

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS  
FINANCE COMMITTEE  
Friday, May 8, 2015 – 12:00 Noon  
100 West Keenan Street, Rhinelander, Wisconsin**

**Members Present:** Krug, Queen, Troyk

**Members Absent:** Cushing (excused), Platner

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

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

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

**Approval of the Minutes of the April 10, 2015 Finance Committee Meeting:** Troyk moved to approve the minutes of the April 10, 2015 Finance Committee meeting; Queen seconded. All Ayes. Motion Carried.

**Update on Process Between Interim Regional Manager & Fiscal Agent:** Interim Regional Manager Jacobson and Fiscal Agent Rideout met and discussed the procedure for processing bills. Jacobson will sign vouchers on a weekly basis. They will also be working to develop plans for the 2016 budget. No Action Taken.

**Financial Statements & Time Reporting for March 2015:** The March 2015 Revenue/Expense Report was reviewed. Everything appears to be on track for the year. The Time Report was then reviewed. The March 2015 percentage was 40.18%, and the year-to-date percentage was 39.99%. This is more than the percentage needed to fully fund the 2015 budget. Queen moved to accept the financial reports and place them on file subject to audit; Troyk seconded. All Ayes. Motion Carried. The Transaction Activity Report was then reviewed. It shows a total payout for March 2015 of \$111,624.89. Queen moved to approve

the Transaction Activity Report as presented; Troyk seconded. All Ayes. Motion Carried.

**2016 Budget Planning - Timeline & Line Item Definitions:** The Regional Management Team is meeting the week of May 11<sup>th</sup> to discuss how to define all line items in the budget on a consistent basis. This includes the Agency Management Support Overhead (AMSO) figure. Jacobson stated that a standard formula and/or logic should be used to figure the amount of AMSO in each office. She will be talking with other regional ADRCs to learn the process used for their budgets. These definitions should be available for review by the Finance Committee next month.

**Approval of 2014 Financial Reports:** Queen moved to approve the final 2014 financial reports; Troyk seconded. All Ayes. Motion Carried.

**Letters & Communications:** There were none.

**Future Agenda Items:** 2016 Budget Planning

**Confirm Next Meeting Date, Time & Place:** The next meeting of the Aging & Disability Resource Center of the Northwoods Finance Committee will be Friday, June 5, 2015 at 12:00 Noon. It will be in Rhinelander.

**Adjournment:** With no further business, Queen moved to adjourn; Troyk seconded. All Ayes. The meeting was adjourned at 12:30 P.M.

**Handouts:** Minutes of the Aging & Disability Resource Center of the Northwoods Finance Committee meeting of April 10, 2015; March 2015 Revenue/Expense Report; March 2015 Time Report; March 2015 Transaction Activity Report; 2014/2015 Federal & State GPR Revenue Comparison.