

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

Monday, September 12, 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 11:00 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; 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 August 5, 2016 Finance Committee Minutes: Platner moved to approve the minutes of the August 5, 2016 Aging & Disability Resource Center of the Northwoods Finance Committee meeting; Troyk seconded. All Ayes. Motion Carried.

Financial Statements & Time Report for July 2016: The Committee reviewed the Revenue/Expense Report for July 2016. All expenses are falling within budget guidelines. The 2015-2016 ADRC Federal & State GPR Revenue Report for July 2016 was also reviewed. July 2016 Time Reporting shows a capture rate of 41.49% and year-to-date of 40.88%. For the 2016 budget a Time Report capture rate of 39% is needed.

Audit of Payments/Line Item Transfers: The July 2016 Transaction Activity Report was reviewed. Kressin moved to recommend to the full Board of Directors that it approve the Transaction Activity Report in the amount of \$108,303.96 and accept the financial statements and place them on file subject to audit; Troyk seconded. All Ayes. Motion Carried. There were no line item transfers.

2017 Budget Updates: All employees chose the HealthPartners Health Plan for 2016. For 2017, benefits remain the same, but premiums are significantly lower. This means the employee portion of the health insurance premium will be lowered from \$272.48 to \$239.78. A draft worksheet for the 2017 budget was reviewed and will be revised. The Committee reviewed possible wage increases of 0.68% (equal to the Consumer Price Index increase), 1.0%, and 2.0%, as well as a 0% increase. No Action Taken.

Office of Management & Budget Changes – Monthly Fiscal Changes: According to the newly adopted Office of Management & Budget (OMB) rules, the ADRC-NW Regional Manager will be

required to review an itemized list of expenses for the ADRC-NW on a monthly basis. Satellite offices will now be required to submit an itemized list of all expenses on a timely basis.

Letters & Communications: There were none.

Future Agenda Items: 2017 Budget, Possible Wage Scale Increase; Health Insurance Rates.

Confirm Next Meeting Date, Time & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Finance Committee will be Friday, October 7, 2016 at 11:00 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 11:36 A.M.

Handouts: Minutes of the August 5, 2016 Aging & Disability Resource Center of the Northwoods Finance Committee meeting; July 2016 Revenue/Expense Report; 2015-2016 Federal & State GPR Revenue Comparison Report; July 2016 Time Report; July 2016 Transaction Activity Report; 2017 Premiums – Wisconsin Public Employers Group Health Insurance Program; Draft 2017 ADRC-NW Budget Worksheet; 2017 ADRC-NW Budget Worksheet Salaries & Fringes with 0% Salary Increase, 0.68 Salary Increase, 1% Salary Increase, 2% Salary Increase.