AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
FINANCE COMMITTEE
Friday, October 6, 2017 – 11:30 A.M.
100 West Keenan Street, Rhinelander, WI 54501

Members Present: Dubiak, Kressin, Krug, Platner (11:38 A.M.)

Members Absent: None (NOTE: There is one vacancy on the Finance Committee.)

Call Meeting to Order: Chair Krug called the meeting to order at 11:31 A.M. Also present were Terese Poe, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Angela Beauchaine, Financial Services Supervisor, Oneida County Department of Social Services; Tammy Queen, Director, Forest County Commission on Aging; Joel Gottsacker, Assistant Director, Oneida County Department of Aging; Paul Millan, Chair, ADRC-NW Board of Directors; Miki Bix, Secretary, ADRC-NW Board of Directors.

Public Comment & Introductions: Introductions were made.

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

Approval of Minutes of the September 1, 2017 Finance Meeting & September 15, 2017 Executive /Personnel & Finance Meeting: Dubiak moved to approve the September 1, 2017 Finance Committee minutes; Kressin seconded. All Ayes. Motion Carried. Millan moved to approve the minutes of the September 15, 2017 Executive/Personnel and Finance Committee meeting; Kressin seconded. All Ayes. Motion Carried.

Financial Statements – August 2017: The Committee reviewed the August 2017 Revenue/Expense Report which incorporates the proposed line item transfers. Everything is on target with no line items over budget. It was noted that the line item for fiscal agent services is well under that projected for the year.

Time Reporting – August 2017: The August 2017 Time Report shows an August time reporting capture rate of 43.49% and a year-to-date figure of 43.26%. This is well above the 39% needed to finance the 2017 budget.

Audit of Payments/Line Item Transfers – August 2017: The Committee then reviewed the August 2017 Transaction Activity Report. Kressin moved to recommend that the full Board of Directors approve the Transaction Activity Report in the amount of $125,052.17 and place it and the other reports on file subject to audit. Dubiak seconded. All Ayes. Motion Carried. Kressin then moved to recommend that the Board of Directors approve the following Line Item Transfers: FROM: Overtime, $10,000; Fiscal Agent, $14,857. TO: Wages $7,000; Health Insurance, $6,000; Workers Compensation, $527; Contracted Services, $8,600; Software Maintenance, $230; Advertising, $2,500. Total Transfers $24,857.00. Dubiak seconded. All Ayes. Motion Carried.

Update of Funding of Part-Time Receptionist in Taylor County: The Taylor County Budget Committee and the Taylor County Personnel Committee have recommended that the full Taylor County Board of Supervisors approve a Commission on Aging receptionist position at 30 hours/week. The ADRC-NW will pay for half this position at a cost of $17,301 and will receive 50% of the services of this receptionist. No Action Taken.

Forest County Elder Benefit Specialist - Employee with the ADRC of the Northwoods: Poe and Forest County Commission on Aging Director Queen are working to develop a detailed contract for this position which will be taken over by the ADRC-NW. Forest County receives partial funding for this position from the Greater Wisconsin Agency on Aging Resources (G.W.A.A.R.) in the amount of $28,315 in addition to two other smaller grants, and Forest County must contribute $3,125 in matching funds. The ADRC-NW will bill Forest County for this portion of the position's cost, and the rest will come from time reporting. No Action Taken.

Budget 2018: Insurance rates went up a small amount for 2018, and a 1.8% raise for employees is proposed. Beauchaine will make appropriate changes in the proposed budget for review at the next meeting. In 2017 Oneida received $23,119 for direct supervision, and for 2018 they are requesting $38,973. It was felt that this increase was not justified at this time. Vilas County and the Lac du Flambeau both requested the same amount for 2018 as they received in 2017. No Action Taken.

Letters & Communications: There were none.

Future Agenda Items: 2018 budget; pay scales for receptionist in Taylor County and employees transferring from Forest County; other items as needed.

Adjournment: With no further business, Dubiak moved to adjourn; Kressin seconded. All Ayes. The meeting was adjourned at 11:59 A.M.

Handouts: Minutes of the September 1, 2017 Aging & Disability Resource Center of the Northwoods Finance Committee meeting; minutes of the September 15, 2017 Executive/Personnel & Finance Committee meeting; August 2017 Revenue/Expense Report; 2016-2017 ADRC Federal & State GPR Revenue Comparison; August 2017 Time Report; August 2017 Transaction Activity Report; August 2017 Line Item Transfers.