

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

Friday, March 3, 2017 – 10:45 A.M.

100 West Keenan Street, Rhinelander, WI 54501

Members Present: Kressin, Krug, Platner

Members Absent: None. (NOTE: There are two vacancies on the Finance Committee.)

Call to Order: Chair Krug called the meeting to order at 10:45 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, Board Chair, ADRC-NW; Miki Bix, Board Secretary, ADRC-NW.

Public Comment & Introductions: There was none.

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

Approval of Minutes of the February 3, 2017 Finance Committee Minutes: These minutes were unavailable for approval at this time.

Financial Statements – January 2017: The preliminary closing Revenue/Expense Report for 2016 currently shows a surplus, but the final figures are not all available. It is hoped they will be available for the April meeting.

Time Reporting – January 2017: The Time Report for January 2017 shows a capture rate of 41.32%. The ADRC-NW needs a capture rate of 39% to fully fund the 2017 budget. The December 2016 capture rate was 40.88%, the final year-to-date rate was 41.04%, and the amount needed to fully fund the 2016 budget was 39%.

Audit of Payments/Line Item Transfers – January 2017: After review, Platner moved to recommend to the Board of Directors that it approve expenditures for December 2016 in the amount of \$60,158.13 (these expenses were incurred in December but paid in January) and January 2017 expenditures in the amount of \$54,972.02. Kressin seconded. All Ayes. Motion Carried. There were no line item transfers.

It is anticipated that a motion will be made, seconded and approved to enter into Closed Session pursuant to Sec. 19.85 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility. Specifically, the Committee will consider an anomaly that has arisen with respect to the administration, and the ADRC's payment for, PTO benefits on the part of a county employee that performs services for the ADRC. Platner moved to go into Closed Session; Kressin seconded. Roll Call: Kressin – Yes; Krug – Yes; Platner – Yes. Yes – 3; No – 0. The Committee went into Closed Session at 11:10 A.M.

The Committee will return to Open Session and may take formal action on any matter(s) discussed in Closed Session including, without limitation, the ADRC's position on the PTO issue. Platner moved to

return to Open Session; Kressin seconded. All Ayes. The Committee returned to Open Session at 11:22 A.M.

No Action Taken.

ASA Conference – Meal Reimbursement Rates: Several ADRC-NW staff are attending the American Society on Aging Conference in Chicago. Schroeder informed the Committee that the ADRC-NW daily meal rate is \$42, but the federal meal rate for Chicago is \$69/day. Platner moved to recommend to the Board of Directors that it approve the Chicago rate for meal reimbursement of \$69/day; Kressin seconded. All Ayes. Motion Carried.

ADRC Cash Flow Recommendations: Because the State of Wisconsin no longer allows pre-payments, the ADRC-NW does not have the cash on hand to handle payments at the beginning of the year. This situation resolves itself in March-April when State payments start coming to the ADRC-NW. In the past, Oneida County advanced the ADRC-NW the money to allow all payments to be made in a timely manner; when the money from the State came into the ADRC-NW accounts, Oneida County was reimbursed. Since Oneida County submitted notice that they are quitting as our Fiscal Agent, they will not be advancing money after 2017. The question now is: What should the ADRC-NW do to obtain the necessary funds to pay all bills during the first quarter of the year? We could borrow the money from a bank, but that would involve paying interest. Another option is to follow the example of the Oneida and Vilas Counties Transit Commission which went to its county members and asked them for operating money. If the ADRC-NW followed this example, each county would be asked to contribute approximately \$75,000. Millan stated that Forest County is willing to advance their share, and Krug stated that he talked with the Taylor County Finance Director who felt Taylor County would be willing to follow suit. Further work needs to be done on this issue. No Action Taken.

Family Care Update – Possible Hiring of LTE & Staff Expectations for Overtime & Evening/Weekend Hours – Notification to Counties: Due to time constraints, this item was postponed for discussion at the full Board Meeting.

Letters & Communications: There were none.

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 Friday, April 7, 2017 in Rhinelander – time to be determined later.

Adjournment: With no further business, Kressin moved to adjourn; Platner seconded. All Ayes. The meeting was adjourned at 11:31 A.M.

Handouts: Close 1 2016 Revenue/Expense Report; 2015-2016 ADRC Federal & State GPR Revenue Comparison; Close 1 Transaction Activity Report; January 2017 Revenue/Expense Report; January 2017 Time Report; January 2017 Transaction Activity Report.