

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

Friday, April 10, 2015 – 12:00 Noon

100 West Keenan Street, Rhinelander, Wisconsin

Members Present: Platner, Queen, Troyk

Members Absent: Krug (excused), Teichmiller (excused)

Call Meeting to Order: In the absence of Chair Krug and Member Teichmiller, Queen called the meeting to order at 12:06 P.M. Also present were Mary Rideout, Oneida County Social Services Director; Miki Bix, Secretary, Aging & Disability Resource Center of the Northwoods (ADRC-NW) Board of Directors, and Pam Parkkila, Regional Manager, ADRC-NW.

Public Comment & Introductions: There were none.

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

Approval of the Minutes of the March 6, 2015 Finance Committee Meeting: Troyk moved to approve the minutes of the March 6, 2015 Finance Committee meeting; Platner seconded. All Ayes. Motion Carried.

Approval of the Minutes of the November 7, 2014 Joint Finance & Executive/Personnel Committee Meeting: Troyk moved to approve the minutes of the November 7, 2014 Joint Finance & Executive/Personnel Committee meeting. Platner seconded. All Ayes. Motion Carried.

Financial Statements & Time Reporting: The final figures for 2014 were presented to the Committee, showing that the ADRC-NW underspent its General Purpose Revenue monies by \$46,102. The 2014 audit was completed the previous week, and no issues were raised by the auditors. Their report should be available in June. Troyk moved to approve one final transaction for 2014 in the amount of \$8,387.18 and the following line item transfers: FROM: Committee Per Diem \$1,200, Legal Services \$1,176, Telephone \$386, Maintenance Contracts \$1,000, Training Fees \$1,038, Employee Auto \$1,656, Advertising \$1,862, Miscellaneous Expense \$738, Internet \$743, Software Maintenance \$555, Liability Insurance \$8; TO: Forest County, Contracted \$8,387, Computers \$1,835, Central Purchasing \$140. Platner seconded. All Ayes. Motion Carried.

The Committee then reviewed the February 2015 Revenue/Expense Report. One line item, Telephone, has a very large balance, and by March this amount will be transferred to the Equipment line item because it was spent to purchase telephone equipment. It is not a monthly telephone expense. The Transaction Activity report showed payments of \$89,608.86. There were no line item transactions. The current 2015 Time Report was 39.76% for February and 39.90% Year-To-Date. The final figure for 2014 was approximately 39.43%. Troyk moved to send all the financial reports to the full Board of Directors with a recommendation for approval. Platner seconded. All Ayes. Motion Carried.

Crandon Copy Machine: Copier expenses have greatly increased in the Crandon office. Some of this is due to the regular work of the Administrative Assistant, and some is due to the expiration of the copier contract. Parkkila researched various options and found that leasing a new copier will cost \$76.89/month with a cost of \$0.01/page for black and \$0.05/page for color copies. This contract is with Clermont. Since this is within the Equipment line item amount, this does not require Committee action. No Action Taken.

Letters & Communications: There were none.

Future Agenda Items: These will be included as needed.

Confirm Next Meeting Date, Time & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Finance Committee will be Friday, May 8, 2015 at 12:00 Noon. It will be in Rhinelander.

Adjournment: With no further business, Troyk moved to adjourn; Platner seconded. All Ayes. The meeting was adjourned at 12:25 P.M.

Handouts: Minutes of the Aging & Disability Resource Center of the Northwoods Finance Committee meeting of March 6, 2015; Final 2014 Revenue/Expense Report; Final 2014 Transaction Activity Report; Close 2014 Line Item Transfers; February 2015 Revenue/Expense Report; February 2015 Transaction Activity Report; 2015 Time Report; 2014-2015 ADRC Federal & State GPR Revenue Report.