

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

**Friday, February 5, 2016 – 10:30 A.M.**

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

**Members Present:** Krug, Platner, Troyk

**Member(s) Absent:** Teichmiller (NOTE: There is one vacancy on the Finance 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); Angela Beauchaine, Financial Services Supervisor, Oneida County; Pete McGeshick, Board of Directors, ADRC-NW; Miki Bix, Secretary, ADRC-NW Board of Directors,

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

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

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

**Financial Statements & Time Reporting, December 2015:** The Committee reviewed the December 2015 Revenue/Expense Report. At this time, it shows \$116,072 available for carryover; the State has approved up to \$120,000 for carryover. However, this report is preliminary; the final December 2015 Revenue/Expense Report (year-end) will not be ready until next month. The December 2015 Time Report shows a 41.71% capture rate for December 2015 and 39.41% year-to-date. 37.97% is the percentage needed to fully fund the 2015 Budget, and there should be no problem meeting that requirement. Platner moved to accept these reports and place them on file subject to audit. Troyk seconded. All Ayes. Motion Carried.

**Audit of Payments/Line Item Transfers:** After review, Troyk moved to approve the Transaction Activity Report in the amount of \$116,376.56; Platner seconded. All Ayes. Motion Carried. Troyk also moved to approve a Line Item Transfer of \$625 from ADRC Salaries to ADRC Printing; Platner seconded. All Ayes. Motion Carried.

**Contract/Personnel Changes:** Ann Erfourth, the ADRC Specialist employed by the Potawatomi, has been notified that her position will be terminated as of February 29, 2016. The Potawatomi would like an ADRC Specialist employed by the ADRC-NW to work eight hours each Friday. They will provide office space next to the pharmacy which will be a much better location than the ADRC-NW previously had. This office space will cost \$50/week as opposed to the \$6,500/year that the ADRC-NW is currently paying. The Sokaogon Chippewa Tribe will be deciding whether to stay with the ADRC-NW or go with an ADRC for their tribe. That decision

should be made by February 9<sup>th</sup>. Once the Sokaogon Chippewa Tribal Council determines what they require for their people, the ADRC-NW can start working on a staffing plan for both the Potawatomi and Sokaogon Chippewa (if needed).

**Staff Cell Phone Status:** Each office now has basic cell phones with jetpacks for use by staff members. There is a significant savings using this method.

**Out of State Travel Meal Reimbursement Rates:** Four staff members (Janell Schroeder, Kris McMurry, Julie Livingston, and Janet Weber) will be attending a national conference in Washington D.C. Current meal reimbursement rates of \$10 for breakfast, \$12 for lunch, and \$20 for dinner will not be sufficient. After discussion, Troyk moved to approve reimbursement for the actual cost of meals within reason and with itemized receipts. Platner seconded. All Ayes. Motion Carried.

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

**Future Agenda Items:** As needed.

**Confirm Next Meeting:** The next meeting of the Aging & Disability Resource Center of the Northwoods Finance Committee will be Monday, March 14, 2016. It will NOT be Friday, March 11, as previously scheduled. The meeting will be held in Rhinelander.

**Adjournment:** With no further business, Troyk moved to adjourn; Platner seconded. All Ayes. The meeting was adjourned at 10:56 A.M.

**Handouts:** Minutes of the January 8, 2016 Finance Committee meeting; December 2015 Revenue/Expense Report; December 2015 Time Report; 2014-2015 ADRC Federal & State GPR Revenue Comparison; December 2015 Transaction Activity Report; December 2015 Line Item Transfer.