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

**FINANCE COMMITTEE**

**Friday, May 4,2018 – 11:30 A.M.**

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

**Members Present:** Ackley, Dubiak, Kressin (11:32), Millan

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

**Call Meeting to Order:** Acting 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); Angela Beauchaine, Financial Services Supervisor, Oneida County Social Services Department; 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 the Agenda:** Ackley moved to approve the agenda with thirteen items; Dubiak seconded. All Ayes. Motion Carried.

**Approval of the April 6, 2018 Finance Committee Minutes:** Millan moved to approve the April 6, 2018 Finance Committee minutes; Bix seconded. All Ayes. Motion Carried.

**Financial Statements – March 2018:** Beauchaine reported that everything is on track. No carryover funds have been received yet. The ADRC-NW is trying to get a payment schedule set up with the Greater Wisconsin Agency on Aging Resources (G.W.A.A.R.) for the newly acquired Elder Benefit Specialist from Forest County.

**Time Reporting – March 2018:** The March 2018 capture rate for time reporting was 42.97%; it is 42.87% year-to-date. A separate line item has been added to the report to reflect the capture rate for the Elder Benefit Specialist. The capture rate for that position will be much less than for the I & A Specialist and Disability Benefit Specialist positions. This is because of the type of work involved in the position.

**Audit of Payments/Line Item Transfers – March 2018:** Beauchaine presented the following line item transfers: FROM: Forest County Revenue (EBS position) $31,350 TO: State Aid $3,334 and Health Insurance $28,016. After review, Dubiak moved to recommend to the full Board of Directors that it accept the financial reports and place them on file subject to audit; Kressin seconded. All Ayes. Motion Carried. Kressin moved to recommend that the Board of Directors approve the line item transfers of $31,350 from Forest County Revenue to State Aid $3,334 and Health Insurance $28,016; Dubiak seconded. All Ayes. Motion Carried. Kressin moved to recommend approval of the March 2018 Transaction Activity Report in the amount of $165,509.55; Dubiak seconded. All Ayes. Motion Carried.

**Transfer of Fiscal Agent Duties to WIPFLI:** In order to move the Fiscal Agent contract from Oneida County to Wipfli, the ADRC-NW must give Oneida County a 60-day notice. Wipfli will need training from the State for CARS and time reporting, and so Poe feels the 60-day notice should not be given until June 1. Ackley moved to recommend to the full Board of Directors that it provide Oneida County with the 60-day notice of termination of contract for fiscal agent services on June 1, 2018; Kressin seconded. All Ayes. Motion Carried.

**Approval of Unpaid Leave Policy:** An ADRC-NW employee recently moved from maternity leave status to unpaid leave status. She has used up all vacation, personal days and sick leave. The question is whether the ADRC-NW should bill her for benefits now that her paid benefits have run out or wait until she returns to work. Kressin moved to recommend to the full Board of Directors that it establish a policy to bill employees for their benefits as soon as their paid time off runs out. Dubiak seconded. All Ayes. Motion Carried.

**Approval of Credit Card Policy:** The current Credit Card Policy covers use of a prepaid credit card. Associated Bank does not have prepaid credit cards. Dubiak moved to recommend to the full Board that it adopt the revised Credit Card Policy & Procedure to reflect the use of a regular credit card rather than a prepaid credit card. The Regional Manager will be the keeper of the card. Kressin seconded. All Ayes. Motion Carried.

**Restructuring Update:** The ADRC-NW received the requested $90,000 from Taylor County which, in conjunction with the monies received from Forest County, should eliminate the cash flow issues. Oneida County has announced that they will not take over the Disability Benefit Specialist (DBS) position until their application is approved by the State. Since the person currently in that position is not an Oneida County employee, they will do an open job advertisement, and the current DBS may not be hired. The DBS has a very large work load and many deadlines to meet, so this may be a problem for her clients. After June 15, the State will start working with Oneida County and Vilas County to get their applications in order. The tribes will probably not decide until August or September whether they will go on their own or stay with the ADRC-NW. This makes it harder for the ADRC-NW to complete its state application. Poe stated that she is almost ready to submit the application but still needs to know who will be staying with the ADRC-NW before she can submit it.

**Future Agenda Items:** Restructuring. Others as needed.

**Adjournment:** With no further business, Dubiak moved to adjourn; Ackley seconded. All Ayes. The meeting was adjourned at 11:50 A.M.

**Handouts:** Minutes of the April 6, 2018 Finance Committee meeting; Revenue/Expense Report – March 2018; Time Report – March 2018; 2017-2018 ADRC Federal & State GPR Comparison; Transaction Activity Report – March 2018; Line Item Transfers – March 2018; Credit Card Policy & Procedure.