

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS  
FINANCE COMMITTEE  
Friday, February 02, 2018 – 11:30 A.M.  
300A South Lake Avenue, Crandon, WI 54520**

**Members Present:** Kressin, Krug, Millan (to provide quorum)

**Member(s) Absent:** Dubiak (excused), Platner (excused)

**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; Angela Beauchaine, Financial Services Supervisor, Oneida County Social Services Department; Miki Bix, Secretary, ADRC-NW Board of Directors.

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

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

**Approval of January 5, 2018 Finance Committee Minutes:** Millan moved to approve the minutes of the January 5, 2018 Finance Committee meeting; Kressin seconded. All Ayes. Motion Carried.

**Financial Statements - December 2017:** It is now estimated that approximately \$216,000 will be available for carryover funding. However, there are still some outstanding bills, and it will take until at least February to get all bills from all entities so the final figures can be computed. The ADRC-NW did not spend all of its carryover funds from 2016, so an adjustment will have to be made to the 2017 carryover.

**Time Reporting – December 2017:** The time reporting capture rate for December 2017 was 43.31%, and the year-to-date rate is 43.34%. This is well above the 39% needed to fully fund the 2017 budget.

**Audit of Payments/Line Item Transfers – December 2017:** After review, Kressin moved to recommend to the full Board of Directors that it approve the December

2017 Transaction Activity Report in the amount of \$101,561.11 and to approve the financial reports as presented and place them on file subject to audit; Millan seconded. All Ayes. Motion Carried. Kressin then moved to recommend to the full Board of Directors that it approve the following line item transfers: FROM: Overtime, \$2,269; Social Security, \$3,186; Legal Services, \$13,816. TO: Salary, \$249; Wages, \$9,716; Wages (LTE) \$6,578; Software Maintenance, \$550; Printing \$2,178. Millan seconded. All Ayes. Motion Carried.

**Approval of Hiring of a Limited-Term Employee Receptionist for the Crandon Office:** The Administrative Assistant in the Crandon office is going on maternity leave. The previous time this happened, Forest County hired a limited-term employee at minimum wage for the duration of the leave. After review, Millan moved to recommend to the full Board of Directors that it hire a limited-term employee until the Administrative Assistant returns to work. Hours and duties of the position to be determined by the Regional Manager. The motion went on to approve the job description as presented. Kressin seconded the motion. All Ayes. Motion Carried. The position will not go over 1200 hours annually.

**Discussion of Insurance Options:** The current carrier, LBS, is leaving the commercial policy field. Poe is looking for a replacement carrier. The current premium is approximately \$2,600 per year, and the policy expires on March 19<sup>th</sup>. No Action Taken.

**Future Agenda Items:** Employee attendance at San Diego conference (March 26-March 29); per diems at out-of-town conferences; credit card policy; addendum to fiscal agent contract

**Adjournment:** With no further business, Kressin moved to adjourn; Millan seconded. All Ayes. The meeting was adjourned at 12:00 P.M.

**Handouts:** Minutes of the January 5, 2018 Finance Committee meeting; December 2017 Revenue/Expense Report; 2016/2017 ADRC Federal & State GPR Comparison; December 2017 Time Report; December 2017 Transaction Activity Report; Line Item Transfers 2017