

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

Friday, April 7, 2017 – 11:00 A.M.

100 West Keenan Street, Rhinelander, Wisconsin 54501

Members Present: Kressin, Krug (Millan was assigned as the third member of the committee for quorum purposes.)

Members Absent: Platner (NOTE: There are two vacancies on the Finance Committee.)

Call Meeting to Order: Chair Krug called the meeting to order at 11:03 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; Melissa McLaughlin, Certified Public Accountant, Wipfli LLP; Miki Bix, Secretary, ADRC-NW Board of Directors.

Public Comment & Introductions: There were none.

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

Approval of the Minutes of the March 3, 2017 Finance Committee Meeting: Millan moved to approve the Finance Committee Minutes of the March 3, 2017 meeting; Kressin seconded. All Ayes. Motion Carried.

Financial Statements - December 2016 and February 2017: The Committee reviewed the December 2016 Revenue/Expense Report, the February 2017 Revenue/Expense Report, the 2015-2016 ADRC Federal & State GPR Comparison, and the 2016-2017 Federal & State GPR Comparison. Kressin moved to accept the financial reports and place them on file subject to audit; Millan seconded. All Ayes. Motion Carried.

Schroeder previously submitted a carryover request in December for 2016 underspent revenues; however, the new state finance director asked that all carryover requests be re-submitted. This is being done.

Schroeder reported that approximately \$33,000 of the \$36,000 allocated by the State for services provided to Mole Lake by the ADRC-NW has been re-allocated directly to Mole Lake. However, the ADRC-NW will still be providing certain services to Mole Lake, and some of that money will be returning to the ADRC-NW as payment for those services.

Time Reporting – December 2016 and February 2017: The February 2016 Time Report showed a recovery rate of 40.01% and a year-to-date rate of 40.66%. There was no December 2016 Time Report showing final figures for 2016. The 2017 budget requires a time report capture rate of 39%.

Audit of Payments/Line Item Transfers – December 2016 & February 2017: The Committee reviewed the "Close 2" Transaction Activity Report covering expenses from 2016 that were paid in 2017 and the February 2017 Transaction Activity Report. Kressin moved to recommend that the full Board of Directors approve the Close 2 Transaction Activity Report in the amount of \$25,182.12 and the February

2017 Transaction Activity Report in the amount of \$90,051.76. Millan 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. Millan moved to go into Closed Session; Kressin seconded. Roll Call: Kressin – Yes; Krug – Yes; Millan – Yes. Yes – 3; No – 0; Absent – 1. **The Committee went into Closed Session at 11:33 A.M.**

The Committee will return to Open Session and may ratify any matter(s) discussed in Closed Session including, without limitation, the ADRC's position on the PTO issue. Millan moved to return to Open Session; Kressin seconded. All Ayes. **The Committee returned to Open Session at 11:42 A.M.** No Action Taken.

ASA Conference – Meal Reimbursement Rate Issue: At the previous Board meeting, the ADRC-NW Board agreed to pay the federal daily rate for meals to everyone attending the ASA Conference in Chicago. This is the procedure that was followed last year. However, Oneida County refused to pay the federal rate of \$69/day, instead paying the Oneida County rate of \$31/day to their employee. After discussion, Kressin moved to pay the Oneida County employee \$33.90 to fully reimburse that employee for meals purchased over the course of the conference. The average payment for all meals is well under the federal rate of \$69/day. Millan seconded. All Ayes. Motion Carried.

ADRC Cash Flow Recommendation Update: A resolution to loan \$75,000 to the ADRC-NW for operating expenses at the beginning of the year is being presented to the Taylor County Board of Supervisors at its April meeting. Millan stated that Forest County will do whatever the other counties decide. The issue will be discussed by Vilas County on April 19th. Oneida County has stated that they would now like to be reinstated as the ADRC-NW Fiscal Agent. (They had previously requested termination of the contract as of December 31, 2016, and this request was granted.) Oneida County would now like the ADRC-NW to discontinue association with Wipfli as Fiscal Agent and hire Oneida County. Once the ADRC-NW makes a decision regarding this matter, Oneida County will decide what they are willing to do regarding the \$75,000 loan. Schroeder stated that things are going very well with WIPFLI and she didn't believe we should end our association with them. Millan stated that he will also discuss the matter with the Forest County Potawatomi.

RMM Bid – Replacement of 4 Computers: The Committee reviewed the bid from RMM Solutions to replace four ADRC-NW computers that are becoming obsolete. (NOTE: The ADRC-NW has a contract with RMM Solutions that they will be the sole provider of computer equipment to the ADRC-NW.) After discussion, Millan moved to recommend to the full Board of Directors that it approve the RMM bid of \$7,395.85 to replace the computers currently used by Meeder, Poe, Nuernberger, and Erforth. Kressin seconded. All Ayes. Motion Carried.

Letter & Communications: There were none.

Future Agenda Items: As needed.

Next Meeting Date, Time & Place: This will be determined at the Board of Directors meeting.

Adjournment: With no further business, Kressin moved to adjourn; Millan seconded. All Ayes. The meeting was adjourned at 11:43 A.M. (NOTE: The items on the agenda were taken out of order with the Closed Session coming at the end of the meeting.)

Handouts: Minutes of the Aging & Disability Resource Center of the Northwoods Finance Committee meeting of March 3, 2017; Close 2 Revenue/Expense Report; 2015-2016 ADRC Federal & State GPR Comparison; Close 2 Transaction Activity Report; February 2017 Revenue/Expense Report; 2016-2017 ADRC Federal & State GPR Comparison; February 2017 Time Report; February 2017 Transaction Activity Report; RMM Solutions computer quote of March 20, 2017.