

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING**

**December 13, 2012**



**PRESENT:** Beth Relich, Pat Finder-Stone, Tom Diedrick, Joan Swigert, Bill Clancy, Pat Hickey, Marvin Rucker, Donajane Brasch, Keith Pamperin, Barbara Robinson, Steve Daniels, Lisa Van Donsel, Libbie Miller

**EXCUSED:**

**ALSO PRESENT:** Devon Christianson, Christel Giesen, Arlene Westphal, Debra Bowers, Andrea Maloney, Mary Schlautman, Sandy Groeschel, Diana Brown

Chairperson Diedrick called the meeting to order at 8:34 a.m.

**PLEDGE OF ALLEGIANCE.**

**INTRODUCTIONS:** Introductions were made by those present. Ms. Schlautman introduced Ms. Maloney, the newest member of our Information & Assistance Department. Ms. Maloney stated that she is coming to the ADRC from the Kewaunee County Human Services where she was employed as a Benefit Specialist in their Aging Unit. She is a graduate of UW Green Bay, has been married for 9 years, has 3 children, and enjoys outdoor activities.

**ADOPTION OF AGENDA:** A motion was made by Mr. Pamperin and seconded by Ms. Van Donsel to adopt the December 13, 2012 agenda. **MOTION CARRIED.**

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 25, 2012:**

Ms. Christianson noted that Ms. Brasch's name was listed twice and Ms. Miller's name was omitted from those present at the October meeting.

Ms. Miller moved and Ms. Brasch seconded to approve the minutes of the regular meeting of September 27, 2012 with the above noted correction. **MOTION CARRIED.**

**COMMENTS FROM THE PUBLIC:** None.

**FINANCE REPORT:**

**A. REVIEW AND APPROVAL OF THE OCTOBER-NOVEMBER 2012 FINANCE REPORT:**

Ms. Bowers began by clarifying that the finance report being reviewed today is strictly an October report, not a combined October-November report. The overall revenue and expenses are consistent with the 2012 budget. She emphasized that the bottom line on page 6 reports that we have a revenue surplus with is due in part to receiving full funding of County Levy (Line 4100 General Property Taxes) and Specialized Transportation Grant (Line 4302. TRANS State Grant Transportation s.85.21); however, program expenses incurred over the next 2 months will level off that surplus.

Ms. Bowers noted that we anticipate capturing additional Medical Assistance Funds due to clarifications in time reporting and other opportunities through state initiatives.

Our 2012 Nutrition Program Budget was based on serving 161,525 meals at \$3.67 cost per meal with the actual food service contract being awarded after the 2012 Budget process at \$2.95 per meal. Ms. Bowers explained that in the donation area funding is based on the number of meals served. While the estimated Meal Program Revenue shortfall is \$9,233, the estimated Food Service savings is \$166,460, leaving us with a \$157,227 positive effect on our budget. Ms. Bowers explained that the excess revenue is a one-time occurrence due to the cost savings related to the meals. It is anticipated that the funds will be used for maintenance,

repairs and improvements for the building as well as reserve in the net assets to ensure operations continue should there be a gap in federal or state revenue streams.

Mr. Pamperin moved and Ms. Hickey seconded to approve the October 2012 Finance Report.  
**MOTION CARRIED.**

**B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:** Ms. Bowers explained the Donations Memorial/Restricted Report to board members and they reviewed the restricted donations received in October: \$200 from Libbie Miller for the Falls Prevention Program and \$50 from Chuck Hastert for the Fishing Club

Ms. Hickey moved and Ms. Brasch seconded to approve the Restricted Donations. **MOTION CARRIED.**

**85.21 APPLICATION/PLAN APPROVAL:** Ms. Schlautman reported that she has been preparing, for submission to the Wisconsin Department of Transportation, the annual application for financial assistance under section s.85.21 of the Wisconsin Statutes in compliance with the requirements issued by that department and authorizing the annual obligation of county funds in the amounts needed to provide the required annual matching amounts.

The Allocation Methodology for 2012 used to determine the current allocation is based upon the most recent relevant census and statistical data and projections Bureau and the Wisconsin Department of Administration form the basis of county allocations. Each county is allocated a share of the annual state 85.21 appropriation in proportion to its share of the total statewide population of elderly persons and persons with disabilities based on three types of data: total county population estimates, elderly persons (age 65 and over) population estimates, and persons with disabilities population estimates excluding persons with disabilities who are age 65 or over, so that they are not double-counted. Brown County's allocation for 2012 is \$509,466 in state assistance under section 85.21 of Wisconsin Statutes to provide specialized transportation services for the elderly and person with a disability. The County has assured that a minimum of \$101,893 in local funds have been included in its adopted 2012 county budget and will be available as the share required to match the 85.21 grant.

Ms. Schlautman explained that meetings with current contracted transportation service providers were held to seek their input and to discuss the current level of service of each program, their current fleet of vehicles, projections for needed or replacement vehicles, and efficiencies to maximize state and federal funding opportunities. Through these discussions we found efficiencies in the planned purchase of a needed accessible van replacement for Brown County Human Services. Through discussion and collaboration with the American Red Cross and Brown County Human Services, American Red Cross will apply for an additional vehicle with 5310 grant funds in 2013 and will contract with Brown County Human Services for use of the vehicle. This collaboration results in Brown County Human Services paying only the match amount rather than the full purchase price for the replacement vehicle.

In 2013 the ADRC will contract with the same providers as in 2012: American Red Cross Northeast Chapter, N.E.W. Curative, Brown County Human Services, the Salvation Army, Oneida Elder Services. Additionally, some funds will be used to provide service through the ADRC Rural Driver Escort Program, which we hope to expand. The ADRC held a public hearing on November 14<sup>th</sup> to procure consumer concerns. The unmet needs continue to be: Evenings, Sundays and rural transportation for social trips, church trips, and employment that ends later in the evening.

