

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

Friday, June 6, 2015 – 12:00 Noon

100 West Keenan Street, Rhinelander, Wisconsin

Members Present: Krug, Platner (12:11), Queen, Teichmiller, Troyk

Members Absent: None

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

Public Comment & Introductions: There were none.

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

Approval of the Minutes of the May 8, 2015 Finance Committee Meeting: Queen moved to approve the minutes of the May 8, 2015 Finance Committee meeting with the following changes: Add Teichmiller; Delete Cushing. Troyk seconded. All Ayes. Motion Carried.

Financial Statements: The Committee reviewed the April 2015 Revenue/Expense report, noting that the telephone system equipment expenses have been removed from the "Telephone" line item and has been put into a new line item, "Phone System". This was done so that the actual monthly telephone expenses can be monitored more easily. The other line items are within budget. An additional \$100,000 was received from the State in carryover funds for the phone system, and this resulted in the total budget being increased by that amount. Troyk moved to accept the Revenue/Expense Report and place it on file; Teichmiller seconded. All Ayes. Motion Carried.

The Committee then reviewed the 2015 Transaction Activity Report, showing payments of \$117,561.32. Troyk moved to accept the transaction activity report and place it on file subject to audit; Queen seconded. All Ayes. Motion Carried.

The April 2015 Time Report was then reviewed. It shows an April percentage of 39.80% and a year-to-date figure of 39.94%. This is above what is needed to fully fund the 2015 budget. Jacobson reported that this detailed time report is now being shared and discussed monthly with the regional management team so that any problems can be addressed immediately. Julie Schroeder, Budget & Policy Analyst, Office for Resource Center Development, will be providing additional training in time reporting. She will stress consistency in reporting, especially in the area of how contacts are logged. Jacobson feels it is important to offer staff annual time

reporting training to keep the staff focused on this issue to maintain consistency among all staff as well as meeting our budgeted time reporting percentages.

Queen then moved to approve the following line item transfers: FROM: Telephone \$83,500; TO: Phone System \$61,606; LTE Salary \$6,320; Internet \$4,000; Marketing \$3,500; Employee Auto \$3,000; Software Maintenance \$2,500; Printing \$1,200; Meals & Lodging \$1,050; Miscellaneous Expenses \$324. Platner seconded. All Ayes. Motion Carried.

2016 Budget: The Management Team has been working on consistent definitions to be used throughout the ADRC-NW for the 2016 budget. One of the main issues is how to define AMSO (Agency Management Support Overhead), a measure of indirect costs. Jacobson is contacting other regional ADRCs in the state to determine just exactly how they define this term, and her results should be available next month. The 2016 budget process is scheduled to start in July.

Review Purchase of Service Contracts & Agreements: The ADRC-NW has not signed a fiscal agent contract with Oneida County for 2015. Rideout states that this year the cost will stay at \$57,000; however, she has reviewed the services that will be needed starting next year and feels the fee could be reduced to \$38,000. There was discussion of the \$945/month managed services contract with RMM solutions. This covers, among other items, providing on-site services for the PCs and laptops. There was discussion of this because one of the ADRC-NW laptops had to be delivered to the RMM Solutions office in Wausau for repair. Rideout will continue reviewing contracts to determine if any savings are possible. We are still paying out part of the contract with Frontier for the entire ADRC-NW and will continue to purchase services from them for the Lac du Flambeau satellite office

Letters & Communications: There were none.

Future Agenda Items: Further review of contracts and agreements, development of a hot spot for board meetings.

Confirm Next Meeting Date, Time & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Finance Committee will be Thursday, July 9, 2015 at 12:00 Noon. It will be in Rhinelander. Further meetings on the budget will be scheduled as needed.

Adjournment: With no further business, Queen moved to adjourn; Troyk seconded. All Ayes. The meeting was adjourned at 1:03 P.M.

Handouts: Minutes of the Aging & Disability Resource Center of the Northwoods Finance Committee of May 8, 2015; April 2015 Revenue/Expense Report; April 2015 Transaction Activity Report; 2015 ADRC Federal & State GPR Revenue Report with 2014 Comparisons; April 2015 Time Report; April 2015 Line Item Transfers; ADRC-NW Contracts & Agreements June 5, 2015; ADRC-NW Phone Bills; Purchase of Services Contract with Oneida County Department of Social Services; RMM Solutions Managed Services Contract; Frontier Communications Services Agreement.