

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS –  
FINANCE COMMITTEE**  
**100 West Keenan Street, Rhinelander, Wisconsin**  
**Thursday, November 15, 2012 – 12:00 Noon**

**Members Present:** Cushing, Queen, Platner

**Members Absent:** Krug (excused)

**Call to Order:** Vice-Chair Cushing called the meeting to order at 12:00 P.M. Platner arrived at 12:06 P.M. Also present were Pam Parkkila, Regional Manager, Aging & Disability Resource of the Northwoods (ADRC-NW), Erv Teichmiller, Chair, ADRC-NW Board of Directors; Miki Bix, ADRC-NW Board Secretary; Mary Rideout, Oneida County Social Services Department Financial Services Manager.

**Public Comment & Introductions:** There were none.

**Approval of Agenda:** Queen moved to approve the agenda with fourteen items; Cushing seconded. All Ayes. Motion Carried.

**Approval of Minutes of the October 15, 2012 Finance Committee Meeting:** Queen moved to approve the minutes of the October 15, 2012 Finance Committee meeting; Cushing seconded. All Ayes. Motion Carried.

**Review Financial Statements:** The Committee reviewed the September Revenue/Expense Report. Rideout reported that all satellite offices are set up for monthly reporting except the Forest County Potawatomi. Expenditures are well within the budget for 2012. Queen moved to accept and place on file the September Revenue/Expense Report subject to audit. Platner seconded. All Ayes. Motion Carried. After review, Cushing moved to approve the vouchers in the amount of \$46,559.98. Queen seconded. All Ayes. Motion Carried. The Employee Auto Expense line item will need adjustment by the end of the year.

**Review 2013 Budget Status/Process:** Rideout presented the proposed 2013 budget. The total proposed budget is \$1,318,981 of which \$862,251 will be spent on satellite offices and \$456,730 on the regional office operations. Of the total, \$899,663 will come from State General Purpose Revenue per contract with the ADRC-NW; the rest will come from Federal funds through time reporting. If we achieve a minimum of 32% capture of federal funds through 100% time reporting,

we will break even. See “Time Reporting Update” item below. A 2% salary increase is included in this proposed budget. See “ADRC-NW Wage Increase” item below. The budget includes a projected 6% increase in health insurance costs. Queen moved to approve the 2013 budget in the amount of \$1,318,981.00; Platner seconded. All Ayes. Motion Carried.

The Committee thanked Rideout for all her work with the budget and the financial statements.

**ADRC-NW Wage Increase:** Last month the Board of Directors approved a 1% wage increase for the four employees of the ADRC-NW: the Regional Manager, the Disability Benefit Specialist, and the two ADRC Specialists in the Taylor County Satellite Office. After review, the Executive Committee recommended a 2% wage increase to take effect on January 1, 2013 or at the end of the probationary period. With all fringe benefits included, this would cost the ADRC-NW a total of \$4,294.23. Queen moved to recommend to the Board a 2% wage increase for the Regional Manager and the Disability Benefit Specialist beginning January 1, 2013 and for the two ADRC Specialists in the Taylor County Satellite Office at the end of their probationary periods. Platner seconded. All Ayes. Motion Carried. (NOTE: Parkkila, the Regional Manager, completed her probationary period as of August 31, 2012; Meeder, the Disability Benefit Specialist will complete his probationary period as of December 22, 2012.)

Teichmiller reported that Vilas County is raising its starting wage for its ADRC Specialists from \$16.67/hour to a range of \$19-22/hour, depending on qualifications and experience.

At its recent meeting, the Executive Committee recommended that wage parity be established between the two Disability Benefit Specialists (DBSs). After review, it was determined that one DBS works 37.5 hours/week and the other works 40 hours/week. Thus there is very little disparity, and no action will be taken on this recommendation.

**WRS Account:** The ADRC-NW has been approved for inclusion in the Wisconsin Retirement System starting January 1, 2013. However, the ADRC-NW is still awaiting written approval for a buy-back on contribution amounts for 2012 retirement benefits. This will be part of the 2012 budget expenditures.

**Time Reporting Update:** Year-to-Date Time Reporting is at 33.22%. The ADRC-NW needs this figure to be at 32% to fully fund the 2013 budget. The

figure has been increasing steadily; and with increased training, it should continue to increase through the end of the year.

**Move to Closed Session Under Sec. 1985 (1) (c) for purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which this body has jurisdiction or responsibility:**  
The Committee did not go into Closed Session.

**Telephone System Updates:** Parkkila is with working the telephone consultant, as well as with Frontier and MyTel. The system is working better at this time, and we have articulated our projected needs for the entire region. Among other things, every office must have a local number, and every staff person must have a direct line and the ability to use a wireless headset. Adjustments have been made to the Frontier bill with late charges, interest, and certain service call charges being eliminated. The bill has been paid in the amount of \$18,352.30 which includes charges since the system was installed. Further costs for hardware, software, and TTY/TTD capabilities will run in the \$2,000-8,000 range; and installation should be completed by the end of the year.

**Future Agenda Items:** Teleconferencing Equipment, Research Library for Staff, Additional Equipment, Update on Telephone System

**Set Next Meeting Date & Place:** The next meeting of the ADRC-NW Finance Committee will be Monday, December 10, 2012 at 12:00 Noon. It will be at the 100 West Keenan Street location in Rhinelander.

**Adjournment:** With no further business, Queen moved to adjourn; Platner seconded. All Ayes. The meeting was adjourned at 12:54 P.M.

**Handouts:** Minutes of the October 15, 2012 Finance Committee meeting; September 2012 Revenue/Expense Report; September 2012 Transactions; revised 2013 ADRC-NW Budget including satellite office projections; ADRC-NW employee raise projections; 100% Time Reporting Summary through September 2012.