Ms. Schlautman concluded by stating that the 85.21 is a supplement transportation program serving older and disabled persons. Each county uses the funds as a means of support to fill gaps, not to duplicate. Grant funds will never meet all the transportation needs in the county; but through partnership and coordination with public, private and human services agencies, we will continue to look for efficiencies in the transportation programs to work toward meeting these needs.

Mr. Diedrick noted that with the recent news of the state contracted MA transportation provider, Logisticare, ending their contract with the state in February 2013, we need to be community

advocates. The Department of Human Services is looking at restructuring this program possibly to a regional model instead of a state-wide model. He stated that timing is very important and urged board members to write to their legislators now.

Mr. Pamperin moved and Ms. Relich seconded to approve the 85.21 Application/Plan. **MOTION CARRIED.**

**SANDY GROESCHEL 2012 REVIEW OF ARAMARK PROGRAM:** Ms. Groeschel recapped for board members the details of her Nutrition Report back in May of 2012 when she came to them with reports of Aramark, our Home Delivered Meal Program Supplier, sending moldy buns, outdated milk and being inconsistent with delivery times. She was pleased to report that since that time, Aramark has made many changes, held their staff more accountable, and the quality of their meals has improved tremendously. Ms. Groeschel stated that she still has to keep on top of things; however, overall, the menus have been updated with some new dishes, meals are appetizing, and consumers are happier.

Ms. Groeschel also reviewed with board members the Spring and Fall 2012 Surveys of the Homebound Meal Program and the Congregate Meal Program included in the board packet. She noted that in Spring of 2012, 48 to 60% of those in the Congregate and Homebound Meal Programs said the meals always or usually taste good while in Fall of 2012 73-77% said the meals always or usually taste good.

**A. NUTRITION DONATION LETTER – HDM, CONGREGATE:**

Ms. Groeschel reviewed the Nutrition Congregate Donation Statement Niatx Project implemented in June, 2012. The process incorporated mailing out a letter (a copy was included in the board packet) explaining that donations are an essential part of the Aging & Disability Resource Center's budget, stating a suggested donation for the number of meals received and letting participants know that congregate donations are appreciated. Keeping in compliance with the Older American's Act a donation box is also available at each site providing another option for donating.

In addition, a coupon for a complimentary meal was also placed in the AddLIFE News in an effort to increase participation. We are tracking when consumers eat and when they return. The baseline average donation when the project began was \$1.09 per meal. Since June donations have increased to \$2.11 in September and so far this project has been a great success. Hopefully, we will eventually be able to carry this practice into our rural areas.

**PERSONNEL COMMITTEE REPORT:** Mr. Diedrick reported that the Personnel & Policy Committee called a meeting the end of November for the purpose of conducting the evaluation of the ADRC Director, Ms. Christianson. Ms. Christianson put together her goals for the year and completed the agency's evaluation report. It was the consensus of the committee that Ms. Christianson encouraged staff development by empowering her staff to take on more responsibilities. The ADRC of Brown County is respected throughout the state as a growing staff which is an excellent reflection on this agency. During the past 9 months Ms. Christianson has dealt with contracts and the collaboration of other agencies, along with major changes in the Accounting Department, and staying on top of the Aramark issues in a timely manner.

Mr. Diedrick stated that it is the Personnel & Policy Committee's belief that Ms. Christianson successfully completed her performance measures and it is their recommendation that the full board approve her increase in salary by \$5,000 as outlined at the time of hire.

A motion was made by Ms. Finder-Stone and seconded by Mr. Pamperin to approve Ms. Christianson's increase in salary by \$5,000. **MOTION CARRIED.**

**CONTRACT POLICY AND PROCEDURE:** Ms. Giesen explained that in April the county revised their Contract Management Policy which impacted how the Aging & Disability Resource Center manages our contracts. The purpose of a Contract Management Policy is to assure contracts are administered in a consistent manner that affords protection for the ADRC and Brown County. Therefore, we also

revised our procedure for Inbound and Outbound Contracts. An Inbound Contract is any contract, whether funds are involved or not, that is developed and executed by an outside party that requires acceptance and signature from the ADRC. An Outbound Contract is any contract, whether funds are involved or not, that is developed and executed by the ADRC and requires acceptance and signature from an outside party.

Although the ADRC is a private non-profit with a governing board who has the authority to enter into a contractual agreement, we are covered under Brown County's liability insurance; and therefore, contract language is reviewed by Risk Management and Corporation Counsel. The county has also given the ADRC our own intranet page which is connected to the county intranet making it possible for the county to view policies or other information posted on that page at any time. Once contracts are approved by Risk Management and Corporation Counsel, they will be forwarded to the ADRC Director and Board Chair for approval and execution.

Ms. Van Donsel moved and Mr. Daniels seconded to approve the presented ADRC Policies and Procedures for Contract Management. **MOTION CARRIED.**

**BOARD MEMBER RECOGNITION: EXITING MEMBERS:** Mr. Diedrick acknowledged the 2 exiting board members, Ms. Finder-Stone and Ms. Miller. Ms. Finder-Stone has completed 2 terms on the ADRC Board and has been our legislative advocate working with CWAG (Coalition of Wisconsin Aging Groups). Ms. Finder-Stone stated she enjoyed being a part of this group and the commendable work that is being done.

Ms. Miller has not only been active on the ADRC Board, but has also been involved with the *Stepping On* Program, Parkinson's, and has done so much in the area of Prevention. Ms. Miller was pleased to be a part of the ADRC Board and marveled at the dedication of the ADRC Staff.

Mr. Diedrick thanked Ms. Finder-Stone and Ms. Miller for their commitment and Mr. Pamperin encouraged them not to be a stranger to the ADRC.

**FAMILY CARE UPDATE:** An Advocacy Alert for Older Americans Act Program Funding and Family Care Expansion, along with a copy of a letter to Governor Walker urging him to continue long-term care, were distributed as Mr. Diedrick reported that the NEW Family Care Grant has been extended until December 31, 2012. The expansion of Family Care is not in the budget and he urged those present to get in touch with our legislators now. Some of the talking points Mr. Diedrick suggested were: advocacy, cost effectiveness, what has been proven already, and the importance of Family Care to us and people with disabilities.

