

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS –  
FINANCE COMMITTEE**  
**Eagle River Satellite Office – 521 East Wall Street, Eagle River, Wisconsin**  
**Thursday, March 21, 2013 – 12:00 Noon**

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

**Members Absent:** None

**Call to Order:** Chair Krug called the meeting to order at 12:03 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:** Cushing moved to approve the agenda with ten items; Queen seconded. All Ayes. Motion Carried.

**Approval of Minutes of the February 21, 2013 Finance Committee Meeting:** Cushing moved to approve the minutes of the February 21, 2013 Finance Committee meeting; Platner seconded. All Ayes. Motion Carried.

**Financial Statements & Payments – Final 2012 & January 2013:** After review, Cushing moved to approve January 2013 transactions in the amount of \$37,131.27; Queen seconded. All Ayes. Motion Carried. The Committee then reviewed the Revenue/Expense Reports. Platner moved to accept the January 2013 Revenue/Expense Report and forward it to the full Board of Directors for review; Cushing seconded. All Ayes. Motion Carried. It was determined that the Final 2012 Revenue/Expense Report was not the “final” report because at least one adjustment needs to be incorporated. No Action Taken. The January 100% Time Report was then reviewed. The total percentage must be above 32% in order for the 2013 ADRC-NW budget to be fully funded. As of January 31, 2013, the percentage is 36.68%.

**Fiscal Agent Contract:** The 2013 Fiscal Agent Contract between the ADRC-NW and Oneida County is identical to the 2012 Fiscal Agenda Contract except for the dates. The maximum payment under the contract is \$57,000. Cushing moved to accept the 2013 Fiscal Agent Contract as presented and forward it to the full

ADRC-NW Board of Directors for approval; Queen seconded. All Ayes. Motion Carried.

**Line Item Transfers:** Queen moved to make the following line items transfers: \$51,756.00 to be taken from the ADRC Salaries line item and transferred to ADRC Wages - \$40,917.00; ADRC Workers Comp - \$195.00; ADRC Telephone - \$2,484.00; ADRC Maintenance Contracts - \$3,484.00; ADRC Employee Auto - \$385.00; ADRC Taxable Meals - \$193.00; ADRC Start-up Costs - \$4,098.00. Platner seconded. All Ayes. Motion Carried. (NOTE: These line item transfers were included in the “Final” 2013 Revenue/Expense Report.)

**Future Agenda Items:** Usage of Carryover Funding for Receptionist Positions; Wisconsin Retirement System Update; Update on Carryover Request; Year-End 100% Time Report Summary.

**Set Next Committee Meeting Date, Time & Place:** The next meeting of the Aging & Disability Resource Center of the Northwoods Finance Committee will be Noon, Thursday, April 18, 2013 at the Rhinelander location.

**Adjournment:** With no further business, Cushing moved to adjourn; Queen seconded. All Ayes. The meeting was adjourned at 12:47 P.M.

**Handouts:** Minutes of the February 21, 2013 ADRC-NW Finance Committee meeting; ADRC-NW January 2013 Transactions; “Final” 2012 Revenue/Expense Report; January 2013 Revenue/Expense Report; January 2013 100% Time Report; 2013 Purchase of Service Contract with Oneida County; 2012 Line Item Transfers.