

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

Thursday, December 13, 2018 – 11:30 A.M.

100 West Keenan Street, Rhinelander, WI 54501

Members Present: Ackley, Bix, Dubiak, Kressin, Lemke, Tallier, Weyers

Member(s) Absent: None

Call Meeting to Order: Chair Ackley called the meeting to order at 11:30 A.M. Also present were Terese Poe, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW), and Melissa McLaughlin, CPA, WIPFLI CPAs & Consultants.

Public Comments & Introductions: There were none.

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

Approval of the Minutes of the November 2, 2018 Finance Committee Meeting: Weyers moved to approve the minutes of the November 2, 2018 Finance Committee meeting; Lemke seconded. All Ayes. Motion Carried.

Cash Disbursements – October 2018: After review, Kressin moved to recommend to the full Board of Directors that it approve Cash Disbursements for October 2018 in the amount of \$145,235; Lemke seconded. All Ayes. Motion Carried.

Time Reporting – October 2018: The Time Reporting capture rate for October 2018 was 46.00%; the year-to-date figure is 44.28%. This is well above the 40% required to balance the 2018 budget.

Budget Amendments – October 2018: Vilas County will be purchasing a new computer and monitor for one of their employees in the amount of \$1,903; they are underspent for the year, so they can take this out of their 2018 budget allowance. Oneida County is overspent. However, Poe approved extra travel expenses for the national conference, so we be making an adjustment to their travel line item. It appears we will be well underspent for 2018. Kressin moved to recommend to the full Board of Directors that it accept the financial statements as presented and place them on file subject to audit; Ackley seconded. All Ayes. Motion Carried.

Future Agenda Items: This is the final meeting of this Finance Committee. Items will be reviewed at the new Finance Committee as needed, including the new Credit Card Policy.

Adjournment: Bix moved to adjourn; Tallier seconded. All Ayes. The meeting was adjourned at 11:42 A.M.

Handouts: Minutes of the November 2, 2018 Finance Committee meeting; October 2018 Cash Disbursements; October 2018 Time Report; 2017-2018 ADRC Federal & State GPR Revenue Comparison; October 2018 Statements of Revenues & Expenses; October 31, 2018 Statement of New Position.