**DIRECTOR'S REPORT:** Ms. Christianson reported on the following:

- A. **SHOW YEAR END VIDEO:** Since ADRC Staff and Board Members were invited to a Holiday Appreciation Breakfast following this meeting, Ms. Christianson shared with those present a short video of the lighter side of the ADRC Staff for 2012.
- B. **ADDLIFE NEWS REPORT:** Ms. Christianson recalled for board members that a little more than a year ago we restructured our *AddLIFE News* newsletter going with an outside publication agency to not only print the newsletter, but also be in charge of soliciting advertisers. In making this change we would also be entitled to participate in profit sharing. Ms. Christianson then turned the floor over to Ms. Westphal to explain the project further.

Ms. Westphal went on to explain that she and Ms. Black had decided to look into the benefits of sending the newsletter to an outside publishing company for printing in order to save some wear and tear on our copy machine as well as the cost of paper. After doing so we found a company out of New Berlin, WI, Liturgical Publications (LPi), who would be able to do our offsite printing. Ms. Westphal reported that the advantages of working through LPi include producing a more professional looking newsletter, producing in color, saving wear and tear on our copy machine, savings on paper costs, LPi takes care of all the advertising, distributing 3500 copies per month compared to 1700, being able to offer the *AddLIFE News* free of charge at various distribution sites (subscriptions are still available to be mailed for \$10/year), and

receiving a percentage of the profits over a fixed amount of which \$3,549 was the ADRC's share for 2012.

Ms. Christianson commended Ms. Westphal & Ms. Black for all of their efforts in pursuing this project.

**LEGISLATIVE UPDATES:** Mr. Diedrick strongly urged board members to write their legislators (in separate letters) regarding restructuring the state contracted MA Transportation Program to a regional model as well as the importance of Family Care Expansion.

**ANNOUNCEMENTS:** Mr. Diedrick directed board member's attention to the calendar of scheduled Board of Director's Meetings for 2013 included in the board packet. Ms. Christianson specifically noted that several of the meetings throughout the year have been scheduled at locations other than the ADRC. She anticipated having this calendar of slated dates and locations at the beginning of the year might make scheduling a little easier for board members.

**NEXT MEETING DATE – JANUARY 31, 2012:** Ms. Christianson noted that the next meeting is scheduled for January 31, 2013, not the 4<sup>th</sup>, but the 5<sup>th</sup> Thursday in January.

**ADJOURN:** Ms. Van Donsel moved and Ms. Miller seconded to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 10:08 a.m.

