

AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS – FINANCE COMMITTEE

Thursday, August 16, 2012 – 12:30 P.M.

Rhineland Satellite Office, 100 West Keenan Street, Rhineland, Wisconsin

Members Present: Cushing, Krug, Queen

Members Absent: None

Call to Order: Chair Krug called the meeting to order at 12:30 P.M. Also present were Julie Schroeder, Office of Resource Center Development, State of Wisconsin; Mary Rideout, Oneida County Social Services Department Financial Services Manager; Erv Teichmiller, ADRC-NW Board Chair; Mary Bix, ADRC-NW Board Secretary; Sherry Schulke, Regional Quality Specialist, Office of Resource Center Development, State of Wisconsin; Pam Parkkila, ADRC-NW Regional Manager, and Marcus Neseemann, Northwoods River News.

Public Comment & Introductions: Chair Teichmiller introduced Julie Schroeder to the Committee. There was no public comment.

Approval of Agenda: Cushing moved to eliminate Item #8 as a duplicate of Item #6 and then to approve the agenda with ten items. Queen seconded. All Ayes. Motion Carried.

Approval of Minutes of 07/19/12 Finance Committee Meeting: Cushing moved to approve the minutes of the July 19, 2012 Finance Committee as presented; Queen seconded. All Ayes. Motion Carried.

Review of Financial Statements: The Committee reviewed vouchers for June 2012. In view of the problems with the telephone system, it was decided to delay payment of the Frontier bill in the amount of \$1,299.83. Cushing then moved to approve June 2012 disbursements in the amount of \$81,475.41. The Committee reviewed the Revenue/Expense report which has now been broken down to show revenue from federal funds and from state funds. The only problematic item was the line-item for legal services which is overspent by \$593.50. There will be further legal expenses in 2012, but this overage will be handled later in the year through a line-item transfer. Rideout expressed her opinion that there was no danger of the ADRC-NW overspending its budget for 2012. The Committee also reviewed the Start-Up Budget through August 15, 2012. Cushing moved to accept

and place on file the Revenue/Expense Report and the Start-Up Budget subject to audit. Queen seconded. All Ayes. Motion Carried.

Review Bylaw Change for Reimbursement for Board Training & Travel

Expenses: After review, Cushing moved to accept the following language addition to the ADRC-NW Bylaws and recommend adoption by the Board of Directors: All ADRC-NW Board Members who attend ADRC-NW Committee Meetings, Conferences, and/or Training are eligible for per diem and travel expense reimbursement. In the event that extended travel is required, ADRC-NW Board Members will be paid consistent with the ADRC-NW Employee Expense Reimbursement Policies and Procedures. Queen seconded. All Ayes. Motion Carried.

Julie Schroder Discussion re: 2012 & 2013 ADRC-NW Budget: Schroeder explained that the 2012 budget for the ADRC-NW is \$1,249,534. Of that amount, \$819,663 is a guaranteed GPR allocation and \$80,000 is a guaranteed multi-county bonus that is also from GPR funds. The remaining \$349,871 will be obtained from federal funds earned through 100% time reporting. Although the ADRC-NW's estimated rate of retrieval through time reporting is 28%, the statewide average for retrieval is actually 38%. Any amounts received over the \$349,871 may be used for increased services by the ADRC-NW during the year those funds are earned. Unspent money at the end of the year will be retained by the State, although the ADRC-NW can request that the funds be carried over through the next year. Time reporting is retrieved primarily through the work of the Information & Assistance Workers and the Disability Benefit Specialists. Only if an ADRC is part of the county's Commission on Aging (or Department on Aging) can the Elderly Benefit Specialist's work be eligible for time reporting.

Review Bids Secured by Regional Manager to Allocate Funds for

Development of ADRC Website and Email: Parkkila received four bids for the development of a Web site for the ADRC-NW: Poco \$1,150; GilMoore \$1,260-1,800; Five Sparrows \$2,050-3,175; Moore \$4,000-7,000. Poco has worked with Vilas County and the Lac du Flambeau Tribe and comes recommended by them. The firm has also had experience with our current Web site. Cushing moved to recommend that the Board of Directors accept the bid from Poco for the development of the ADRC-NW's Web site for an amount not to exceed \$2,000. Queen seconded. All Ayes. Motion Carried.

Increase in Furniture Budget to Accommodate Regional Needs:

Approximately \$2,600 was spent furnishing the Mole Lake office. However, the

ADRC-NW still needs conference tables, cabinets for storage, a workstation, display board, color copier, color scanner, and other items for the various satellite offices. Queen moved to recommend that the Board of Directors transfer \$10,000 in the Start Up Budget to the furniture line-item, resulting in a total of \$50,000. Cushing seconded. All Ayes. Motion Carried.

Set Next Meeting Date & Place: The next meeting of the Finance Committee will be held in conjunction with the next meeting of the ADRC-NW Board of Directors.

Adjournment: With no further business, Cushing moved to adjourn; Queen seconded. All Ayes. The meeting was adjourned at 1:30 PM.

Handouts: Minutes of the July 19, 2012 Finance Committee Meeting; June 2012 Transactions, Start-Up Budget through August 15, 2012; Revenue/Expense Report for June 2012; amendment to ADRC-NW Bylaws; Aging & Disability Resource Center Funding (prepared by Julie Schroeder, ORCD); Web site Development quotes.