

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

Friday, August 11, 2017 – 11:00 A.M.

300 South Lake Avenue, Crandon, WI 54510

Members Present: Dubiak, Kressin, Krug

Member(s) Absent: Platner (excused). (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 Terese Poe, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Angela Beauchaine, Financial Services Supervisor, Oneida County Social Services; Paul Millan, Chair, ADRC-NW Board of Directors, Miki Bix, Secretary, ADRC-NW Board of Directors.

Public Comment & Introductions: There were none.

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

Approval of July 14, 2017 Finance Committee Minutes: Kressin moved to approve the minutes of the July 14, 2017 Aging & Disability Resource Center of the Northwoods Finance Committee meeting; Dubiak seconded. All Ayes. Motion Carried.

Financial Statements – June 2017: Beauchaine reported that June 2017 Revenue/Expense report shows revenues and expenses within budget.

Time Reporting – June 2017: The June 2017 time reporting capture rate was 45.51% and the year-to-date figure is 43.39%. This is more than enough to fully fund the 2017 budget which was based on a time reporting rate of 39%.

Audit of Payments/Line Item Transfers – June 2017: The June 2017 Transaction Activity Report showed \$104,609.96 in expenses. After review of all financial reports, Kressin 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 Transaction Activity Report in the amount of \$104,609.96. Dubiak seconded. All Ayes. Motion Carried.

Fiscal Agent Contract Update: Approximately \$179,000 is needed to fund the ADRC-NW payroll for a three-month period; this would include all the employees the ADRC-NW currently has plus the Forest County employees who are transferring to employment with the ADRC-NW. The Forest County Finance Committee has recommended to their full Board that Forest County agree to regularly advance the necessary funds to cover payroll and benefits until State reimbursement comes through. Wipfli, LLP could start doing the ADRC-NW payroll within the next few months.

Budget Planning for 2018: Worksheets for the 2018 budget have been sent to the counties for their input into the 2018 budget. No Action Taken.

May convene in Closed Session pursuant to Wis. Stat. 19.85 (1) (e) for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other

specified public business whenever competitive or bargaining reasons require a Closed Session. Specifically, to consider organizational structure and integration of Oneida/Vilas Counties' Departments on Aging and ADRC services. The Committee did not go into Closed Session.

The Committee will move to return to Open Session and may take formal action on any matter(s) discussed in Closed Session. No Closed Session. No Action Taken.

New Director/Manager Orientation: There is a new director/manager orientation scheduled for October 2-3, 2017. This program is designed for new directors and managers of ADRCs throughout the State. Poe received a request from Joel Gottsacker and Sue Richmond to attend. However, they are neither directors nor managers. Kressin moved to recommend to the full Board of Directors that it authorize only Poe, the ADRC-NW Regional Manager, to attend this meeting; Dubiak seconded. All Ayes. Motion Carried.

2017 Aging & Disability Network Conference – Together Towards Tomorrow: The Aging & Disability Network Conference is scheduled for September 6-8 in Middleton. Board Members and staff were encouraged to attend.

Letters & Communications: A Letter of Intent to Withdraw from the Aging & Disability Resource Center of the Northwoods was received from Vilas County.

Future Agenda Items: Taylor County receptionist; other 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, September 1, 2017. It will be in Rhinelander.

Adjournment: With no further business, Kressin moved to adjourn; Dubiak seconded. All Ayes. The meeting was adjourned at 11:25 A.M.

Handouts: Minutes of the July 14, 2017 Aging & Disability Resource Center of the Northwoods Finance Committee meeting; June 2017 Revenue/Expense Report; 2016-2017 ADRC Federal & State GPR Comparison; June 2017 Time Report; June 2017 Transaction Activity Report.