

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
FINANCE COMMITTEE
Friday, January 8, 2016 – 10:30 A.M.
100 West Keenan Street, Rhinelander, Wisconsin 54501**

Members Present: Platner, Teichmiller, Troyk

Member(s) Absent: Krug (excused). NOTE: There is one vacancy on the Finance Committee.

Call Meeting to Order: In the absence of Chair Krug, Teichmiller called the meeting to order at 10:36 A.M. Also present were Janell Schroeder, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW), Angela Beauchaine, Financial Services Supervisor, Oneida County; Paul Millan, Chair, ADRC-NW Board of Directors; Miki Bix, Secretary, ADRC-NW Board of Directors.

Public Comment & Introductions: There were none.

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

Approval of the December 14, 2015 Finance Committee Minutes: Troyk moved to approve the December 14, 2015 Finance Committee minutes; Platner seconded. All Ayes. Motion Carried.

Financial Statements & Time Reporting for November, 2015: The Revenue/Expense Report for November 2015 looks very good, and projections for total end-of-year expenses versus revenues also look very good. Few line items are overspent, and those that are represent small amounts that will easily be handled with line item transfers. The satellite offices are all underspent. The November Time Report shows a 38.25% capture for November 2015 and a 39.20% capture for year-to-date. The percentage needed to fully fund the 2015 budget is 37.98%. The 2016 budget will need a 39% capture rate.

Audit of Payments/Line Item Transfers: After review, Platner moved to recommend approval of the Transaction Activity Report in the amount of \$126,716.62, Troyk seconded. All Ayes. Motion Carried. Platner moved to recommend to the full Board of Directors that it approve the following Line Item Transfers: From ADRC, Salaries \$3,680. To: ADRC, LTE Salary \$469.00; ADRC, Life Insurance \$65.00; ADRC, Equipment Maintenance \$1,100.00; ADRC, Printing & Copying \$500.00; ADRC, Professional Dues \$440.00; ADRC, Training Fees \$500; ADRC, Miscellaneous Expenses \$500; Taylor County, Contracted Services \$106.00. Total: \$3,680. Troyk seconded. All Ayes. Motion Carried. Schroeder informed the committee that she had authorized the purchase of new desk components for her office in an amount over the \$1,001 allowed at her discretion. Planter moved to approve the purchase of the new desk components at approximately \$1500; Troyk seconded. All Ayes. Motion Carried.

Contract/Personnel Changes: Schroeder would like to increase Alyson Wagner's Administrative Assistant position from 28 hours/week to 40 hours/week. In addition to her current duties, she would become the principal person answering the telephone for the ADRC-NW. This would free up the ADRC Specialists for more work with customers. The increase in hours would bring the Administrative Assistance wages and fringe to \$59,196.80, an increase of \$17,918.80. Schroeder applied for and received carryover funding to pay for this increase in hours for 2016.

Troyk moved to recommend to the full Board of Directors that it approve the permanent increase in hours for Alyson Wagner from 28 hours/week to 40 hours/week effective January 11, 2016 and to fund this increase in 2016 with carryover funds; Platner seconded. All Ayes. Motion Carried.

In the past, the Sokaogon/Chippewa and the Potawatomi Tribes have shared an ADRC Specialist, and that person has been employed by the Potawatomi Tribe. The Sokaogon/Chippewa Tribe feels they have not been receiving adequate services for their people. The Potawatomi Tribe would like the ADRC-NW to take over employment of the ADRC specialist for the two tribes, thus allowing the ADRC-NW to use the Specialist where and when needed. The current Specialist may be retiring in the first quarter of 2016, and this would be an opportunity to hire a replacement who would be able to work five days per week as needed at either location. Schroeder will be meeting with the Sokaogon/Chippewa Tribal Representatives on January 25, 2016 to further discuss the issue. She will point out to them that if they choose to hire an ADRC (Aging & Disability Resource Specialist) on their own and that person does not have a bachelor's degree, the ADRC-NW will still have to do all the functional screens without receiving any reimbursement. This will result in a loss of about \$40,000 annually to the ADRC-NW. No Action Taken.

Staff Cell Phone Status: All smart phones have been collected from staff. In their stead, on Tuesday, January 11, 2016, Verizon will provide all staff with basic cell phones and jetpacks to access the Internet.

Letters & Communications: There were none.

Future Agenda Items: Contract/Personnel Changes; Staff Cell Phones.

Confirm Next Meeting Date, Time & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Finance Committee will be Friday, February 5, 2015 at 10:30 A.M. It will be in Rhinelander.

Adjournment: With no further business, Troyk moved to adjourn; Platner seconded. All Ayes. The meeting was adjourned at 11:04 A.M.

Handouts: Minutes of the December 14, 2015 Aging & Disability Resource Center of the Northwoods Finance Committee; November 2015 Revenue/Expense Report; 2014/2015 ADRC Federal & State GPR Revenue Comparison; November 2015 Time Report; November 2015 Transaction Activity Report; November 2015 Line Item Transfers.