

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN  
ADRC-CW

Finance Committee Minutes  
Location: 2600 Stewart Avenue; Wausau, WI  
January 11, 2018

**Finance Committee Members Present:** Larry Lebal, Jim Hampton, Will Hascall

**Excused:** Tim Buttke

**Others Present:** Steve Prell

**1. Call to Order:**

Meeting was called to order at 8:53 AM by Larry Lebal

**2. Public Comments:**

None

**3. Approval of Minutes:**

Motion to approve by Jim Hampton. Second by Will Hascall. Motion Carried.

**4. Financial Report:**

The committee had a discussion about office space costs – rent and utilities. Steve explained that some of our office leases include utilities and some do not. Committee discussed the Wausau office space, Steve informed the committee that the utility cost for the first year in the Wausau office was higher than what was in the budget and that this was taken into consideration when building the 2018 budget. Committee also asked how the tax levy from the member counties is used. Steve explained he didn't have a breakdown with him at the time but that this information is provided each year when the budget is presented to the board. The committee also asked about match requirements for our grants. Steve said that the match requirements are generally met with the tax levy from the four member counties. Some grants do allow "in-kind" match to meet this requirement, however cash match is preferred by the grantors.

**5. Review monthly disbursements:**

The committee reviewed the reports. The committee asked about check 705512 SWITS LTD. Steve explained this is for interpreting services that we are required to provide and that this is through a contract that Marathon County has with SWITS LTD. Committee asked about check 705076 Inner Piece LLC. Steve explained that this was for project management, renovation, artwork, furnishings and signs in some of our offices.

**6. 2017 Year End:**

Steve informed the committee of the progress made. All vendor invoices from 2017 must be paid by the end of January. Final grant reports will be sent in February after these invoices are processed. Overall we should be within our budgeted expenses, however there will be some budget adjustments requested at the February meeting. Steve also reminded the committee that a December report would not be included in the February packet since the books won't be closed by that time. Steve anticipates having everything completed by the March board meeting.

**7. Future Agenda Items:**

Board Policies – up to date

**8. Adjournment:**

Motion to adjourn made by Jim Hampton; seconded by Will Hascall. Motion carried, meeting adjourned at 9:22

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN  
ADRC-CW

Finance Committee Minutes  
Location: 2600 Stewart Avenue; Wausau, WI  
February 8, 2018

**Finance Committee Members Present:** Tim Buttke, Jim Hampton, Will Hascall

**Excused:** Larry Lebal

**Others Present:** Steve Prell

**1. Call to Order:**

Meeting was called to order at 8:45 AM by Jim Hampton

**2. Public Comments:**

None

**3. Approval of Minutes:**

Motion to approve by Tim Buttke. Second by Will Hascall. Motion Carried.

**4. Financial Report:**

Steve updated the committee on the year end process. Final grant claims will be made to the grantors for 2017 in the next few days. We continue to work with Marathon County to complete all year end entries. Steve anticipates this being completed in early March.

**5. Review monthly disbursements:**

The committee reviewed the reports. The committee asked about check 705675 Ghidorzi and Associates Inc and 705737 Stewart Center LLC. These are rent checks for the Wausau office and nutrition space. The leases state we pay rent in January and July each year so this is 6 month's rent for each. The committee also asked about check 705716. Oliver Packaging is the vendor we purchase trays, film and other supplies for our meals on wheels packaging.

**6. 2017 Year End:**

Steve informed the committee of the progress made as discussed in the Financial Report.

**7. Future Agenda Items:**

Anticipate additional MA funds; Possible funding for a Dementia Care Specialist.

**8. Adjournment:**

Motion to adjourn made by Tim Buttke; seconded by Will Hascall. Motion carried, meeting adjourned at 8:57

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN  
ADRC-CW

Finance Committee Minutes  
Location: 2600 Stewart Avenue; Wausau, WI  
March 8, 2018

**Finance Committee Members Present:** Larry Lebal, Tim Buttke, Jim Hampton, Will Hascall

**Excused:**

**Others Present:** Steve Prell

**1. Call to Order:**

Meeting was called to order at 8:46 AM by Jim Hampton

**2. Public Comments:**

None

**3. Approval of Minutes:**

Motion to approve by Jim Hampton. Second by Tim Buttke. Motion Carried.

**4. Financial Report:**

Steve updated the committee on the year end process. Steve anticipates this being completed in early March with a report to the ADRC CW Board at the April meeting. Steve noted that the January financial report does not include any budget adjustments. In the months that follow, an additional column will be included on the report showing the adjusted budget.