Respectfully submitted,

Arlene Westphal, Secretary



# ADRC SUMMARY REPORT

Fiscal Year to Date 10/31/12  
Include Rollup Account and Rollup to Account

Account Fund	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
<b>900 - ADRC</b>											
Department <b>093 - ADRC</b>											
REVENUE											
4100	General Property Taxes	890,149.00	.00	890,149.00	.00	.00	890,150.00	(1.00)	100	100	936,797.00
<b>4301 - Federal Grant</b>											
4301.OPC	Federal Grant Options Counseling	13,276.00	.00	13,276.00	.00	.00	13,276.00	.00	100	100	.00
4301.IIIB	Federal Grant Title IIIB	165,489.00	.00	165,489.00	3,555.00	.00	155,262.00	10,227.00	94	94	165,191.00
4301.IIID	Federal Grant Title III-D	11,887.00	.00	11,887.00	133.00	.00	11,029.00	858.00	93	93	11,920.00
4301.IIIE	Federal Grant Title III-E	80,493.00	.00	80,493.00	3,351.00	.00	77,136.00	3,357.00	96	96	80,394.00
4301.IIIMIS	Federal Grant MMIS	.00	.00	.00	.00	.00	.00	.00	+++	+++	6,600.00
4301.NSPI	Federal Grant Nutrition Service Incentive Prog	79,079.00	.00	79,079.00	9,778.00	.00	69,123.00	9,956.00	87	87	88,367.20
4301.SHIP	Federal Grant State Health Insurance Program	3,800.00	.00	3,800.00	.00	.00	3,800.00	.00	100	100	.00
4301.EBSMA	Federal Grant Elderly Benefits Specialist MA	25,000.00	.00	25,000.00	4,029.00	.00	54,736.00	(29,736.00)	219	219	23,732.00
4301.IIIC1	Federal Grant Title III-C-1	374,204.00	.00	374,204.00	52,010.00	.00	345,030.00	29,174.00	92	92	374,323.00
4301.IIIC2	Federal Grant Title III-C-2	128,221.00	.00	128,221.00	5,195.00	.00	129,731.00	(1,510.00)	101	101	128,052.00
4301.MIPPA	Federal Grant Medicare Improvement for Patient	12,000.00	.00	12,000.00	.00	.00	14,937.00	(2,937.00)	124	124	17,600.00
4301.ADRDMA	Federal Grant ADRC - MA	762,916.00	.00	762,916.00	69,475.00	.00	672,370.00	90,546.00	88	88	654,206.00
<b>4301 - Federal Grant Totals</b>		<b>\$1,656,365.00</b>	<b>\$0.00</b>	<b>\$1,656,365.00</b>	<b>\$147,526.00</b>	<b>\$0.00</b>	<b>\$1,546,430.00</b>	<b>\$109,935.00</b>	<b>93%</b>	<b>93%</b>	<b>\$1,550,385.20</b>
<b>4302 - State Grant</b>											
4302	State Grant	.00	.00	.00	.00	.00	1,489.32	(1,489.32)	+++	+++	.00
4302.EBS	State Grant Elderly Benefits Specialist	33,438.00	.00	33,438.00	.00	.00	33,438.00	.00	100	100	33,437.00
4302.MED	State Grant Medicare Part D	15,223.00	.00	15,223.00	.00	.00	13,112.00	2,111.00	86	86	15,223.00
4302.SCS	State Grant Senior Community Services	12,709.00	.00	12,709.00	1,059.00	.00	12,709.00	.00	100	100	12,709.00
4302.ADRG	State Grant ADRC Grant	1,377,498.00	.00	1,377,498.00	45,529.00	.00	1,262,343.00	115,155.00	92	92	1,349,066.00
4302.FALL	State Grant Falls Prevention	.00	.00	.00	.00	.00	12,439.00	(12,439.00)	+++	+++	1,435.96
4302.AFCSP	State Grant Alzheimers Family and Caregiver	84,590.00	.00	84,590.00	2,300.00	.00	79,841.00	4,749.00	94	94	84,590.00
4302.TRANS	State Grant Transportation s.85.21	474,781.00	.00	474,781.00	.00	.00	476,570.00	(1,789.00)	100	100	474,781.00
4302.COPHDM	State Grant Home Delivered Meals	63,432.00	.00	63,432.00	5,873.85	.00	55,483.23	7,948.77	87	87	58,159.08
<b>4302 - State Grant Totals</b>		<b>\$2,061,671.00</b>	<b>\$0.00</b>	<b>\$2,061,671.00</b>	<b>\$54,761.85</b>	<b>\$0.00</b>	<b>\$1,947,424.55</b>	<b>\$114,246.45</b>	<b>94%</b>	<b>94%</b>	<b>\$2,029,401.04</b>
<b>4600 - Charges and Fees</b>											
4600.100	Charges and Fees Caregiver Classes	.00	.00	.00	95.00	.00	95.00	(95.00)	+++	+++	100.00
4600.200	Charges and Fees Senior Classes	18,000.00	.00	18,000.00	79.00	.00	5,024.35	12,975.65	28	28	6,786.13
4600.210	Charges and Fees Day Trips	.00	.00	.00	117.00	.00	10,071.00	(10,071.00)	+++	+++	7,424.00
4600.230	Charges and Fees Exercise Room	.00	.00	.00	21.00	.00	201.11	(201.11)	+++	+++	264.22
4600.240	Charges and Fees Advertising	.00	.00	.00	.00	.00	.00	.00	+++	+++	1,430.03
4600.250	Charges and Fees Newsletter	.00	.00	.00	340.00	.00	2,960.00	(2,960.00)	+++	+++	3,094.00
4600.500	Charges and Fees Prevention	8,569.00	.00	8,569.00	640.00	.00	3,605.99	4,963.01	42	42	3,444.40
4600.600	Charges and Fees Driver Escort	3,000.00	.00	3,000.00	144.00	.00	1,081.00	1,919.00	36	36	2,506.50
4600.610	Charges and Fees In-home Worker	.00	.00	.00	84.00	.00	689.00	(689.00)	+++	+++	456.00
4600.700	Charges and Fees Community Service	3,500.00	.00	3,500.00	140.00	.00	12,287.50	(8,787.50)	351	351	5,352.50
<b>4600 - Charges and Fees Totals</b>		<b>\$33,069.00</b>	<b>\$0.00</b>	<b>\$33,069.00</b>	<b>\$1,660.00</b>	<b>\$0.00</b>	<b>\$36,014.95</b>	<b>(\$2,945.95)</b>	<b>109%</b>	<b>109%</b>	<b>\$30,857.78</b>



