

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

**Friday, August 5, 2016 – 11:00 A.M.**

**100 West Keenan Street, Rhinelander, WI 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 11:15 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 (for portions of the meeting) and Beverly Tuckwell, Board of Directors, ADRC-NW; Miki Bix, Secretary, ADRC-NW Board of Directors.

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

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

**Approval of the July 8, 2016 Finance Committee Minutes:** Troyk moved to approve the minutes of the July 8, 2016 Aging & Disability Resource Center of the Northwoods Finance Committee meeting; Kressin seconded. All Ayes. Motion Carried.

**Financial Statements & Time Reporting for June 2016:** The Committee reviewed the June 2016 Revenue/Expense Report which looks very good. Troyk moved to recommend to the full Board of Directors that it accept the Revenue/Expense Report and place it on file subject to audit. Kressin seconded. All Ayes. Motion Carried. The June 2016 Time Report percentage was 33.47%, and the year-to-date percentage was 39.38%. This is above the 39% needed to fully fund the 2016 ADRC-NW Budget.

**Audit of Payments/Line Item Transfers:** After review, Kressin moved to recommend to the full Board of Directors that it approve the June 2016 Transaction Activity Report in the amount of \$119,792.87; Platner seconded. All Ayes. Motion Carried. Troyk then moved to recommend to the full Board that it approve line item transfers as follows: FROM ADRC Health Insurance \$6,097 TO ADRC Salaries \$3,000, ADRC Workers Comp \$97, and ADRC Contracted Services \$3,000. Kressin seconded. All Ayes. Motion Carried.

**2017 Budget/Salaries:** Schroeder and Beauchaine are still getting budgets for the satellite offices. No Action Taken.

**Office of Management & Budget Changes – Angela Beauchaine:** The Federal Office of Management & Budget is making changes to their Uniform Grant Guidance Implementation

Plan to ensure that federal grant monies are being spent appropriately. The Fiscal Agent will work to ensure that the ADRC-NW is following all proper procedures.

**Letters & Communications:** Quotes for a new laptop computer were presented from RMM. Kressin moved to purchase an HP laptop computer for \$1,770.36; Troyk seconded. All Ayes. Motion Carried.

**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 Monday, September 12, 2016 in Rhinelander. The time of the meeting will be determined later.

**Adjournment:** With no further business, Troyk moved to adjourn; Kressin seconded. All ayes. The meeting was adjourned at 11:45 A.M.

**Handouts:** Minutes of the July 8, 2016 Aging & Disability Resource Center of the Northwoods Finance Committee meeting; June 2016 Revenue/Expense Report; 2015-2016 Federal & State GPR Revenue Comparison; June 2016 Time Report; June 2016 Transaction Activity Report; June 2016 Line Item Transfer; Office of Management & Budget: Uniform Grant Guidance Implementation Plan.