 ADRC-NW budget by \$10,000 to a total of \$20,000. The motion went on to authorize line item reductions to the following: Lac du Flambeau Contracted, \$13,075.00; Oneida County Contracted, \$45,888.00; Potawatomi/Sokaogon Contracted \$13,658.00; Taylor County Contracted, \$36,359.00; Vilas County Contracted, \$29,530.00; ADRC Salaries, \$36,300.00; ADRC Life Insurance, \$460.00; ADRC Income Continuation, \$350.00; and ADRC Health Insurance, \$7,482.00. (Reductions total \$183,102.00) The following line items will be increased: ADRC Start Up Costs \$138,510.00; ADRC Wages, \$25,000.00; ADRC Overtime, \$1,000.00; ADRC Committee Per Diem, \$5,000.00; ADRC Meals Taxable, \$300.00; ADRC Lodging, \$500.00; ADRC Employee Auto, \$4,500.00; ADRC Workers Compensation, \$1,044.00; ADRC Telephone, \$5,240; ADRC Liability Insurance, \$2,008.00. (Increases total \$183,102.00). Queen seconded. All Ayes. Motion Carried.

Consideration of Cell Phone & Hot Spot Internet Access Staff Stipends: After discussion, Cushing made the following motion: Employees of the ADRC-NW will use their personal cell phones and get a monthly stipend from the ADRC-NW to compensate for business use, that a quarterly evaluation will be made to determine the amount of the stipend, that Disability Benefit Specialist Meeder will get an additional \$10/month for business use of his Hot Spot, that this policy will be reviewed at the end of one year, and that written approval from the State of Wisconsin must be given for this policy before it can be implemented. Queen seconded. All Ayes. Motion Carried.

Review Request by Regional Manager to allocate Funds for:

- A. Development of ADRC Website and Email**
- B. Increase in Furniture Budget to Create Work Station and Purchase Conference Tables/Chairs**
- C. Allocate Funding for Purchase of Color Copier**
- D. Allocate Funding for Purchase of Copier/Scanners for ADRC Staff**
- E. Allocate Funding for Staff Training**

Parkkila would like to have an independent Web site to be used for marketing, internal communication, staff and board email addressing, access to a shared calendar, as well as other applications. She would also like authorization to purchase a work station and conference tables and chairs for the Oneida office and the Potawatomi and Sokaogon offices. The cost of this is approximately \$3,800 for the furniture and \$3,000 for the work station. There is enough money in the current furniture line item to cover these items, as well as the color copier and

copier/scanners for the ADRC staff. Cushing moved to have Parkkila get three bids for the Web site and bring them back to the Finance Committee for review. The motion went on to authorize Parkkila to proceed with the purchase of the furniture for the Oneida office and the Potawatomi and Sokaogon offices, the workstation in the Oneida office, the color copier, and the copier/scanners for the ADRC staff as long as the total amount does not exceed the \$9,000 currently remaining in the start-up budget. Queen seconded. All Ayes. Motion Carried. It is believed that the Training line item in the current budget is for Board training, not staff training. It is possible that no money has been allocated for staff training. Parkkila was asked to investigate the situation and report back to the Finance Committee.

Set Next Meeting Date & Place: The next meeting of the Aging & Disability Resource Center Finance Committee will be Thursday, August 16, 2012 at 12:30 P.M. It will be in Rhinelander.

Adjournment: With no further business, Cushing moved to adjourn; Queen seconded. All Ayes. The meeting was adjourned at 12:57 P.M.

Handouts: Finance Committee Meeting minutes of June 21, 2012; May 2012 Transactions; Revenue/Expense Report through May 2012 before line item transfers; Revenue/Expense Report through May 2012 after line item transfers; ADRC-NW Start Up Costs and Budget; Line Item Transfers 2012 – Revenue Changes; Line Item Transfers 2012 – Expenditure Changes Only.