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<b>Fund 900 - ADRC</b>										
Department	<b>093 - ADRC</b>									
	REVENUE									
<b>4601</b>	<b>Sales</b>									
4601	Sales	.00	.00	.00	30.00	.00	385.00	(385.00)	+++	270.00
4601.300	Sales Vending	.00	.00	.00	49.80	.00	942.31	(942.31)	+++	525.88
4601.500	Sales Serology's	.00	.00	.00	58.50	.00	261.00	(261.00)	+++	433.95
4601.800	Sales Raffle	.00	.00	.00	.00	.00	12.00	(12.00)	+++	103.00
	<b>4601 - Sales Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$138.30</b>	<b>\$0.00</b>	<b>\$1,600.31</b>	<b>(\$1,600.31)</b>	<b>+++</b>	<b>\$1,332.83</b>
<b>4900</b>	<b>Miscellaneous</b>									
4900	Miscellaneous	4,500.00	.00	4,500.00	80.27	.00	156.50	4,343.50	3	1,778.47
4900.100	Miscellaneous Soda/Recycled Paper	4,500.00	.00	4,500.00	174.85	.00	880.55	3,619.45	20	1,323.75
4900.200	Miscellaneous Copy Machine	.00	.00	.00	14.90	.00	21.40	(21.40)	+++	96.15
4900.300	Miscellaneous Parking Revenue	.00	.00	.00	15.00	.00	150.00	(150.00)	+++	.00
4900.400	Miscellaneous Obligated	.00	.00	.00	260.00	.00	600.00	(600.00)	+++	.00
	<b>4900 - Miscellaneous Totals</b>	<b>\$9,000.00</b>	<b>\$0.00</b>	<b>\$9,000.00</b>	<b>\$545.02</b>	<b>\$0.00</b>	<b>\$1,808.45</b>	<b>\$7,191.55</b>	<b>20%</b>	<b>\$3,198.37</b>
<b>4901</b>	<b>Donations</b>									
4901	Donations	.00	.00	.00	.00	.00	.00	.00	+++	2,166.00
4901.100	Donations General	.00	.00	.00	342.25	.00	2,239.25	(2,239.25)	+++	1,662.00
4901.110	Donations Memorial/Restricted	.00	.00	.00	250.00	.00	5,845.00	(5,845.00)	+++	600.00
4901.200	Donations Coffee	.00	.00	.00	78.16	.00	771.83	(771.83)	+++	522.92
4901.300	Donations Housing Units	.00	.00	.00	1,876.21	.00	8,278.38	(8,278.38)	+++	12,409.62
4901.310	Donations Participants-Congregate Meals	119,301.00	.00	119,301.00	2,767.25	.00	30,454.60	88,846.40	26	34,133.80
4901.330	Donations Building	2,000.00	.00	2,000.00	401.92	.00	2,551.22	(551.22)	128	1,360.00
4901.410	Donations Medical Equipment	.00	.00	.00	245.00	.00	1,927.88	(1,927.88)	+++	436.00
4901.520	Donations Home Delivered Meals	164,751.00	.00	164,751.00	18,518.35	.00	190,284.24	(25,533.24)	115	207,220.83
	<b>4901 - Donations Totals</b>	<b>\$286,052.00</b>	<b>\$0.00</b>	<b>\$286,052.00</b>	<b>\$24,479.14</b>	<b>\$0.00</b>	<b>\$242,352.40</b>	<b>\$43,699.60</b>	<b>85%</b>	<b>\$260,511.17</b>
<b>4903</b>	<b>In-kind Services</b>									
4903.IIIB	In-kind Services In-kind Services III-B	.00	.00	.00	.00	.00	44,761.43	(44,761.43)	+++	68,349.96
4903.IIIC1	In-kind Services III-C-1 Cong	.00	.00	.00	.00	.00	54,698.28	(54,698.28)	+++	95,687.72
4903.IIIC2	In-kind Services III-C-2	.00	.00	.00	.00	.00	70,351.61	(70,351.61)	+++	81,511.75
4903.IIIEC	In-kind Services III-E-Chore	.00	.00	.00	.00	.00	6,717.81	(6,717.81)	+++	14,499.07
4903.IIIEH	In-kind Services III-E Homemaker	.00	.00	.00	.00	.00	16,391.41	(16,391.41)	+++	35,377.73
4903.IIIEP	In-kind Services III-E Personal Care	.00	.00	.00	.00	.00	3,761.96	(3,761.96)	+++	8,119.48
	<b>4903 - In-kind Services Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$196,682.50</b>	<b>(\$196,682.50)</b>	<b>+++</b>	<b>\$303,545.71</b>
4905	Interest	3,000.00	.00	3,000.00	101.43	.00	1,443.31	1,556.69	48	3,114.22
	<b>REVENUE TOTALS</b>	<b>\$4,939,306.00</b>	<b>\$0.00</b>	<b>\$4,939,306.00</b>	<b>\$229,211.74</b>	<b>\$0.00</b>	<b>\$4,863,906.47</b>	<b>\$75,399.53</b>	<b>98%</b>	<b>\$5,119,143.32</b>
5100	EXPENSE									
	Regular Earnings	1,964,061.00	2,837.00	1,966,898.00	136,811.81	.00	1,339,053.53	627,844.47	68	1,543,339.47



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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
<b>Fund 900 - ADRC</b>										
<b>Department 093 - ADRC</b>										
	<b>EXPENSE</b>									
<b>5102</b>	<b>Paid Leave Earnings</b>									
5102	Paid Leave Earnings	.00	.00	.00	10,299.73	.00	171,201.60	(171,201.60)	+++	.00
5102.100	Paid Leave Earnings Reimbursement	.00	.00	.00	.00	.00	(3,484.51)	3,484.51	+++	.00
	<b>5102 - Paid Leave Earnings Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,299.73</b>	<b>\$0.00</b>	<b>\$167,717.09</b>	<b>(\$167,717.09)</b>	<b>+++</b>	<b>\$0.00</b>
5103	Premium	.00	.00	.00	.00	.00	672.01	(672.01)	+++	.00
<b>5110</b>	<b>Fringe Benefits</b>									
5110.100	Fringe Benefits FICA	134,136.00	873.00	135,009.00	10,246.68	.00	105,531.51	29,477.49	78	120,803.37
5110.110	Fringe Benefits Unemployment Compensation	.00	6,308.00	6,308.00	158.07	.00	11,854.49	(5,546.49)	188	.00
5110.200	Fringe Benefits Health Insurance	456,752.00	.00	456,752.00	35,445.62	.00	352,052.02	104,699.98	77	328,995.30
5110.210	Fringe Benefits Dental Insurance	34,989.00	.00	34,989.00	2,861.78	.00	28,366.99	6,622.01	81	26,295.20
5110.215	Fringe Benefits Vision	4,287.00	.00	4,287.00	.00	.00	.00	4,287.00	0	(5.89)
5110.220	Fringe Benefits Life Insurance	1,830.00	.00	1,830.00	55.34	.00	575.50	1,254.50	31	2,608.90
5110.230	Fringe Benefits LT disability insurance	6,607.00	.00	6,607.00	576.15	.00	5,450.22	1,156.78	82	5,678.71
5110.300	Fringe Benefits Retirement	146,981.00	913.00	147,894.00	11,057.29	.00	107,393.42	40,500.58	73	108,315.13
	<b>5110 - Fringe Benefits Totals</b>	<b>\$785,582.00</b>	<b>\$8,094.00</b>	<b>\$793,676.00</b>	<b>\$60,400.93</b>	<b>\$0.00</b>	<b>\$611,224.15</b>	<b>\$182,451.85</b>	<b>77%</b>	<b>\$592,690.72</b>
<b>5300</b>	<b>Supplies</b>									
5300	Supplies	2,930.00	2,000.00	4,930.00	47.13	.00	6,195.67	(1,265.67)	126	3,125.81
5300.001	Supplies Office	16,000.00	.00	16,000.00	.00	.00	9,194.73	6,805.27	57	11,097.72
5300.002	Supplies Kitchen	30,310.00	.00	30,310.00	5,060.24	.00	24,628.01	5,681.99	81	18,389.31
5300.004	Supplies Postage	19,380.00	.00	19,380.00	30.70	.00	13,435.09	5,944.91	69	14,564.72
5300.100	Supplies Caregiver	.00	3,446.00	3,446.00	500.00	.00	500.00	2,946.00	15	478.76
5300.200	Supplies Program Operations	18,000.00	(3,000.00)	15,000.00	496.53	.00	6,853.96	8,146.04	46	1,866.94
5300.400	Supplies Equipment	.00	.00	.00	.00	.00	24.98	(24.98)	+++	21.95
5300.410	Supplies Medical Equipment	.00	.00	.00	.00	.00	3,591.10	(3,591.10)	+++	.00
5300.500	Supplies Seroogys	.00	.00	.00	.00	.00	288.00	(288.00)	+++	288.00
5300.510	Supplies Prevention	.00	.00	.00	11.42	.00	159.08	(159.08)	+++	.00
5300.600	Supplies Obligated	.00	.00	.00	.00	.00	2,436.95	(2,436.95)	+++	.00
	<b>5300 - Supplies Totals</b>	<b>\$86,620.00</b>	<b>\$2,446.00</b>	<b>\$89,066.00</b>	<b>\$6,146.02</b>	<b>\$0.00</b>	<b>\$67,307.57</b>	<b>\$21,758.43</b>	<b>76%</b>	<b>\$49,833.21</b>
5304	Printing	3,053.00	.00	3,053.00	159.60	.00	3,424.60	(371.60)	112	3,656.80
5305	Dues and Memberships	2,747.00	.00	2,747.00	75.00	.00	1,050.00	1,697.00	38	1,775.00
<b>5306</b>	<b>Maintenance Agreement</b>									
5306	Maintenance Agreement	.00	4,592.00	4,592.00	.00	.00	4,168.58	423.42	91	5,436.84
5306.100	Maintenance Agreement Software	16,787.00	1,008.00	17,795.00	285.46	.00	16,324.10	1,470.90	92	19,438.97
	<b>5306 - Maintenance Agreement Totals</b>	<b>\$16,787.00</b>	<b>\$5,600.00</b>	<b>\$22,387.00</b>	<b>\$285.46</b>	<b>\$0.00</b>	<b>\$20,492.68</b>	<b>\$1,894.32</b>	<b>92%</b>	<b>\$24,875.81</b>
<b>5307</b>	<b>Repairs and Maintenance</b>									
5307.300	Repairs and Maintenance Buildings	18,662.00	.00	18,662.00	(931.65)	.00	20,073.08	(1,411.08)	108	421,873.03
5307.301	Repairs and Maintenance Atrium	.00	.00	.00	130.22	.00	1,497.20	(1,497.20)	+++	1,171.98
5307.400	Repairs and Maintenance Equipment	17,115.00	(12,600.00)	4,515.00	440.97	.00	1,444.58	3,070.42	32	1,105.33





