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

**FINANCE COMMITTEE**

**Friday, January 05, 2018 – 11:30 A.M.**

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

**Members Present:** Dubiak, Krug, Millan (substitute), Platner (11:33 A.M.) Kressin (11:35 A.M.)

**Member(s) Absent:** None (NOTE: There is one vacancy on the Finance Committee.)

**Call Meeting to Order:** Chair Krug called the meeting to order at 11:30 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 Social Services Department; Melissa McLaughlin, CPA, Wipfli, LLC; Joel Gottsacker, Assistant Director, Oneida County Department on Aging; Miki Bix, Secretary, ADRC-NW Board of Directors.

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

**Approval of Agenda:** Millan moved to approve the agenda with ten items; Dubiak seconded. All Ayes. Motion Carried.

**Approval of December 15, 2017 Finance Committee Minutes:** Dubiak moved to approve the minutes of the December 15, 2017 Finance Committee meeting; Millan seconded. All Ayes. Motion Carried.

**Financial Statements – November 2017:** Approximately $269,000 should be available for carryover funding if projections through December hold true. Line item transfers will be made once the December figures are finalized. These should be very minimal.

**Time Reporting - November 2017:** The November 2017 time report capture rate was 40.08%; the year-to-date rate was 43.09%. This compares very favorably with the 39% needed to fully fund the 2017 Budget.

**Audit of Payments/Line Item Transfers – November 2017:** The Transaction Activity Report for November 2017 shows expenses in the amount of $92,319.11. After review, Kressin moved to recommend to the full Board of Directors that it approve the Transaction Activity Report as presented; Platner seconded. All Ayes. Motion Carried. Kressin further moved to recommend that the full Board accept the other financial reports and place them on file subject to audit; Platner seconded. All Ayes. Motion Carried.

**Approval of Addendum A to Fiscal Agent Contract:** Kressin moved to recommend to the full Board of Directors that it accept Addendum A to the Fiscal Agent Contract providing $1500/month for payment of services as fiscal agent. Platner seconded. All Ayes. Motion Carried.

**Future Agenda Items:** As needed

**Adjournment:** With no further business, Dubiak moved to adjourn; Kressin seconded. All Ayes. The meeting was adjourned at 11:45 A.M.

**Handouts:** Minutes of the December 15, 2017 Aging & Disability Resource Center of the Northwoods Finance Committee meeting; Revenue/Expense Report for November 2017; 2016-2017 Federal and State GPR Revenue Comparison through November 2017; November 2017 Time Report; Transaction Activity Report for November 2017; Addendum A to Fiscal Agent Contract with Oneida County.