**5. Review monthly disbursements:**

The committee reviewed the reports. The committee asked about check 707652 Rhinelander Auto Center Inc. This is for the purchase of a meal delivery van to be used primarily in the Marshfield area. The funds used to pay for the vehicle are those that were approved by GWWAR in 2016 to be set aside for this purpose.

**6. Review Draft Policy – Distribution of Assets:**

Steve informed the committee that this is the policy the Finance Committee worked on in 2015 and 2016 but was not voted on by the Board. This was brought to the Finance Committee at this time to review as there are now new members. The committee decided to present the draft policy to the ADRC CW Board.

**7. Future Agenda Items:**

Report on the cost of hiring the new Executive Director

**8. Adjournment:**

Motion to adjourn made by Tim Buttke; seconded by Will Hascall. Motion carried, meeting adjourned at 9:07

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN  
ADRC-CW

Finance Committee Minutes  
Location: 2600 Stewart Avenue; Wausau, WI  
March 8, 2018

**Finance Committee Members Present:** Larry Lebal, Tim Buttke, Jim Hampton, Will Hascall

**Excused:**

**Others Present:** Steve Prell

**1. Call to Order:**

Meeting was called to order at 8:46 AM by Larry Lebal

**2. Public Comments:**

None

**3. Approval of Minutes:**

Motion to approve by Jim Hampton. Second by Tim Buttke. Motion Carried.

**4. Financial Report:**

Steve updated the committee on the year end process. Steve anticipates this being completed in early March with a report to the ADRC CW Board at the April meeting. Steve noted that the January financial report does not include any budget adjustments. In the months that follow, an additional column will be included on the report showing the adjusted budget.

**5. Review monthly disbursements:**

The committee reviewed the reports. The committee asked about check 707652 Rhinelander Auto Center Inc. This is for the purchase of a meal delivery van to be used primarily in the Marshfield area. The funds used to pay for the vehicle are those that were approved by GWAAR in 2016 to be set aside for this purpose.

**6. Review Draft Policy – Distribution of Assets:**

Steve informed the committee that this is the policy the Finance Committee worked on in 2015 and 2016 but was not voted on by the Board. This was brought to the Finance Committee at this time to review as there are now new members. The committee decided to present the draft policy to the ADRC CW Board.

**7. Future Agenda Items:**

Report on the cost of hiring the new Executive Director

**8. Adjournment:**

Motion to adjourn made by Tim Buttke; seconded by Will Hascall. Motion carried, meeting adjourned at 9:07

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN  
ADRC-CW

Finance Committee Minutes  
Location: 2600 Stewart Avenue; Wausau, WI  
April 12, 2018

**Finance Committee Members Present:** Larry Lebal, Jim Hampton, Will Hascall

**Excused:** Tim Buttke

**Others Present:** Steve Prell, Doug Machon, Jonette Arms

**1. Call to Order:**

Meeting was called to order at 8:46 AM by Larry Lebal

**2. Public Comments:**

None

**3. Approval of Minutes:**

Motion to amend the minutes. Item 1. Call to Order - Meeting was called to order by Larry Lebal. Item 5. Review Monthly disbursements - correct the spelling of GWAAR. Motion carried, minutes approved as amended.

**4. Financial Report:**

Committee reviewed the February 2018 report. No questions.

**5. Review monthly disbursements:**

The committee reviewed the reports. The committee asked about check 708312 Sterno Products LLC – spelling is description of items. Steve explained those are product names for coolers used for distribution of Meals on Wheels. Question on check 708593 St Mary's Catholic Church. Steve explained this was one of our nutrition sites and we pay rent to them. Question raised as to if it is actually "rent". Steve said there has not been an issue to date and that this is the site that has been relocated to another space recently.

**6. Review 2017 Year End:**

Committee reviewed the ADRC-CW UNAUDITED 2017 Financial Report. Steve reminded the committee that this report is on the agenda for the full ADRC CW Board to review at their meeting. Steve highlighted some information in the report. In 2017 we spent all of the funds received from the four counties. The balance each county has in the ADRC-CW remains unchanged. In the Prevention function there were funds received in 2016 from Security Health that were spent in 2017. Overall the Nutrition program had a small loss in 2017.