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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
<b>Fund 900 - ADRC</b>	<b>Department 093 - ADRC</b>										
	<b>EXPENSE</b>										
	<b>Repairs and Maintenance</b>										
5307.900	Repairs and Maintenance Board Approved	.00	8,672.00	8,672.00	3,795.24	.00	12,844.08	(4,172.08)	148	113%	\$424,150.34
	<b>5307 - Repairs and Maintenance Totals</b>	<b>\$35,777.00</b>	<b>(\$3,928.00)</b>	<b>\$31,849.00</b>	<b>\$3,434.78</b>	<b>\$0.00</b>	<b>\$35,858.94</b>	<b>(\$4,009.94)</b>	<b>113%</b>		<b>1,352.00</b>
5311	Marketing	2,000.00	.00	2,000.00	193.55	.00	1,426.00	574.00	71		617.59
5313	Recruitment	2,000.00	.00	2,000.00	.00	.00	702.35	1,297.65	35		400.00
5314	Background Check	.00	.00	.00	.00	.00	160.00	(160.00)	+++		10,036.00
5320	Rental	12,240.00	.00	12,240.00	1,378.00	.00	9,412.00	2,828.00	77		5,311.85
5330	Books, Periodicals, subscriptions	3,000.00	.00	3,000.00	841.95	.00	2,153.29	846.71	72		72.01
5331	Newsletter	3,000.00	.00	3,000.00	.00	.00	10.00	2,990.00	0		6,274.54
5340	Travel	8,715.00	.00	8,715.00	621.29	.00	6,118.35	2,596.65	70		7,851.23
	<b>Training</b>										
5341	Training	12,035.00	.00	12,035.00	1,541.87	.00	6,358.71	5,676.29	53		.00
5341.100	Training Caregiver	.00	.00	.00	.00	.00	30.00	(30.00)	+++		\$7,851.23
	<b>5341 - Training Totals</b>	<b>\$12,035.00</b>	<b>\$0.00</b>	<b>\$12,035.00</b>	<b>\$1,541.87</b>	<b>\$0.00</b>	<b>\$6,388.71</b>	<b>\$5,646.29</b>	<b>53%</b>		<b>254.00</b>
5342	Conference	.00	.00	.00	.00	.00	65.00	(65.00)	+++		519.88
	<b>Volunteer Expense</b>										
5366	Volunteer Expense	2,000.00	.00	2,000.00	.00	.00	1,196.07	803.93	60		25,932.18
5366.110	Volunteer Expense Mileage	31,264.00	.00	31,264.00	3,061.13	.00	25,195.78	6,068.22	81		\$26,452.06
	<b>5366 - Volunteer Expense Totals</b>	<b>\$33,264.00</b>	<b>\$0.00</b>	<b>\$33,264.00</b>	<b>\$3,061.13</b>	<b>\$0.00</b>	<b>\$26,391.85</b>	<b>\$6,872.15</b>	<b>79%</b>		<b>514.54</b>
5367	Wellness	.00	.00	.00	.00	.00	305.00	(305.00)	+++		78.43
	<b>Support Group</b>										
5368	Support Group Caregiver	.00	.00	.00	.00	.00	.00	.00	+++		\$78.43
5368.100	Support Group Caregiver	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++		1,200.00
	<b>Community Service</b>										
5369	Community Service Incentive	.00	.00	.00	.00	.00	1,200.00	(1,200.00)	+++		\$1,200.00
5369.300	Community Service Incentive	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00	(\$1,200.00)	+++		1,200.00
	<b>5369 - Community Service Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,200.00</b>	<b>(\$1,200.00)</b>	<b>+++</b>		<b>\$1,200.00</b>
	<b>Miscellaneous</b>										
5390	Miscellaneous	9,700.00	.00	9,700.00	173.92	.00	973.92	8,726.08	10		1,131.55
5390.100	Miscellaneous Soda	.00	.00	.00	108.00	.00	1,103.00	(1,103.00)	+++		756.80
5390.200	Miscellaneous Coffee	.00	.00	.00	124.76	.00	2,491.92	(2,491.92)	+++		2,071.36
5390.300	Miscellaneous Vending	.00	.00	.00	21.54	.00	407.10	(407.10)	+++		262.20
5390.400	Miscellaneous Training	.00	.00	.00	531.00	.00	531.00	(531.00)	+++		1,292.97
	<b>5390 - Miscellaneous Totals</b>	<b>\$9,700.00</b>	<b>\$0.00</b>	<b>\$9,700.00</b>	<b>\$959.22</b>	<b>\$0.00</b>	<b>\$5,506.94</b>	<b>\$4,193.06</b>	<b>57%</b>		<b>\$5,514.88</b>
5392	Service Fees	4,500.00	.00	4,500.00	225.41	.00	3,335.29	1,164.71	74		3,381.44
	<b>Equipment - nonoutlay</b>										
5395	Equipment - nonoutlay	7,500.00	.00	7,500.00	.00	.00	622.51	6,877.49	8		5,764.12
5395.410	Equipment - nonoutlay Medical	.00	.00	.00	254.80	.00	24.90	(24.90)	+++		2,912.18
5395.420	Equipment - nonoutlay Technology	5,303.00	.00	5,303.00	.00	.00	3,348.58	1,954.42	63		280.00



