

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS –
FINANCE COMMITTEE**

Thursday, July 9, 2015 – 12:00 Noon

100 West Keenan Street, Rhinelander, Wisconsin

Members Present: Krug, Queen, Platner (12:07 P.M.), Troyk

Members Absent: Teichmiller

Call Meeting to Order: Chair Krug called the meeting to order at 12:00 Noon. Also present were Mary Rideout, Director, Oneida County Social Services Department; Angela Beauchaine, Oneida County Financial Services Supervisor; Dianne Jacobson, Interim Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW), Paul Millan, Chair, ADRC-NW Board of Directors; Miki Bix, Secretary, ADRC-NW Board of Directors.

Public Comment & Introductions: Introductions were made.

Approval of the Agenda: Queen moved to approve the agenda with fourteen items; Troyk seconded. All Ayes. Motion Carried.

Approve of the Minutes of the June 5, 2015 Finance Committee Meeting: Queen moved to approve the minutes of the June 5, 2015 Finance Committee meeting; Krug seconded. All Ayes. Motion Carried.

Financial Statements & Time Reporting for May 2015: The Committee reviewed the Revenue/Expense Report for May 2015. There is a little over \$121,000 in General Purpose Revenue that is not earmarked at this time – some of this is due to the lack of a Regional Manager and some is due to other expenses that are running lower than expected. The satellite offices look to be underspent substantially. After review, Troyk moved to approve the Transaction Activity Report for May 2015 in the amount of \$112,472.49 subject to audit; Queen seconded. All Ayes. Motion Carried. The Time Report for May 2015 was then reviewed. It showed a figure of 38.02% for May and a year-to-date figure of 39.56%. The 2015 budget is based on 37%, so the ADRC-NW is doing really well. Queen moved to place the Revenue/Expense Report on file subject to audit; Troyk seconded. All Ayes. Motion Carried.

Audit of Payments/Line Item Transfers: There were no line item transfers. Audited payments are covered in the previous section.

2016 Budget: Wage rates for the regional employees have to be determined for the upcoming year. The regional management team will meet next Thursday (July 16) to work out satellite office budgets, including Agency Management Support and Overhead (AMSO). It appears that the ADRC-NW will receive the same amount from State General Purpose Revenue (GPR) in 2016 as it did in 2015.

Update on Service Agreements & Phone System: Computers are being inventoried to ensure that the ADRC-NW is only paying for service contracts on equipment that is actually in use. A local service provider for the Crandon office is being sought to eliminate long-distance support issues. Rideout continues to work on getting all service agreements summarized.

Frontier Communications Agreement: Telephone service with Frontier was ended by mutual agreement because of service issues. However, the ADRC-NW is still paying for a PRI line which is not being used but was not part of the telephone contract. Frontier has now agreed to end charges for this line as of June 30, 2015 for the last six months of the contract and waive the termination fee. This amounts to \$369.75/month. Currently the fax machine in Crandon is set up through Frontier, and that office also has an old telephone number that was used when the Crandon office was a standalone. The fax machine will be transferred to Charter, and the old telephone number will be discontinued and the regular “800” number will be used instead. Troyk moved to recommend to the full Board of Directors that it accept Frontier’s proposal to end the service agreement on the PRI line as of June 30, 2015; Queen seconded. All Ayes. Motion Carried.

Fiscal Agent Agreement with Oneida County Department of Social Services: Oneida County is serving as the fiscal agent for the ADRC-NW without contract. Rideout informed the Committee that the cost of this contract for 2015 is \$57,000. She further stated that it will probably be lower for 2016; however, she has not yet worked up the numbers. Queen moved to recommend to the full Board of Directors that it approve the fiscal agent contract with Oneida County for 2015 in the amount of \$57,000; Platner seconded. All Ayes. Motion Carried.

Letters & Communications: There were none.

Future Agenda Items: 2016 ADRC-NW Budget

Confirm Next Meeting Date, Time & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Finance Committee will be Friday, August 7, 2015, time to be determined. It will be in Rhinelander.

Adjournment: With no further business, Troyk moved to adjourn; Queen seconded. All Ayes. The meeting was adjourned at 12:58 P.M.

Handouts: June 6, 2015 Aging & Disability Resource Center of the Northwoods Finance Committee minutes; May 2015 Revenue/Expense Report; May 2015 Transaction Activity Report; April 2014/2015 ADRC Federal & State GPR Revenue Comparison; May 2015 Time Report; ADRC of the Northwoods Contracts & Agreements July 9, 2015 Update.