

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

Monday, December 10, 2012 – 12:00 Noon

Cedar Room – 100 West Keenan Street, Rhinelander, Wisconsin

Members Present: Cushing, Krug, Platner, Queen

Members Absent: None

Call Meeting to Order: Chair Krug called the meeting to order at 1:01 P.M. Also present were Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Mary Rideout, Oneida County Social Services Department Financial Services Manager; Erv Teichmiller, Chair ADRC-NW Board of Directors; Miki Bix, Secretary ADRC-NW Board of Directors.

Public Comment & Introductions: There were none.

Approval of Agenda: Queen moved to approve the agenda with thirteen items; Platner seconded. All Ayes. Motion Carried.

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

Finance Statements & Payments – October 2012: The Committee reviewed the September Revenue/Expense Report. Expenditures are well within the budget for 2012. Cushing moved to accept and place on file the September Revenue/Expense Report subject to audit; Queen seconded. All Ayes. Motion Carried. After review, Cushing moved to approve October vouchers in the amount of \$108,611.33; Queen seconded. All Ayes. Motion Carried. The Committee also reviewed the 100% Time Reporting Summary through October 2012. The cumulative figure of 32.99% is above the 32% necessary to fully fund the budget.

Budget Re-allocations: Since Taylor County is not the employer of record for the two ADRC Specialists located in the Medford Satellite Office, the \$175,430 currently allocated for that office can be used to fund line item transfers. Cushing moved to recommend that the Board of Directors transfer \$53,000 from the Taylor County Satellite Office line item to Start Up Costs in the amount of \$25,000; Contracted Services in the amount of \$16,000; Outreach/Marketing in the amount

of \$10,000, and Lodging and Miscellaneous Travel in the amount of \$2,000. Queen seconded. All Ayes. Motion Carried.

Equipment Purchases: At the September meeting, a total of \$25,000 was allocated for the purchase of various items of equipment. The procedure established was for Parkkila to obtain approvals from both Board Chair Teichmiller and Finance Committee Chair Krug before finalizing purchases. So far, Parkkila has spent \$8,289.37. Queen moved to confirm the \$8,289.37 in purchases spent to date; Platner seconded. All Ayes. Motion Carried. Any items purchased from the balance of the \$25,000 must at least be ordered before the end of the year to be included in the 2012 budget.

Carryover Funding 2013: Parkkila will be asking the Office of Resource Center Development to carryover funds from 2012 to the 2013 budget. The funds would cover the following purchases: a teleconferencing system - \$30,000; marketing consultant services, materials, ads, events, Web site - \$45,000; large “Smart Board” in Rhinelander and small “Smart Board” in Crandon - \$15,000; full-time receptionist in the Crandon Satellite Office - \$39,500; part-time receptionist in the Medford Satellite Office - \$16,640; legal fees related to Memoranda of Understanding among the various ADRC-NW jurisdictions - \$15,000; Board of Directors training - \$6,000; Regional Supervisor training \$6,000; additional furniture needs - \$20,000; IT equipment for the various offices - \$20,000. The Committee asked Parkkila to make every effort to purchase the furniture and IT items before the end of the year to have them included in the 2012 budget. Cushing moved to recommend to the Board of Directors that it approve the Carryover Funding Requests as presented, to have Parkkila make every effort to purchase the furniture and IT items before the year of the year, and to allow Board of Directors Chair Teichmiller together with Finance Committee Chair Krug to authorize the expenditures. Queen seconded. All Ayes. Motion Carried.

Wisconsin Retirement System Application Update: The ADRC-NW has been accepted by the Wisconsin Retirement System. However, approval must still come from the Social Security Administration. It is hoped that that acceptance will come soon so that the ADRC-NW can buy back retirement contributions in the 2012 budget year without incurring additional paperwork.

Phone System Update: The ADRC-NW will be eliminating TTY/TTD in favor of Wisconsin Relay because of the cost. A new contract in the amount of \$7,258.61 has been recommended by the telephone consultant and should solve the

current telephone issues. This contract will be presented to the full Board of Directors for approval.

Future Agenda Items: Carryover Funds, Equipment Purchases

Set Next Board Meeting Date & Place: The next meeting of the ADRC-NW Finance Committee will be Thursday, January 17, 2013 at 11:00 A.M. It will be in Lac du Flambeau.

Adjournment: With no further business, Cushing moved to adjourn; Queen seconded. All Ayes. The meeting was adjourned at 12:55 P.M.

Handouts: Minutes of the ADRC-NW Finance Committee meeting of November 15, 2012; October 2012 Transactions; October 2012 Revenue/Expense Report; 100% Time Reporting Summary through October 2012; Line Item Transfers 2012; Carryover Funding Requests 2012.