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

**FINANCE COMMITTEE**

**Friday, June 15, 2018 – 11:30 A.M.**

**300A South Lake Avenue, Crandon, WI 54520**

**Members Present:** Ackley, Dubiak (11:36), Kressin, Lemke

**Member(s) Absent:** Price (excused)

**Call Meeting to Order:**  BoardChair 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; Melissa McLaughlin, CPA, WIPFLI LLP; Joel Gottsacker, Assistant Director, Oneida County Department on Aging; Paul Millan, Chair, ADRC-NW Board of Directors; Miki Bix, Secretary, ADRC-NW Board of Directors.

Kressin nominated Richard Ackley to be Chair of the Finance Committee; Lemke seconded. There were no other nominations. Kressin then moved to close the nominations and cast a unanimous vote for Ackley as Chair of the Finance Committee; Lemke seconded. All Ayes. Motion Carried.

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

**Approval of the Agenda:** Kressin moved to approve the agenda with twelve items in any order at the discretion of the Chair; Lemke seconded. All Ayes. Motion Carried.

**Approval of May 4, 2018 Finance Minutes:** Kressin moved to approve the minutes of the May 4, 2018 Finance Committee minutes; Lemke seconded. All Ayes. Motion Carried.

**Financial Statements – April 2018:** The ADRC-NW is currently projected to be slightly over budget, but it is still early in the year. The Workers Comp audit was just completed and the premium adjusted upward. Therefore, that line item will be overspent by about $1,000; and that is because of the addition of new employees (Forest Count) as of January 1, 2018. The Employee Auto Expense is currently over as well.

**Time Reporting – April 2018:** The Time Report capture rate was 48.30% for the month of April and 44.23% year-to-date. That is more than enough to cover the 2018 budget which was predicated on a 40% capture rate.

**Audit of Payments/Line Item Transfers – April 2018:** After review, Kressin moved to recommend to the Board of Directors that it approve the April 2018 Transaction Activity Report in the amount of $128,087.31 and to accept the April 2018 Revenue/Expense Report and place it on file subject to audit. Dubiak seconded. All Ayes. Motion Carried.

**Transfer of Fiscal Agent Duties to WIPFLI:** This letter is very similar to the letter of engagement that was approved previously. However, WIPFLI has been doing the ADRC-NW payroll under a separate letter that does not include the Fiscal Agent services. This letter is designed to cover those Fiscal Agent services which will now begin in July 2018 at a cost of $1,475/month. Poe announced that David Albino will be training WIPFLI on June 19, and everything should be transferred to them within 60 days. Kressin moved to recommend to the full Board of Directors that it approve the Letter of Engagement for WIPFLI as Fiscal Agent; Lemke seconded. All Ayes. Motion Carried.

**Approval of Credit Card Policy:** After discussion, Dubiak moved to recommend to the full Board that it delete the following item under Card Holder Responsibilities of the Credit Card Policy, “ The ADRC-NW is a tax-exempt agency Therefore, employees are not reimbursed for any sales tax incurred. Any sales tax charged will be treated as a personal charge and deducted from employee’s pay”. Kressin seconded. All Ayes. Motion Carried.

**Restructuring Update:** Oneida County will have their conference call with the state to discuss their application on June 21, and Vilas will have theirs on June 29. The ADRC-NW will not be able to submit its application to the State until Oneida County, Vilas County, and the tribes have their applications approved by the State. The tribal governments in the ADRC-NW should know more about their situation by the end of June and will make a decision sometime later.

**Future Agenda Items:** As needed

**Adjournment:** With no further business, Dubiak moved to adjourn; Kressin seconded. All Ayes. The meeting was adjourned at 11:51 A.M.

**Handouts:** Minutes of the May 4, 2018 Finance Committee minutes; April 2018 Revenue/Expense Report; April 2018 Time Report; 2017-2018 ADRC Federal & State GPR Revenue Comparison; April 2018 Transaction Activity Report; Letter of Engagement with WIPFLI LLP for Fiscal Agent services; proposed changes to ADRC-NW Credit Card Policy.