

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

**Friday, May 6, 2016 – 10:30 A.M.**

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

**Members Present:** Krug, Troyk, Millan (appointed to establish a quorum)

**Members Absent(s):** Cushing (excused), Platner (NOTE: There is one vacancy on this Committee.)

**Call Meeting to Order:** Chair Krug called the meeting to order at 10:30 A.M. Also present were Janell Schroeder, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Heidi Brown, Finance Technician, Oneida County Social Services, and Miki Bix, Secretary, ADRC-NW Board of Directors.

**Public Comment & Introductions:** Introductions were made.

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

**Approval of the April 8, 2016 Minutes:** Troyk moved to approve the minutes of the April 8, 2016 Finance Committee meeting; Millan seconded. All Ayes. Motion Carried.

**Finance Statements & Time Reporting for March 2016:** The Committee reviewed the March 2016 Revenue/Expense Report. Everything looks good with nothing overspent. Carryover funds in the amount of \$120,000 from 2015 have already been put in the 2016 budget estimates. The time reporting percentage in March was 39.89%; the year-to-date the figure is 40.51%. The amount needed to fully fund the 2016 budget is 39%. Millan moved to recommend to the full Board of Directors that it accept the financial statements as presented; Troyk seconded. All Ayes. Motion carried.

**Audit of Payments/Line Item Transfers:** The transaction activity for March 2016 totaled \$110,389.51. After review, Troyk moved to recommend to the Board of Directors that it accept the Transaction Activity Report and place it on file subject to audit. Millan seconded. All Ayes. Motion carried. Troyk then moved to recommend to the full Board that it approve the line item transfers as follows: From: State Aid \$120,000. To: Forest County \$22,788; Oneida County \$30,384; Equipment \$15,192; Advertising \$16,668; Conference Fees \$11,000; Lodging \$7,984; Liability Insurance \$57; Internet \$10,000; Office Supplies \$1,000; Committee Per Diem \$1,000; Life Insurance \$500; Professional Dues \$750; Miscellaneous Expense \$2,677. Millan seconded. All Ayes. Motion Carried.

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

**Other Business:** There was none.

**Future Agenda Items:** As needed.

**Confirm Next Meeting Date, Time & Place:** The next meeting of the Aging & Disability Resource Center of the Northwoods Finance Committee will be Friday, June 10, 2016 at 10:30 A.M. It will be in Rhinelander.

**Adjournment:** With no further business, Millan moved to adjourn; Troyk seconded. All Ayes.  
**The meeting was adjourned at 10:50 A.M.**

**Handouts:** Minutes of the April 8, 2016 Aging & Disability Resource Center of the Northwoods Finance Committee meeting; March 2016 Revenue/Expense Report; 2015-2016 ADRC Federal & State GPR Revenue Comparison; March 2016 Time Report; March 2016 Transaction Activity Report; March 2016 Line Item Transfers.