

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

Friday, July 8, 2016 - 11:00 A.M.

100 West Keenan Street, Rhinelander, Wisconsin 54501

Members Present: Kressin, Krug, Platner, Troyk

Members Absent: None. (NOTE: There is one vacancy on the Finance Committee.)

Call Meeting to Order: Chair Krug called the meeting to order at 11:04 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 Social Services Department; Paul Millan, Chair, ADRC-NW Board of Directors; Miki Bix, Secretary, ADRC-NW Board of Directors; and Dianne Jacobson, Director, Oneida County Department on Aging.

Public Comment & Introductions: There were none.

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

Approval of the June 10, 2016 Finance Committee Minutes: Millan moved to approve the minutes of the June 10, 2016 Finance Committee minutes; Krug seconded. All Ayes. Motion Carried.

Financial Statements & Time Report – May 2016: Beauchaine stated that the Revenue/Expense Report looks very good, and the potential for carryover funding is approximately \$176,000. The May 2016 Time Report percentage is 41.16%, and the Year-to-date figure is 40.56%. The amount needed for the 2016 budget to be fully funded is 39%. Troyk moved to recommend to the full Board of Directors that it accept the financial reports as presented and place them on file subject to audit. Platner seconded. All Ayes. Motion Carried.

Audit of Payments/Line Item Transfers: After review, Troyk moved to recommend to the full Board of Directors that it approve transaction activity for May 2016 in the amount of \$123,706.27. Platner seconded. All Ayes. Motion Carried. There were no line item transfers.

2017 Budget & Salaries: Schroeder and Beauchaine are currently working on the 2017 budget. Preliminary budgets have been sent to all the satellite offices; Vilas County voluntarily lowered their Agency Management, Support, and Overhead (AMSO) request by \$8,000 after Schroeder told the Management Team that we were going to ask for a detailed accounting of what was included in that area. Salary increases will be projected according to the Consumer Price Index (CPI) which will not be available until September. Projected salary increases by the various jurisdictions will also be taken into account. It is hoped that all the satellite offices will have their preliminary budgets back by August 1st.

Letters & Communications: There were none.

Future Agenda Items: Budget; salary; changes in policies and procedures according to the Office of Management and Budget (OMB).

Confirm Next Meeting Date, Time & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Finance Committee will be August 5, 2016 in Rhineland at a time to be determined.

Adjournment: With no further business, Troyk moved to adjourn; Kressin seconded. All Ayes. The meeting was adjourned at 11:29 A.M.

Handouts: Minutes of the June 10, 2016 Finance Committee meeting; May 2016 Revenue/Expense Report; May 2016 Transaction Activity Report; 2015-2016 ADRC Federal and State GPR Revenue Comparison; May 2016 Time Report.