

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

Friday, June 2, 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 Meeting to Order: Chair Krug called the meeting to order at 10:45 A.M. Also present were Terese Poe, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Dianne Jacobson, Director, Oneida County Department on Aging; Joel Gottsacker, Assistant Director, Oneida County Department on Aging; Chuck Sekel, Director, Forest County Social Services Department; Melissa McLaughlin, Certified Public Accountant, Wipfli LLP; Paula Dubiak, new Member ADRC-NW Board of Directors; Angela Beauchaine, Finance Services Supervisor, Oneida County Social Services Department.

Public Comment & Introductions: New ADRC-NW Board Member Paula Dubiak was introduced to the group.

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

Approval of the May 12, 2017 Finance Committee Minutes: Platner moved to approve the minutes of the May 12, 2017 Finance Committee minutes; Kressin seconded. All Ayes. Motion Carried.

Financial Statements – April 2017: The Committee reviewed the April 2017 Revenue/Expense Report. Line items include adjustments for Mole Lake and carryover funding from the State, as well as line item transfers for the month of April.

Time Reporting – April 2017: The April 2017 Time Report shows a capture rate of 46.17% for the month and 42.39% year-to-date. The high capture rate is a reflection of the extra work being done for the transition to Family Care since a great deal of that work is with individuals qualifying for public funds.

Audit of Payments/Line Item Transfers: After review, Platner moved to recommend to the full Board of Directors that it approve the April 2017 Transaction Activity Report in the amount of \$131,136.81 and to accept the other financial reports and place them on file subject to audit. Kressin seconded. All Ayes. Motion Carried. Kressin then moved to recommend to the Board that it approve Line Item Transfers as follows: FROM: State Aid, \$157,323 TO: Salaries, \$6,000; Wages, \$3,000; Overtime, \$15,000; Limited Term Employees, \$30,247; Social Security, \$12,000; Retirement, \$5,000; Life Insurance, \$1,000; Legal Services, \$20,000; Software Maintenance, \$5,000; Postage, \$2,000; Printing, \$5,000; Office Supplies, \$4,000; Registration Fees, \$3,500; Employee Auto, \$15,000; Taxable Meals, \$2,000; Lodging, \$9,000; Miscellaneous Expense, \$1,000; Liability Insurance, \$126; Computer Equipment, \$18,000; Potawatomi, \$200; Sokaogon, \$250. Platner seconded. All Ayes. Motion Carried. Beauchaine stated she had a hard time figuring out where to put all the carryover funding.

May convene into Closed Session pursuant to Wisconsin Statutes 19.85 (1) (c) for the purpose of considering employment, promotion, compensation or performance evaluation data of a public employee over which this body has jurisdiction or responsibility. Specifically, to 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 11:03 A.M.**

May convene into Closed Session pursuant to Wisconsin Statutes 19.85 (1) (c) for the purpose of considering employment, promotion, compensation or performance evaluation data of a public employee over which this body has jurisdiction or responsibility. Specifically, to consider former Regional Manager flex time payout.

May convene into Closed Session pursuant to Wisconsin Statutes 19.85 (1) (c) for the purpose of considering employment, promotion, compensation or performance evaluation data of a public employee over which this body has jurisdiction or responsibility. Specifically, to consider a proposed Fiscal Agent Contract between the ADRC and Oneida County.

May convene into Closed Session pursuant to Wisconsin Statutes 19.85 (1) (c) for the purpose of considering employment, promotion, compensation or performance evaluation data of a public employee over which this body has jurisdiction or responsibility. Specifically, to consider organizational structure and integration of Oneida/Vilas Counties' Departments on Aging & ADRC services.

The Committee will return to Open Session and may take formal action on any matter(s) discussed in Closed Session. Kressin moved to return to Open Session; Platner seconded. All Ayes. **The Committee returned to Open Session at 11:29 A.M.**

Letters & Communications: There were none.

Future Agenda Items: Monthly Financial Reports; PTO reimbursement; payment of flex time to former Regional Manager; Fiscal Agent contract between Oneida County and the ADRC-NW; organizational structure.

Confirm Next Meeting Date, Time & Place: The next meeting Aging & Disability Resource Center of the Northwoods Finance Committee will be Friday, July 14, 2017 in Rhinelander at a time to be determined.

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

Handouts: Minutes of the May 12, 2017 Aging & Disability Resource Center Finance Committee meeting; April 2017 Revenue/Expense Report; 2016-2017 ADRC Federal & State GPR Revenue Comparison; April 2017 Time Report; April 2017 Transaction Activity Report; April 2017 Line Item Transfers.