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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
<b>Fund 900 - ADRC</b>										
<b>Department 093 - ADRC</b>										
	<b>EXPENSE</b>									
<b>5395</b>	<b>Equipment - nonoutlay</b>									
5395-900	Equipment - nonoutlay Board Approved	.00	8,769.00	8,769.00	.00	.00	9,613.10	(844.10)	110	134,966.42
	<b>5395 - Equipment - nonoutlay Totals</b>	<b>\$12,803.00</b>	<b>\$8,769.00</b>	<b>\$21,572.00</b>	<b>\$254.80</b>	<b>\$0.00</b>	<b>\$13,609.09</b>	<b>\$7,962.91</b>	<b>63%</b>	<b>\$143,922.72</b>
<b>5410</b>	<b>Insurance</b>									
5410.105	Insurance Volunteer	3,600.00	.00	3,600.00	.00	.00	2,085.30	1,514.70	58	2,242.90
5410.110	Insurance 331 S Adams	.00	.00	.00	.00	.00	1,288.00	(1,288.00)	+++	.00
5410.115	Insurance 403 (B) Liability	.00	.00	.00	.00	.00	166.67	(166.67)	+++	.00
	<b>5410 - Insurance Totals</b>	<b>\$3,600.00</b>	<b>\$0.00</b>	<b>\$3,600.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,539.97</b>	<b>\$60.03</b>	<b>98%</b>	<b>\$2,242.90</b>
5500	Utilities	36,472.00	.00	36,472.00	1,554.05	.00	20,894.06	15,577.94	57	23,317.08
5505	Telephone	4,150.00	.00	4,150.00	137.31	.00	2,123.08	2,026.92	51	1,512.92
5600	Indirect Cost	95,831.00	.00	95,831.00	.00	.00	95,828.00	3.00	100	123,864.00
<b>5601</b>	<b>County Services</b>									
5601.100	County Services Information Services	134,871.00	.00	134,871.00	.00	.00	134,866.00	5.00	100	130,233.50
5601.200	County Services Insurance	11,529.00	.00	11,529.00	.00	.00	11,534.00	(5.00)	100	9,017.50
5601.500	County Services Facilities	17,147.00	.00	17,147.00	.00	.00	17,150.00	(3.00)	100	15,000.00
	<b>5601 - County Services Totals</b>	<b>\$163,547.00</b>	<b>\$0.00</b>	<b>\$163,547.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$163,550.00</b>	<b>(\$3.00)</b>	<b>100%</b>	<b>\$154,251.00</b>
<b>5700</b>	<b>Contracted Services</b>									
5700	Contracted Services	26,793.00	(26,793.00)	.00	.00	.00	.00	.00	+++	.00
5700.080	Contracted Services Temp Agencies	.00	.00	.00	.00	.00	4,461.60	(4,461.60)	+++	.00
5700.100	Contracted Services Curative Site Manager	.00	26,793.00	26,793.00	2,455.00	.00	24,550.00	2,243.00	92	24,550.00
5700.110	Contracted Services DePere Site Manager	28,716.00	.00	28,716.00	7,289.87	.00	24,061.12	4,654.88	84	15,131.46
5700.200	Contracted Services Senior Aide	7,500.00	.00	7,500.00	.00	.00	5,571.00	1,929.00	74	5,400.00
5700.210	Contracted Services Day Trips	.00	.00	.00	114.00	.00	5,750.13	(5,750.13)	+++	7,347.28
5700.300	Contracted Services Veterans Programming	7,000.00	.00	7,000.00	419.86	.00	2,437.45	4,562.55	35	4,758.33
5700.400	Contracted Services MIPPA	.00	.00	.00	.00	.00	1,957.73	(1,957.73)	+++	5,036.51
5700.410	Contracted Services SHIP	3,800.00	.00	3,800.00	.00	.00	3,800.00	0	0	.00
5700.500	Contracted Services Falls Prevention	.00	.00	.00	90.00	.00	1,672.19	(1,672.19)	+++	18,715.94
5700.600	Contracted Services Older Americans Program	357,614.00	11,928.00	369,542.00	30,370.00	.00	303,700.00	65,842.00	82	303,700.00
5700.700	Contracted Services Options Counseling	13,276.00	.00	13,276.00	.00	.00	3,110.84	10,165.16	23	1,277.71
	<b>5700 - Contracted Services Totals</b>	<b>\$444,699.00</b>	<b>\$11,928.00</b>	<b>\$456,627.00</b>	<b>\$40,738.73</b>	<b>\$0.00</b>	<b>\$377,272.06</b>	<b>\$79,354.94</b>	<b>83%</b>	<b>\$385,917.23</b>
<b>5701</b>	<b>Transportation</b>									
5701.001	Transportation Management	.00	.00	.00	69.51	.00	284.93	(284.93)	+++	572.46
5701.100	Transportation Red Cross	307,021.00	.00	307,021.00	25,585.00	.00	255,850.00	51,171.00	83	253,600.00
5701.200	Transportation Curative	190,593.00	(11,928.00)	178,665.00	15,091.00	.00	150,910.00	27,755.00	84	150,910.00
5701.300	Transportation Dept of Human Services	61,551.00	.00	61,551.00	.00	.00	29,454.00	32,097.00	48	21,972.00
5701.500	Transportation Salvation Army	9,900.00	.00	9,900.00	.00	.00	9,900.00	.00	100	8,638.83
5701.600	Transportation Driver Escort	12,000.00	.00	12,000.00	133.33	.00	3,438.74	8,561.26	29	7,353.50
5701.700	Transportation Oneida	3,600.00	.00	3,600.00	900.00	.00	3,600.00	.00	100	3,600.00



