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

**FINANCE COMMITTEE**

**Friday, September 1, 2017 – 12:00 P.M.**

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

**Members Present:** Dubiak, Krug, Platner

**Member(s) Absent:** Kressin (excused) (NOTE: There is one vacancy on the Finance Committee.)

**Call Meeting to Order**: Chair Krug called the meeting to order at 12:00 P.M. Also present were Terese Poe, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Paul Millan, Chair of the ADRC-NW Board of Directors; Miki Bix, Secretary of the ADRC-NW Board of Directors. Heidi Chavez (Brown), Finance Technician, Oneida County Social Services Department.

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

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

**Approval of the Minutes of the August 11, 2017 Finance Committee Meeting:** Dubiak moved to approve the minutes of the August 11, 2017 Finance Committee meeting; Platner seconded. All ayes. Motion Carried.

**Financial Statements – July – 2017**: There is nothing out of ordinary in the July 2017 Revenue/Expense Report. Figures include payment to Oneida County as Fiscal Agent through June 2017. Oneida County is now charging the ADRC-NW on an hourly basis for fiscal agent services. Also included in that line item is a $2,400 startup charge from Wipfli.

**Time Reporting – July 2017:** The July 2017 Time Report shows a capture rate of 42.27%; the year-to-date capture rate is 43.23%. This is well above the 39% needed to fully fund the 2017 Budget. Figures are high because of the Family Care enrollments. Once all enrollments are completed, these figures are expected to return to normal.

**Audit of Payments/Line Item Transfers – July 2017:** The July 2017 Transaction Activity Report in the amount of $106,824.57 was reviewed by the Committee. Platner moved to approve the Transaction Activity Report in the amount of $106,824.57 and to accept all financial statements and place them on file subject to audit; Millan seconded. All Ayes. Motion Carried. There were no line item transfers.

**Fiscal Agent Contract Update:** This issue is on the Forest County Board of Supervisors agenda for their consideration in October. Wipfli has given us a quote of $625/month ($7,500 annually) to do payroll for the ADRC-NW employees. Oneida County, our current Fiscal Agent, would like the ADRC-NW to advance funds for the payroll for all the ADRC-NW employees. This would not include the county employees performing ADRC services in their respective counties. No Action Taken.

**Budget Planning for 2018:** Several iterations of a 2018 Budget were reviewed by the Committee. Satellite office budgets are due to be submitted as of September 8. No Action Taken.

**Consider Funding of Part-Time Receptionist in Taylor County:** Poe believes the ADRC-NW should have a part-time receptionist in Medford. The cost would be $17,500 annually. This item awaits action by the Taylor County Personnel Committee.Platner moved to retain the $17,500 for a part-time receptionist for Taylor County in the 2018 ADRC-NW Budget. Millan seconded. All Ayes. Motion Carried.

**May convene in Closed Session pursuant to Wis. Stat. 19.85 (1) (e) for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a Closed Session. Specifically, to consider organizational structure and integration of Oneida/Vilas County’s Departments on Aging and ADRC services.** The Committee did not go into Closed Session for this item**.**

**May convene, or remain, in Closed session pursuant to Wis. Stat. 19.85 (1) (c) for the purpose of considering employment, promotion, compensation or performance evaluation data of a public employee over which this body has jurisdiction or responsibility. Specifically, to review performance evaluations of staff members.** The Committee did not go into Closed Session for this item.

**The Committee will move to return to Open Session and may take formal action on any matter(s) discussed in Closed Session.** The Committee did not go into Closed Session. No Action Taken.

**Regional Manager Updates:** This item will be presented to the full Board of Directors.

**Letters & Communications:** This item will be presented to the full Board of Directors.

**Future Agenda Items:** 2018 Budget. Other items as needed. A Joint Executive/Personnel and Finance Committee meeting will be held Friday, September 15, 2017 at 1:00 P.M. It will be held in Rhinelander.

**Adjournment:** The next meeting of the Aging & Disability Resource Center of the Northwoods Finance Committee will be Friday, October 6, 2017 at a time to be determined. It will be in Rhinelander. With no further business, Platner to adjourn; Dubiak seconded. All ayes. The meeting adjourned at 12:44 P.M.

**Handouts**: Minutes of the August 14, 2017 Aging & Disability Resource Center of the Northwoods Finance Committee meeting; 2018 ADRC of the Northwoods Budget Worksheet with all current members; 2018 ADRC of the Northwoods Budget Worksheet without Oneida and Vilas Counties; 2018 ADRC Budget – Total Wages/Fringe at 0% Wage Increases with all current members; 2018 ADRC Budget – Total Wages/Fringe at 0% Wage Increases without Oneida and Vilas Counties. July 2017 Revenue/Expense Report; July 2017 Time Report; July 2017 Transaction Activity Report; 2016-2017 Federal & State GPR Comparison.