

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

Friday, August 17, 2018 – 11:45 A.M.

100 West Keenan Street, Rhinelander, WI 54401

Members Present: Ackley, Kressin, Lemke

Member(s) Absent: Dubiak (excused)

Call Meeting to Order: Chair Ackley called the meeting to order at 11:45 A.M. Also present were Terese Poe, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Joel Gottsacker, Assistant Director, Oneida County Department on Aging; Miki Bix, ADRC-NW Board Secretary; Tom Tallier, Ted Cushing, and Bev Tuckwell, ADRC-NW Board Members; Melissa McLaughlin, CPA, Wipfli.

Public Comments & Introductions: There were none.

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

Approval of the Minutes of the July 13, 2018 Finance Committee Meeting: Kressin moved to approve the minutes of the July 13, 2018 Finance Committee meeting; Lemke seconded. All Ayes. Motion Carried.

Finance Statements – June 2018: Kressin moved to table the June 2018 Financial Statements because of incomplete information received from Oneida County; Lemke seconded. All Ayes. Motion Carried. These Financial Statements will be reviewed at the September 2018 meeting.

Time Reporting – June 2018: The time reporting capture rate for June 2018 was 43.91%; the year-to-date figure is 43.86%.

Audit of Payments/Line Item Transfers – June 2018: After review, Kressin moved to recommend to the full Board of Directors that it accept the Transaction Activity Report for June 2018 in the amount of \$97,960.35. Lemke seconded. All Ayes. Motion Carried. There were no line item transfers.

Approval of Payment for Office 365: After discussion, Kressin moved to recommend to the full Board of Directors that it approve the payment of \$6,205 for Office 365 to eliminate email storage problems and to improve encryption capabilities. There will be an addition cost of \$60/month for ten licenses. Lemke seconded. All Ayes. Motion Carried.

Future Agenda Items: Proposed budget for 2019; quote on cost of moving server to Crandon from Rhinelander; change to insurance policy and handbook.

Adjournment: With no further business, Kressin moved to adjourn; Lemke seconded. All Ayes. The meeting adjourned at 11:58 A.M.

Handouts: Minutes of the July 13, 2018 Finance Committee meeting; June 2018 Revenue/Expense Report (incomplete); 2017-2018 ADRC Federal & State GPR comparison; June 2018 Time Report; June 2018 Transaction Activity Report.