

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

**Friday, January 24, 2014 – 12:00 Noon**

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

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

**Members Absent:** None

**Call Meeting to Order:** Chair Krug called the meeting at 12:00 Noon. Also present were Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Mary Rideout, Financial Services Director, Oneida County Social Services Department; Erv Teichmiller, Board Chair, ADRC-NW; and Miki Bix, Board Secretary, ADRC-NW.

**Public Comment & Introductions:** There were none.

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

**Approval of the Minutes of the December 19, 2013 Finance Committee Meeting:** Queen moved to approve the minutes of the December 19, 2013 Finance Committee meeting; Platner seconded. All Ayes. Motion Carried.

**Financial Statements & Payments – November 2013:** Cushing moved to accept and place on file subject to audit the November 2013 disbursements in the amount of \$111,137.00; Queen seconded. All Ayes. Motion Carried. The Committee then reviewed the November 2013 Revenue/Expense Report. Rideout stated that the final Year End Expense figure will be approximately \$1,356,000. Cushing moved to recommend to the full Board of Directors that it approve the November Revenue-Expense Report. All Ayes. Motion carried. The Committee then reviewed the 2012/2013 ADRC Federal & State GPR Revenue Comparison and the November 2013 Time Report. In the month of November the ADRC-NW achieved a Time Reporting Percentage of 38.11% with the year-to-date percentage being 38.40%.

**Approval of the 2014 ADRC-NW Budget:** After review, Cushing moved to recommend that the full Board of Directors approve the final 2014 budget at \$1,389,734; Queen seconded. All Ayes. Motion Carried. This budget anticipates Federal Time Reporting funds capture at 35.26%.

**Group Health Underwriting Update:** Each employee of the ADRC-NW filled out a questionnaire in order for underwriting to take place. However, no information regarding the underwriting has been received to date.

**Resolution for Inclusion under Group Life Insurance:** The employees will receive a life insurance benefit equal to 100% of their annual salary, and this benefit will be paid for by the ADRC-NW. However, in order for employees to purchase additional life insurance and/or to have their spouses and dependents covered, the Board will have to file an amended Resolution for Inclusion under Group Life Insurance. Cushing moved to recommend to the full Board that it approve the filing of an amended Resolution for Inclusion under Group Life Insurance. Queen seconded the motion. All Ayes. Motion Carried.

**Carryover Funding Requests:** Parkkila stated that she has submitted the following requests for carryover funds: \$18,500 for the purchase of new furniture for one conference room and the hallways; \$1,200 for the purchase of resource library materials for the staff; \$20,000 for a possible relocation of the ADRC-NW in Taylor County; and \$12,000 for Staff/Board training. Carryover funds for hearing loop technology in the ADRC-NW office were also requested, but Parkkila is still getting cost information on this. Even with these requests, the ADRC-NW will have approximately \$150,000 in excess revenue for the 2013 fiscal year. No Action Taken.

**Line item transfers:** Cushing moved to transfer \$3,835.00 from the Audit/Contingency Fund Account as follows: \$2,100 to Telephone; \$200 to Internet/Teleconferencing Service; \$1,000 to Office Supplies; \$375 to Professional Dues; \$160 to Committee Per Diem. Queen seconded. All Ayes. Motion Carried.

**Future Agenda Items:** Group Health Underwriting; Marketplace quotes for health insurance

**Set Next Meeting Date & Place:** The next meeting of the Aging & Disability Resource Center of the Northwoods Finance Committee will be Friday, February 21, 2014 at 12:00 Noon. It will be held in Rhinelander.

**Adjourn:** With no further business, Queen moved to adjourn; Platner seconded. All Ayes. The meeting was adjourned at 12:48 P.M.

**Handouts:** Aging & Disability Resource Center of the Northwoods Finance Committee meeting minutes of December 19, 2013; November 2013 Transactions; November 2013 Revenue/Expense Report; 2012/2013 ADRC Federal & State GPR Revenue Comparison; November 2013 Time Report; Final 2014 ADRC-NW Budget; Resolution for Inclusion Under Group Lie Insurance; Line Item Transfers 2013.