

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

Monday, December 14, 2015 – 12:15 P.M.

100 West Keenan Street, Rhinelander, Wisconsin

Members Present: Krug, Platner, Troyk

Member(s) Absent: Teichmiller (NOTE: There is one vacancy on the Finance Committee.)

Call to Order: Chair Krug called the meeting to order at 12:16 P.M. Also present were Janell Schroeder, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Angela Beauchaine, Financial Services Supervisor, Oneida County; Miki Bix, Secretary, ADRC-NW Board of Directors; Paul Millan, Chair, ADRC-NW Board of Directors.

Public Comment & Introductions: None

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

Approval of the November 13, 2015 Minutes: Platner moved to approve the minutes of the November 13, 2015 Finance Committee meeting; Troyk seconded. All Ayes. Motion Carried.

Financial Statements & Time Reporting for October, 2015: The 2015 budget surplus should be approximately \$120,000. All line items look good, and any that are running high will be easily dealt with through line item transfers. Time Reporting for October 2015 was 38.81% and 39.30% for Year-To-Date. This is above what is needed to fully fund the 2015 ADRC-NW Budget.

Audit of Payments/Line Item Transfers: Troyk moved to accept and place on file the Transaction Activity Report for October 2015 in the amount of \$114,902.39; Platner seconded. All Ayes. Motion Carried. Line Item Transfers will not be available until at least January.

2016 Fiscal Agent Contract: The cost of this contract dropped from \$57,000 per year to \$40,000 per year. Oneida County will no longer be providing clerical services in 2016; these services were not provided in 2015. Troyk moved to recommend to the full Board of Directors that they approve the Purchase of Services Contract with Oneida County for fiscal agent services; Platner seconded. All Ayes. Motion Carried.

Possible Contract/Personnel Changes: There are a number of issues with serving the Mole Lake and Potawatomi offices. Schroeder will be meeting with tribal representatives on December 16, 2015 to discuss these issues. She will report back on possible changes in ADRC-NW staffing to resolve these issues.

Staff Cell Phone Options: The ADRC-NW will be cancelling the three smart phones that the Disability Benefit Specialists currently have. Two of them never use the phones and one uses it only as a calendar and planner. The plan is to go to basic cell phones with jet packs to provide Internet access. Schroeder is working on determining how many phones each office needs. No Action Taken.

Letters & Communications: There were none.

Future Agenda Items: Staff Cell Phones; 2015 Budget Line Items; Possible Contract/Personnel Changes

Confirm Next Meeting Date, Time, & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Finance Committee will be Friday, January 8, 2015. It will take place in Rhinelander. The time will be determined later.

Adjournment: With no further business, Platner moved to adjourn; Troyk seconded. All Ayes. The meeting was adjourned at 12:51 P.M.

Handouts: Minutes of the November 13, 2015 Finance Committee meeting; October 2015 Revenue/Expense Report; October 2015 Time Report; 2014-2015 Federal & State GPR Revenue Comparison; October 2015 Transaction Activity Report; Purchase of Services Contract – Fiscal Agent, Oneida County.