

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

**Friday, June 10, 2016 -10:30 A.M.**

**100 West Keenan Street, Rhinelander, WI 54501**

**Members Present:** Krug, Troyk (Millan was appointed to fulfill quorum requirements.)

**Members Absent:** Platner (excused). (NOTE: There is one vacancy on the Finance Committee.)

**Call Meeting to Order:** Chair Krug called the meeting to order at 10:32 A.M. Also present were Janell Schroeder, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Angela Beauchaine, Financial Services Supervisor, Oneida County Social Services Department; Miki Bix, ADRC-NW Board Secretary, and Sue Breneman, Taylor County Alternate for Dave Krug.

**Public Comment & Introductions:** Introductions were made.

**Approval of the Agenda:** Millan moved to approve the agenda with thirteen items; Troyk Seconded. All Ayes. Motion Carried.

**Approval of the Minutes of the May 6, 2016 Meeting:** Troyk moved to approve the minutes of the May 6, 2016 Finance Committee meeting; Millan seconded. All Ayes. Motion Carried.

**Financial Statements & Time Reporting – April 2016:** The Committee reviewed the Revenue/Expense Report for April 2016. Everything looks really good. The Time Report percentage for April 2016 was 40.15% with year-to-date being 40.41%. This is well above the 39% needed for the 2016 budget. Schroeder reported that staff will be attending time reporting training later in June.

**Audit of Payments/Line Item Transfers:** After review, Millan moved to recommend to the full Board that it approve April 2016 Transaction Activity in the amount of \$131,002.42; Troyk seconded. All Ayes. Motion Carried. There were no Line Item Transfers.

**2017 Budget:** Beauchaine and Schroeder will begin work on the 2017 ADRC-NW budget next week. They will try to define AMSO (Agency Management Support & Overhead) so that all satellite offices are budgeting for the same items. Specific questions being asked of the satellite offices include: 1) What are you including in AMSO? 2) How much time and effort are you spending on each item in AMSO? 3) Are you including any other items in AMSO that would fit on a different category line in the budget? The goal is to establish as much consistency as possible among the various offices.

**Salaries:** Beauchaine and Schroeder will get a figure for the most recent Consumer Price Index to determine a baseline for salary considerations for 2017. This item will be further discussed in July.

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

**Other Business:** The Zix email encryption charges have been eliminated for the last two years of the contract since the ADRC-NW is not able to use the service. Schroeder was able to convince the company to refund the ADRC-NW \$1200.00 for the cost of this unused product.

**Future Agenda Items:** 2017 Budget; Salaries

**Next Meeting Date, Time & Place:** The next meeting of the Aging & Disability Resource Center of the Northwoods Finance Committee will be Friday, July 8, 2016. It will be in Rhinelander at a time to be determined later.

**Adjournment:** With no further business, Millan moved to adjourn; Troyk seconded. All Ayes. The meeting was adjourned at 11:00 A.M.

**Handouts:** Minutes of the May 6, 2016 Finance Committee meeting; April 2016 Revenue/Expense Report; 2015-2016 Federal & State GPR Revenue Comparison; April 2016 Time Report; April 2016 Transaction Activity Report.