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

**FINANCE COMMITTEE**

**Friday, April 6, 2018 – 11:30 A.M.**

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

**Members Present:** Bix, Millan, Tuckwell (NOTE: The Executive/Personnel Committee functioned as the Finance Committee because of a lack of quorum.)

**Member(s) Absent:** Dubiak (excused), Kressin, Krug (excused), Platner (resignation)

**Call Meeting to Order:** Chair Millan 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), and Angela Beauchaine, Financial Services Supervisor Oneida County Social Services Department.

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

**Approval of Agenda:** Bix moved to approve the agenda with nine items; Tuckwell seconded. All Ayes. Motion Carried.

**Approval of March 2, 2018 Joint Executive/Finance Minutes:** Millan moved to approve the minutes of the March 2, 2018 Joint Executive/Finance Committee meeting; Tuckwell seconded. All Ayes. Motion Carried.

**Financial Statements – February 2018:** The Revenue/Expense Report does not reflect any carryover funds. At the time of the February 2018 report, no revenue had been received from State GPR. However, it has now been received. This reflects the three-month lag for reimbursement. The Elder Benefit Specialist position has not been added to the Time Report yet, but it will be next month.

**Time Reporting – February 2018:** The February 2018 time reporting capture rate was 41.91%; the year-to-date the rate is 42.28%. This is well above the 40% needed to fully fund the 2018 budget.

**Audit of Payments/Line Item Transfers – February 2018**: After review, Bix moved to recommend to the full Board of Directors that it accept the financial reports as presented and place them on file subject to audit and approve the Transaction Activity Report in the amount of $113,421.56. Tuckwell seconded. All Ayes. Motion Carried. There were no line item transfers.

**Future Agenda Items:** Financial Reports. Credit card versus prepaid card. Transfer of fiscal agent duties to Wipfli.

**Adjournment:** With no further business, Bix moved to adjourn; Tuckwell seconded. All Ayes. The meeting was adjourned at 11:41 A.M.

**Handouts:** Minutes of the March 2, 2018 Joint Executive/Finance Committee meeting; February 2018 Revenue/Expense Report; 2017-2018 ADRC Federal & State GPR Revenue Comparison; February 2018 Time Report; February 2018 Transaction Activity Report.