

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
FINANCE COMMITTEE
100 West Keenan Street, Rhinelander, Wisconsin
Thursday, August 15, 2013 – 12:00 Noon**

Members Present: Cushing, Krug, Platner (arrived at 12:04 P.M.), 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, ADRC-NW Board Chair; Miki Bix, ADRC-NW Board Secretary.

Public Comment & Introductions: There were none.

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

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

Financial Statements & Payments – June 2013: The June Revenue/Expense Report was reviewed. After line-item transfers are made, all accounts will be on track. Queen moved to accept the June 2013 Revenue/Expense Report subject to audit and to place it on file; Platner seconded. All Ayes. Motion Carried. The Committee then reviewed the Time Report, showing a Year-to-Date Average of 36.86% which is well over the 32% planned for the 2013 budget. After review, Cushing moved to approve June 2013 transactions in the amount of \$118,242.58; Queen seconded. All Ayes. Motion Carried. Parkkila reported that all ADRC-NW employees are now registered with the Wisconsin Retirement Service. The ADRC-NW will be using carryover funds to make back payments into the WRS and then make monthly payments from that point on.

Line Item Transfers: Cushing moved to approve line item transfers as presented; Queen seconded. All Ayes. Motion Carried. Transfer \$284,677 from ADRC Revenue, GPR to Health/Dental Insurance \$2,000; Outreach/Marketing \$30,000; Employee Auto \$10,000; Taxable Meals \$1,500; Lodging & Travel \$1,500;

Liability Insurance \$100; Internet Services \$5,000; Carryover Funds \$137,000; Office Equipment \$5,000; Forest County ADRC \$30,000; Audit, Miscellaneous, & Contingency \$62,577.

2014 Budget Process: The 2014 budget process will start in September and, among other items, will cover wages, insurance premiums, staffing patterns, and other information being developed by Rideout and Parkkila. The Satellite Offices should submit their budgets by September 4th. The Committee wants salary information on regional managers and disability benefit specialists in all 41 ADRCs in Wisconsin. The Committee will then determine if the current salary levels for these positions are in line with what other ADRCs are paying. The receptionist position in Crandon should be filled as soon as possible. This will be a part-time position and will also include administrative assistant duties for Parkkila.

ADRC-NW Credit Card Policy: The Executive/Personnel Committee recommended adoption of the proposed policy with only one change: The Regional Manager will be the only authorized user. Cushing moved to recommend to the full Board of Directors the adoption of the credit card policy with the Regional Manager as the only authorized user; Queen seconded. All Ayes. Motion Carried. The Fiscal Agent will reconcile the balance on the credit card on a monthly basis.

Future Agenda Items: Resolution to purchase life and income continuation insurance from the Wisconsin Retirement Service, review of health insurance possibilities with the Wisconsin Retirement Service, possible 2014 wage increases, Board Member stipends, review of meal reimbursement, 2014 budget.

Set Next Board Meeting Date & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Finance Committee will be Thursday, September 19, 2013 at 12:00 Noon.

Adjournment: With no further business Krug moved to adjourn; Queen seconded. All Ayes. The meeting was adjourned at 12:52 P.M.

Handouts: Minutes of the July 18, 2013 Aging & Disability Resource Center Finance Committee meeting; June 2013 Revenue/Expense report; June 2013 Time Report; 2012-2013 ADRC Federal & State GPR Revenue comparison; June 2013 Transactions; ADRC-NW Line-time Transfers; draft Credit Card Policy.