

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

Friday, October 7, 2016 – 10:00 A.M.

100 West Keenan Street, Rhinelander, WI 54501

Members Present: Krug, Kressin, 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 10:00 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 and Paul Millan, ADRC-NW Board of Directors.

Public Comment & Introductions: There were none.

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

Approval of the September 12, 2016 Minutes: Troyk moved to approve the September 12, 2016 Finance Committee minutes; Platner seconded. All Ayes. Motion Carried.

Financial Statements & Time Reporting - August 2016: The August 2016 Revenue/Expense Report was reviewed. It shows a healthy balance. The August 2016 Time Report was also reviewed. It shows a capture rate of 41.69% for the month of August and a year-to-date figure of 40.98%. A total of 39% is needed to balance the 2016 ADRC-NW budget.

Audit of Payments/Line Item Transfers: The August 2016 Transaction Activity Report shows expenditures of \$105,369.71. Platner moved to recommend to the full Board of Directors that it accept the financial reports and place them on file subject to audit and to approve the August 2016 transaction activity report; Troyk seconded. All Ayes. Motion Carried. There were no line item transfers.

ADRC Model: The ADRC-NW will remain a long-term care district, per the recommendation of Attorney Andy Phillips. He does recommend, however, that the ADRC-NW become the employer-of-record for all ADRC Specialists, the ADRC-NW Administrative Assistant, and the Disability Benefit Specialist not already employees of the ADRC-NW. This would eliminate disparities in wages and benefits and provide more consistent training and supervision. A meeting to further discuss these issues will be held on October 24, 2016. No Action Taken.

2017 Budget: The Committee reviewed a draft 2017 Budget Worksheet. This draft includes a wage increase of 1% and a 12% payment for health insurance premiums by staff. A joint meeting of the Executive/Personnel and Finance Committees will be held on October 24th, and further changes may be forthcoming at that time.

Wage Increases: Assuming a 0% across-the-board increase in wages, the total increase in wages for the five regional employees of the ADRC-NW would be \$5,969.39. This increase would be due solely to step increases for eligible employees. Assuming a 1% salary increase for the five regional employees, the total increase would be \$8,694.08, an increase of \$2,724.70 over the 0% scenario. (The \$0.01 disparity

is due to a rounding error.) Troyk moved to add a 1% salary increase to the 2017 ADRC-NW budget worksheet; Platner seconded. All Ayes. Motion Carried.

Health Insurance Rates – 2017: The Committee felt that the employees should continue to pay 12% of their health insurance premiums which will result in a \$12.77/month decrease in cost for the family plan. Kressin moved to recommend to the full Board of Directors that it have employees pay a minimum of 12% of their health insurance costs; Troyk seconded. All Ayes. Motion Carried.

It is anticipated that a motion will be made, seconded and approved to enter into Closed Session pursuant to Sec. 19.85 (1) (c), WI Statutes considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility. (Review of interview results and possible hiring) The Committee elected not to go into Closed Session.

The Committee will return to Open Session and may ratify any matter(s) discussed in Closed Session: Not applicable. The Executive/Personnel Committee decided to hire Jason Kirker for the part-time ADRC Specialist position.

Office of Management & Budget - New Monthly Fiscal Forms: The Committee reviewed the proposed form for approval of monthly expenses. Troyk moved to approve the form with a monthly deadline for submission of the form to be determined at a later date. Kressin seconded. All Ayes. Motion Carried.

Letters & Communications: There were none.

Future Agenda Items: Work with the Executive/Personnel Committee on 2017 budget items.

Confirm Next Meeting Date, Time & Place: There will be a joint meeting of the Aging & Disability Resource Center of the Northwoods Executive/Personnel and Finance Committees on October 24, 2016. The next regularly scheduled meeting of the ADRC-NW Finance Committee will be Friday, November 11, 2016 in Rhinelander. The start time will be determined at a later date.

Adjournment: With no further business, Troyk moved to adjourn; Platner seconded. All Ayes. The meeting was adjourned at 11:05 A.M.

Handouts: Minutes of the September 12, 2016 Finance Committee meeting; August 2016 Revenue/Expense Report; August 2016 Time Report; 2015-2016 Federal & State GPR Revenue Comparison; August 2016 Transaction Activity Report; 2017 ADRC of the Northwoods Budget Worksheet (draft); 2017 ADRC of the Northwoods BUDGET WORKSHEET SALARIES AND FRINGES – 0% Salary Increase – Salary Pay Scale; 2017 ADRC of the Northwoods BUDGET WORKSHEET SALARIES AND FRINGES – 1% Salary Increase – Salary Pay Scale; 2017 Premiums – WI Public Employers Group Health Insurance Program; ADRC of the Northwoods Monthly Invoice Summary draft.