

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
FINANCE COMMITTEE
Crandon Satellite Office – 300 South Lake Street, Crandon, WI 54520
Wednesday, May 23, 2013 – 12:15 P.M.**

Members Present: Cushing, Krug, Platner, Queen

Members Absent: None

Call to Order: Chair Krug called the meeting to order at 12:15 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, ADRC-NW Board Chair; Miki Bix, ADRC-NW Board Secretary; Clarice Ritchie, ADRC-NW Board Member.

Public Comment & Introductions: There were none.

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

Approval of the Minutes of the April 18, 2013 Finance Committee Meeting: Queen moved to approve the minutes of the April 18, 2013 Finance Committee meeting; Platner seconded. All Ayes. Motion Carried.

Financial Statements & Payments: After review, Cushing moved to accept and forward the March 31, 2013 Revenue/Expense Report; Queen seconded. All Ayes. Motion Carried. The Committee then reviewed the 100% Time Report. The 2013 budget is set at 32% capture; and at the end of March, the ADRC-NW is capturing 36.54%. Next the Committee reviewed the 2012 and 2013 ADRC Federal & State GPR funding. This was for informational purposes only. The March 2013 transactions totaled \$48,707.01. Cushing moved to accept the March 2013 Transaction Report subject to audit; Queen seconded. All Ayes. Motion Carried.

Reception Position: The Forest County Satellite Office is not co-located with their Commission on Aging. Thus there is no receptionist available. The Executive Committee Previously recommended a 25-hour per week receptionist position to fulfill the terms of the ADRC-NW contract with the Office of Resource Center Development. Cushing moved to recommend to the full Board of Directors that it establish a receptionist position at the Forest County Satellite Office, that the

demands of the local office determine the schedule for that position, and that the position be reviewed in six months. Queen seconded. All Ayes. Motion Carried.

EBS Wage Increase: The ADRC-NW cannot fund a wage increase for the Forest County Elderly Benefit Specialist at this time. This funding will not even be theoretically possible until all our contractual obligations with the Office of Resource Center Development (e.g., a receptionist presence in all county satellite offices) are met.

Contingency Fund: This is not allowed under State of Wisconsin guidelines for ADRCs. No Action Taken.

Review & Discuss Financial Policy: The Committee reviewed the proposed Financial Policy. A number of changes and clarifications were requested. These will be made, and the policy brought back for consideration in June. No Action Taken.

Future Agenda Items: Financial Policy

Set Next Meeting Date & Place: The next meeting of the ADRC-NW Finance Committee will be immediately preceding the ADRC-NW Board Meeting on June 20, 2013. It will be at the Rhinelander Satellite Office.

Adjournment: With no further business, Cushing moved to adjourn; Platner seconded. All Ayes. The meeting was adjourned at 1:08 P.M.

Handouts: Minutes of the April 18, 2013 Finance Committee meeting; March 2013 Revenue/Expense Report; March 2013 100% Time Report; 2012 & 2013 ADRC Federal & State GPR Funding summary; March 2013 Transactions; draft Finance Policy.