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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
<b>Fund 900 - ADRC</b>											
Department	<b>093 - ADRC EXPENSE</b>										
	<b>5701 - Transportation Totals</b>	\$584,665.00	(\$11,928.00)	\$572,737.00	\$41,778.84	\$0.00	\$453,437.67	\$119,299.33	79%		\$446,646.79
5714	Accounting and Auditing	9,400.00	.00	9,400.00	.00	.00	9,163.50	236.50	97		9,050.00
5725	Food Service	592,800.00	.00	592,800.00	38,292.68	.00	348,032.60	244,767.40	59		464,876.30
<b>5751</b>	<b>Administrative Fees</b>										
5751.001	Administrative Fees Miscellaneous	1,258.00	.00	1,258.00	131.00	.00	1,308.52	(50.52)	104		675.00
	<b>5751 - Administrative Fees Totals</b>	\$1,258.00	\$0.00	\$1,258.00	\$131.00	\$0.00	\$1,308.52	(\$50.52)	104%		\$675.00
5784	Interpreter Services	3,000.00	.00	3,000.00	90.00	.00	706.36	2,293.64	24		1,425.60
<b>5803</b>	<b>Donated Items</b>										
5803.100	Donated Items Personnel	.00	.00	.00	.00	.00	13,604.50	(13,604.50)	+++		23,364.68
5803.110	Donated Items Mileage	.00	.00	.00	.00	.00	5,534.30	(5,534.30)	+++		8,871.33
5803.300	Donated Items Rent	.00	.00	.00	.00	.00	10,500.00	(10,500.00)	+++		10,500.00
5803.500	Donated Items Nutrition Congregate	.00	.00	.00	.00	.00	45,891.83	(45,891.83)	+++		77,268.94
5803.510	Donated Items Nutrition HDM	.00	.00	.00	.00	.00	63,123.76	(63,123.76)	+++		85,227.20
5803.700	Donated Items Title III-E	.00	.00	.00	.00	.00	26,871.18	(26,871.18)	+++		57,996.28
5803.900	Donated Items Other	.00	.00	.00	.00	.00	31,156.93	(31,156.93)	+++		40,317.28
	<b>5803 - Donated Items Totals</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$196,682.50	(\$196,682.50)	+++		\$303,545.71
5850	Contribution	2,000.00	.00	2,000.00	108.11	.00	1,301.95	698.05	65		929.67
5905	Lease Payments	.00	7,000.00	7,000.00	1,166.00	.00	5,830.00	1,170.00	83		3,688.00
	<b>EXPENSE TOTALS</b>	\$4,939,306.00	\$30,818.00	\$4,970,124.00	\$350,687.27	\$0.00	\$4,003,254.71	\$966,869.29	81%		\$4,775,496.84
	<b>Department 093 - ADRC Totals</b>	\$0.00	(\$30,818.00)	(\$30,818.00)	(\$121,475.53)	\$0.00	\$860,651.76	(\$891,469.76)	-2793%		\$343,646.48
	<b>Fund 900 - ADRC Totals</b>										
	REVENUE TOTALS	4,939,306.00	.00	4,939,306.00	229,211.74	.00	4,863,906.47	75,399.53	98		5,119,143.32
	EXPENSE TOTALS	4,939,306.00	30,818.00	4,970,124.00	350,687.27	.00	4,003,254.71	966,869.29	81		4,775,496.84
	<b>Fund 900 - ADRC Totals</b>	\$0.00	(\$30,818.00)	(\$30,818.00)	(\$121,475.53)	\$0.00	\$860,651.76	(\$891,469.76)			\$343,646.48
	<b>Grand Totals</b>										
	REVENUE TOTALS	4,939,306.00	.00	4,939,306.00	229,211.74	.00	4,863,906.47	75,399.53	98		5,119,143.32
	EXPENSE TOTALS	4,939,306.00	30,818.00	4,970,124.00	350,687.27	.00	4,003,254.71	966,869.29	81		4,775,496.84
	<b>Grand Totals</b>	\$0.00	(\$30,818.00)	(\$30,818.00)	(\$121,475.53)	\$0.00	\$860,651.76	(\$891,469.76)			\$343,646.48