

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
FINANCE COMMITTEE
Friday, February 15, 2019 – 12:30 P.M.
Medford Public Library, 400 North Main Street, Medford, WI 54451**

Members Present: Lemke, Tallier, Weyers,

Member(s) Absent: None

Call Meeting to Order: Board Chair Ackley called the meeting to order at 12:30 P.M. Also present were Terese Poe, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Paula Dubiak, ADRC-NW Board of Directors; Miki Bix, ADRC-NW Board Secretary, and Sharon Myers, new member, ADRC-NW Board of Directors.

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

Approval of the Finance Committee Minutes of December 13, 2018: Weyers moved to approve the minutes of the December 13, 2018 Finance Committee meeting; Tallier seconded. All Ayes. Motion Carried.

Adjustments to 2018 WIPFLI Contract: The ADRC-NW Fiscal Agent, WIPFLI, has introduced a new process to do payroll that will save the ADRC-NW \$2,280/year. Also WIPFLI submitted an adjustment to the 2018 contract as follows: Conference calls and analysis of EBS position and reporting with Jaclynn Murphy of WIPFLI, Forest County, and David Albino, DHS...Services of Jaclynn Murphy to research fringe benefit inquiries....Reconciliation of final accounting with Oneida County to close their fiscal reports for the ADRC of the Northwoods” - \$2500. Tallier moved to recommend that the full Board of Directors approve the adjustments to the 2018 and 2019 WIPFLI contracts; Lemke seconded. All Ayes. Motion Carried. The cost of the new contract for 2019 will be \$5,220.

Statement of Revenues/Expenses – November – December 2018: After a review of the financial statements, Lemke moved to recommend to the full Board of Directors that it approve the financials for November 2018 and December 2018 and place them on file subject to audit; Tallier seconded. All Ayes. Motion Carried.

Statement of Revenue/Expenses – January 2019: The January 2019 financial statements were not available at this time. No Action Taken.

Cash Disbursements – November - December 2018: After review, Weyers moved to recommend to the full Board of Directors that it approve November 2018 cash disbursements in the amount of \$124,497.00 and December 2018 cash disbursements in the amount of \$195,517.00. Lemke seconded. All Ayes. Motion Carried.

Cash Disbursements – January 2019: The Cash Disbursement information was not available at this time. No Action Taken.

Time Reporting – November - December 2018: The time report capture rate was 45.52% for November 2018 and 40.35% for December 2018. The year-to-date figure was 44.15%. No Action Taken.

Time Reporting – January 2019: Time report figures were not available for January 2019. No Action Taken.

Budget Amendments – November - December 2018: Lemke moved to recommend to the full Board of Directors that it approve budget amendments in the amount of \$127,703.18. Weyers seconded. All Ayes. Motion Carried.

Future Agenda Items: Starting March 2019, the Finance Committee will be disbanded. Committee business will be conducted at the full Board of Directors meeting. This change was the result of the new ADRC-NW Board being much smaller.

Adjournment: With no further business, Lemke moved to adjourn; Tallier seconded. All Ayes. The meeting was adjourned at 12:50 P.M.

Handouts: Minutes of the December 13, 2018 Finance Committee meeting; Adjustments to WIPFLI contract; ADRC-NW financial statements for November 2018 & December 2018 (preliminary); Cash Disbursements for November 2018 & December 2018 (preliminary); 2017-2018 ADRC Federal & State GPR Revenue Comparison; Time Reports for November & December 2018; Budget Amendments for Final 2018 Expenditures (preliminary).