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

**FINANCE COMMITTEE**

**Friday, November 3, 2017 – 11:30 A.M.**

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

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

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

**Call Meeting to Order:** Chair Krug called the meeting to order at 11:33 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 LLC; Tammy Queen, Director, Forest County Commission on Aging.

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

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

**Approval of October 6, 2017 Finance Committee Minutes:** Platner moved to approve the minutes of the October 6, 2017 Finance Committee meeting; Kressin seconded. All Ayes. Motion Carried.

**Financial Statements – September 2017:** Current budget projections show the ADRC-NW well underspent for 2017, although wages and limited-term employee line items may be a little overspent because of the transition to Family Care.

**Time Reporting – September 2017:** The time reporting capture rate for September 2017 was 42.47%; the year-to-date figure is 43.17%. The numbers are high due to the transition to Family Care. They remain well above the 39% needed to fully fund the 2017 budget.

**Audit of Payments/Line Item Transfers – September 2017:** After review, Platner moved to recommend to the full Board of Directors that it approve the September 2017 financial statements and place them on file subject to audit and to further recommend approval of the September 2017 expenditures in the amount of $131,481.78; Kressin seconded. All Ayes. Motion carried. There were no line item transfers.

**Budget 2018:** There are some anomalies in the Vilas County budget request for 2018 – an increase in supervisory reimbursement of $5,277, lower wages for the new ADRC Specialist, an increase in rent, and a cut in payment for the receptionist. Regional Manager Poe will work this out with the Director of the Vilas County Commission on Aging. The $17,301 allotted for the Taylor County receptionist position may need some refining because health insurance figures are not finalized at this time. It is estimated that if the ADRC-NW takes over the Forest County Elder Benefit Specialist, the cost to the ADRC-NW will be approximately $420. There will be an increase in rent for the Taylor County Satellite Office of $131/month, for a total annual rent of $8,837.62. This increase is due to a regular annual increase in rent and a small increase in square footage. Because of these items, some changes will need to be made to the proposed 2018 budget before action can be taken in December 2017. No Action Taken.

**Approval of Letter of Engagement re: WIPFLI Payroll Services:** No Action Taken.

**Approval of Intergovernmental Cooperative Agreement re: Part-Time Receptionist in Taylor County:** No Action Taken.

**Approval of MOU with Forest County re: Elder Benefit Specialist Becoming an ADRC of the Northwoods Employee:** No Action Taken.

**It is anticipated that a motion will be made, seconded and approved to enter into Closed Session pursuant to Sec. 19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility. Specifically, pay scales of Forest County Employees.** Platner moved to go into Closed Session; Dubiak seconded. Roll Call: Dubiak – Yes; Kressin – Yes; Krug – Yes; Platner – Yes. Yes – 4; No – 0. **The Committee went into Closed Session at 11:54 A.M.**

**The Committee will return to Open session and may take formal action on any matter(s) discussed in Closed Session including, without limitation, the ADRC’s position on pay scales of Forest County Employees.** Kressin moved to return to Open Session; Platner seconded. All Ayes. **The Committee returned to Open Session at 12:01 P.M.**

Kressin moved to recommend to the full Board of Directors that it set the following wage scale for the Forest County employees after they become ADRC-NW employees on January 1, 2018:Janet Weber, Level 11, $25.89/hour, an increase of $1.16/hour; Anne Erfourth, level 6, $23.01/hour, an increase of $0.35/hour; Alyson Wagoner, level 7, $16.55/hour, an increase of $0.27/hour; Kathy O’Melia, level 1, $20.12/hour, an increase of $2.37/hour. The motion went on to authorize the transfer of all accumulated sick leave for each employee, but vacation time will not carry over. The motion further stipulated that vacation allotments for the employees will be as follows: Weber – four weeks; Wagoner and Erfourth – three weeks (with Erfourth’s vacation to be pro-rated in accordance with her part-time status); O’Melia – 2 weeks. Platner seconded. All Ayes. Motion Carried.

**Letters & Communications:** There were none.

**Future Agenda Items:** 2018 Budget; Letter of Engagement re: Wipfli Payroll Services; Approval of Intergovernmental Cooperative Agreement re: Taylor County Receptionist; Approval of MOU with Forest County re: Elder Benefit Specialist.

**Adjournment:** With no further business, Kressin moved to adjourn; Platner seconded. All Ayes. The meeting was adjourned at 12:04 P.M.

**Handouts**: Minutes of the October 6, 23017 Finance Committee meeting; 2017 Revenue/Expense Report; 2016-2017 ADRC Federal & State GPR Comparison; September 2017 Time Report; September 2017 Transaction Activity Report; ADRC of the Northwoods 2017 Wage Scales; DRAFT 2018 ADRC-NW Budget