

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

Friday, April 8, 2016 – 10:30 A.M.

100 West Keenan Street, Rhinelander, Wisconsin 54501

Members Present: Krug, Platner (10:40), Teichmiller, Troyk

Members Absent: There is one vacancy on the Finance Committee.

Call Meeting to Order: Chair Krug called the meeting to order at 10:38 A.M. Also present were Angela Beauchaine, Financial Services Supervisor, Oneida County Social Services Department; Janell Schroeder, 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; Beverly Tuckwell, Member, ADRC-NW Board of Directors.

Public Comment & Introductions: There were none.

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

Approval of the February 5, 2016 Finance Committee Minutes: Troyk moved to approve the February 5, 2016 Finance Committee minutes; Platner seconded. All Ayes. Motion Carried.

Financial Statements & Time Reports for December 2015, January 2016 & February 2016: The final Revenue/Expense Report for 2015 was reviewed. It showed the ADRC-NW was \$81,609 under budget for 2015 with a carryover amount of \$115,117. A carryover funding request for the full amount was submitted to the State of Wisconsin; it was approved. Revenue/Expense Reports for January and February 2016 were also reviewed. There are no problems with either revenues or expenses at this point. The final Time Report for 2015 was reviewed. It showed a capture of 40.94% which is well above the amount needed to fully fund the 2015 ADRC-NW budget. The January 2016 capture rate was 41.11% and the February 2016 figure was 40.49%; year-to-date was 40.80%. This is well above the 39.00% needed to fully fund the 2016 budget. Troyk moved to

recommend that the Board of Directors approve the Revenue/Expense Reports and the Time Reports as presented; Platner seconded. All Ayes. Motion Carried.

Audit of Payments/Line Item Transfers: In December final payments to the satellite offices were made in the amounts of \$10,111.10 and \$92,990.98. The January 2016 Transaction Activity Report showed expenditures of \$55,140.99, and the February 2016 Transaction Activity Reports showed \$97,062.00. Teichmiller moved to recommend that the Board of Directors approve the Transaction Activity Reports of December 2015 (2), January 2016, and February 2016 as presented. Troyk seconded. All Ayes. Motion Carried.

There were no line item transfers.

Letters & Communications: The State of Wisconsin approved \$40,000 in carryover funding for the part-time ADRC Specialist in Oneida County. However, the Oneida County satellite office only requested \$30,000. The agreement has been signed at \$30,000.

Future Agenda Items: As required.

Confirm Next Meeting Date, Time & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Finance Committee will be Friday, May 6, 2016 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 11:02 A.M.

Handouts: Minutes of the February 5, 2016 Aging & Disability Resource Center of the Northwoods Finance Committee meeting; December 2015 Revenue/Expense Report; January 2016 Revenue/Expense Report; February 2016 Revenue/Expense Report; February 2016 Time Report (also showing January 2016 figures); December 2015 Transaction Activity Reports (2); January 2016 Transaction Activity Report; February 2016 Transaction Activity Report.