

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

Friday, February 3, 2017 – 11:00 A.M.

100 West Keenan Street, Rhinelander, Wisconsin 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 Janell Schroeder, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Angela Beauchaine, Financial Services Supervisor, Oneida County Social Services Department; Lisa Charbarneau, Oneida County Labor Relations and Employee Services; Bill Freudenberg, Oneida County Commission on Aging; Dianne Jacobson, Director, Oneida County Department of Aging; Sue Breneman, Taylor County Board of Supervisors; Mary Rideout, Director, Oneida County Department of Social Services; Alyson Wagoner, Administrative Assistant, Aging & Disability Resource Center of the Northwoods.

Public Comment & Introductions: There were none.

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

Approval of the January 6, 2017 Finance Minutes: Platner moved to approve the minutes of the January 6, 2017 Aging & Disability Resource Center of the Northwoods Finance Committee meeting; Kressin seconded. All Ayes. Motion Carried.

Financial Statements & Time Reporting for December 2016: The Committee reviewed the Revenue/Expense Report for December 2016 and the 2015-2016 ADRC Federal & State GPR Comparison. December 2016 Time Reporting shows a capture rate of 40.88% and year-to-date of 41.04%. For the 2016 budget a Time Report capture rate of 39% was needed.

Audit of Payments/Line Item Transfers – December 2016: After review, Kressin moved to recommend to the full Board of Directors that it approve Line Item Transfers as follows: TO: Marketing - \$10,000; Office Equipment - \$4,438. FROM: Wages - \$4,817; LTE - \$5,062; Social Security - \$718; Retirement - \$403; Legal Services - \$2,165; Printing and Copying - \$311; Computer Equipment - \$962. Total Transfers: \$14,438. Platner seconded. All Ayes. Motion Carried. Board Member December payments were not included in the December 2016 Transaction Activity Report which was then reviewed. Those amounts will show up next month. Platner moved to recommend that the Board approve \$87,592.33 in transactions for December 2016; Kressin seconded. All Ayes. Motion Carried.

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 *[time missing]*. Lisa Charbarneau and Mary Rideout were asked to stay during Closed Session.

The Committee will return to Open Session and may ratify any matter(s) discussed in Closed Session. Kressin moved to return to Open Session. Seconded by Platner. All Ayes. **The Committee returned to Open Session at *[time missing]*.** No Action Taken.

Update on New Fiscal Agent Status: This item will be discussed during the Board of Directors meeting.

Staff Conference Request: The ADRC carryover request included funding to send several staff members to the American Society on Aging (ASA) National Conference. This year the conference will take place in Chicago. Platner moved to recommend to the full Board of Directors that several staff members attend the American Society on Aging National Conference in Chicago. Kressin seconded. All Ayes. Motion Carried.

Letters & Communication: Schroeder received a letter of resignation from Board Member Judy Troyk.

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, March 3, 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 11:55 A.M.

Handouts: Minutes of the January 6, 2017 Aging & Disability Resource Center of the Northwoods Finance Committee meeting; December 2016 Revenue/Expense Report; Line Item Transfers 2016; December 2016 Time Report; 2015-2016 ADRC Federal & State GPR Revenue Comparison Report; December 2016 Transaction Activity Report.

(Please note that the ADRC-NW Board Secretary was unavailable for this meeting. The Administrative Assistant was unaware that the times had to be listed for going into Closed Session and returning to Open Session. Therefore, the times are unavailable.)

Prepared By:
Alyson Wagner, Administrative Assistant, ADRC-NW

