

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

**Thursday, September 19, 2013 – 12:00 Noon**

**100 West Keenan Street, Rhinelander, Wisconsin**

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

**Members Absent:** None

**Call to Order:** Chair Krug called the meeting to order at 12:00 Noon. 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:** There was 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 August 15, 2013 Finance Committee Meeting:** Queen moved to approve the minutes of the August 15, 2013 Finance Committee meeting; Cushing Seconded. All Ayes. Motion Carried.

**Financial Statements & Payments – July 2013:** There was some discussion of the phone situation since customer service is not always up to standard. Apparently Frontier has a new dispatch service, and this appears to be creating delays in response time for service. Their new response time is now 7-10 *days*. There are also some issues with billing. Parkkila is working with Frontier to resolve the billing issues and problem-solve the response time issues. After review, Cushing moved to accept the **Revenue/Expense Report** for July 2013 and forward it to the Board for their review. Queen seconded. All Ayes. Motion Carried. Queen moved to accept and place on file subject to audit the **Transactions Report** for July 2013 in the amount of \$82,156.34. Platner seconded. All Ayes. Motion Carried. Rideout reported that a special schedule is in effect for the **audit report**. All materials have been submitted, so the final report should be ready soon. The Committee then reviewed the **Time Report**. The July Report came in at 41.46%, and the year-to-date figure is 38.42%.

**2014 Budget Process:** An outline of needed information to complete the 2014 annual budget was distributed. The budget should be completed by November 2013.

**Board Member Stipends:** After discussion, Cushing moved to: 1) have the ADRC-NW pay meeting stipends and mileage for ALL Board Members instead of just for the citizen members, 2) to raise the stipend from \$40 to \$50/meeting; and 3) to change the bylaws to reflect this change. Queen seconded. All Ayes. Motion Carried.

**Marketing Consultant Recommendation:** The Program Evaluation and the Executive/Personnel Committees recommended contracting with Kinziegreen as the marketing consultant. The State of Wisconsin is developing television ads and PSAs for use by all ADRCs in the State, and it is anticipated that the ADRC-NW will use those ads as it develops its marketing program. Cushing moved to recommend that the full Board approve contracting with Kinziegreen as the marketing consultant at a cost not to exceed \$25,000. Queen seconded. All Ayes. Motion Carried. Queen then moved to request \$45,000 in carryover funds from the Office of Resource Center Development (ORCD) to include the Kinziegreen contract as well as anticipated expenses such as printing, newsletters, television ad time, and the like. Platner seconded. All Ayes. Motion Carried. Parkkila will develop a budget of \$45,000 to submit to ORCD as part of the request for carryover funds.

**Future Agenda Items:** Resolution for inclusion in the Employee Trust Fund for Income Continuation insurance; resolution for inclusion in the Employee Trust Fund for group life insurance; authorization for the Fiscal Agent to submit information to the Employee Trust Fund for the Group Health Underwriting process; possible purchase of iPads for Board Members; change in bylaws to cover meeting stipends for ALL Board Members; possible salary increases for staff in 2014; the 2014 budget.

**Set Next Meeting Date & Place:** The next meeting of the Aging & Disability Resource Center of the Northwoods Finance Committee will be Thursday, October 17, 2013. It will be at the Potawatomi location.

**Adjournment:** With no further business, Queen moved to adjourn; Cushing seconded. All Ayes. The Meeting was adjourned at 1:00 P.M.

**Handouts:** Minutes of the August 15, 2013 Finance Committee meeting; July 2013 Revenue/Expense Report; July 2013 Transactions; 2012/2013 ADRC Federal & State GPR Revenue Comparison; July 2013 Time Report; Family Care synopsis; Family Care Geographic Service Regions – August 2013; ADRC-NW Board of Directors Recruitment Package; Employee Grievance Policy & Procedure: Terminations/Discipline & Workplace Safety with attachments; July 2013 dashboard.