

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
FINANCE COMMITTEE
Friday, May 12, 2017 – 11:00 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 Meeting to Order: Chair Krug called the meeting to order at 11:00 A.M. Also present were Chuck Sekel, Director, Forest County Department of Social Services & Interim Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Angela Beauchaine, Financial Services Supervisor, Oneida County Social Services Department; Dianne Jacobson, Director, Oneida County Department on Aging; Sue Richmond, Director, Vilas County Commission on Aging; Melissa McLaughlin, Certified Public Account, Wipfli LLP; Paul Millan, Chair, ADRC-NW Board of Directors; Miki Bix, Secretary, ADRC-NW Board of Directors.

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

Approval of the February 3, 2017 & April 7, 2017 Finance Committee Minutes: Platner moved to approve the minutes of the February 3, 2017 and April 7, 2017 Finance Committee minutes; Kressin seconded. All Ayes. Motion Carried.

Financial Statements – March 2017: The request for carryover funds from the 2016 surplus has been made, and a decision will be made as of May 15, 2017. Concerning the March 2017 Revenue/Expense Report, there are a few items which are overspent at this time but nothing significant.

Time Reporting – March 2017: The March 2017 Time Report Capture Rate is 42.07%, and the year-to-date figure is 41.13%. The percentage needed to balance the 2017 budget is 39%.

Audit of Payments/Line Item Transfers: Platner moved to recommend to the full Board of Directors that it accept the financial statements and place them on file subject to audit and to approve the Transaction Activity Report for March 2017 in the amount of \$117,463.27. Kressin seconded. All Ayes. Motion Carried. There were no line item transfers.

2016 Year End Financial Reports: These were reviewed in April.

RMM Computer Purchase: Replacement computers for Oneida County ADRC-NW staff were made through an Oneida County vendor rather than RMM Computers.

Payout of Regional Manager Fringe Benefits: The recently resigned Regional Manager had accumulated 135.75 hours of flex time and wishes to be paid out for this. Attorney Phillips' office sent an opinion that the current Employee Handbook does not preclude payment of this amount. However, it is possible that if the money is not paid, the employee could file a Department of Workforce Development Wage & Hour complaint. The Finance Committee is the proper committee to determine if a payout is made to the former employee. After much discussion, Kressin moved to pay out the accumulated flex time to the former Regional Manager; Platner seconded. All Ayes. Motion Carried. The Board Secretary was

asked to ensure that the Employee Handbook is changed so that it clearly states the Regional Manager position is an exempt position and thus not allowed the accumulation of flex time.

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, June 7, 2017 at a time to be determined. It will be in Rhinelander.

Adjournment: With no further business, Platner moved to adjourn; Kressin seconded. All Ayes. The meeting was adjourned at 11:33 A.M.

Handouts: Minutes of the Aging & Disability Resource Center of the Northwoods Finance Committee meetings of February 3, 2017 and April 7, 2017; March 2017 Revenue/Expense Report; 2016-2017 ADRC Federal & State GPR Revenue Comparison; March 2017 Time Report; March 2017 Transaction Activity Report.