**7. Adjournment:**

Motion to adjourn made by Will Hascall; seconded by Jim Hampton. Motion carried, meeting adjourned at 9:07.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN  
ADRC-CW

Finance Committee Minutes  
Location: 2600 Stewart Avenue; Wausau, WI  
May 10, 2018

**Finance Committee Members Present:** Larry Lebal, Jim Hampton, Will Hascall, Tim Buttke

**Excused:**

**Others Present:** Steve Prell, Jonette Arms

**1. Call to Order:**

Meeting was called to order at 8:45 AM by Larry Lebal

**2. Public Comments:**

None

**3. Approval of Minutes:**

Motion to approve minutes by Jim Hampton, second by Tim Buttke. Motion carried.

**4. Financial Report:**

Committee reviewed the March 2018 report. Steve explained that the Congregate Meals program is running below budgeted expenses because we had anticipated having another Café 60 nutrition site open in early 2018 but that has not happened yet. Jonette explained that there are preliminary discussions for a new Café 60 nutrition site in the Merrill area. No other questions.

**5. Review monthly disbursements:**

The committee reviewed the reports. The committee asked about check 710503 Kelly Leadership Group. Jonette explained that we had a leadership retreat to help the Leadership team focus on role clarity and the future of the ADRC CW. Steve also explained check 710550 to Olsen Tire & Auto Service Inc. One of our nutrition vehicles had a problem with the radiator and they found that a small bird had punctured the radiator. The committee also reviewed the purchases made on the bank cards. There were several charges for lodging for the Benefit Specialist staff to attend a conference.

**6. Adjournment:**

Motion to adjourn made by Will Hascall; seconded by Jim Hampton. Motion carried, meeting adjourned at 8:51.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN  
ADRC-CW

Finance Committee Minutes  
Location: 2600 Stewart Avenue; Wausau, WI  
June 21, 2018

**Finance Committee Members Present:** Larry Lebal, Jim Hampton, Will Hascall, Tim Buttke

**Excused:**

**Others Present:** Steve Prell, Jonette Arms

**1. Call to Order:**

Meeting was called to order at 8:50 AM by Larry Lebal

**2. Public Comments:**

None

**3. Approval of Minutes:**

Motion to approve minutes by Tim Buttke, second by Jim Hampton. Motion carried.

**4. Financial Report:**

Committee reviewed the April 2018 report. Steve explained that the Congregate Meals program is running below budgeted expenses because we had anticipated having another Café 60 nutrition site open in early 2018 but that has not happened yet. Steve also explained that our grant revenue is on a reimbursement basis so it will always look lower than expected on the monthly report until the end of the year.

**5. Review monthly disbursements:**

The committee reviewed the reports. The committee asked about lodging charges on the the bank cards. Some was lodging for the Benefit Specialist staff to attend a conference, the rest was for attending the Alzheimer's conference. The committee also asked about WPS charges check 711998, if this is all for the Wausau location. Steve explained that it was for the Wausau office and nutrition building across the parking lot.

**6. Adjournment:**

Motion to adjourn made by Tim Buttke, second by Will Hascall; Motion carried, meeting adjourned at 9:10.



AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN  
ADRC-CW

Finance Committee Minutes  
Location: 2600 Stewart Avenue; Wausau, WI  
July 12, 2018

**Finance Committee Members Present:** Larry Lebal, Dora Gorski, Tim Buttke

**Excused:** Jim Hampton

**Others Present:** Steve Prell, Jonette Arms

**1. Call to Order:**

Meeting was called to order at 8:48 AM by Larry Lebal

**2. Public Comments:**

None

**3. Approval of Minutes:**

Motion to approve minutes by Tim Buttke, second by Larry Lebal. Motion carried.

**4. Financial Report:**

Committee reviewed the May 2018 report. Steve reviewed the format and information in each of the financial reports provided on a monthly basis. The committee discussed the amount of tax levy provided by the counties and the possible need to increase these amounts in the future.

**5. Review monthly disbursements:**

The committee reviewed the reports. Steve explained check #712637 to BRB Autobody was repairs of hinges on the back doors on one of the nutrition MOW vans; check #712468 Stewart Center LLC is July-December 2018 rent for our Wausau office. The committee had no further questions.

**6. Future Agenda Items:**

Provide updated policies to board members.

**7. Adjournment:**

Motion to adjourn by Tim Buttke, second by Dora Gorski. Carried Meeting adjourned at 9:10

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN  
ADRC-CW

Finance Committee Minutes  
Location: 2600 Stewart Avenue; Wausau, WI  
August 10, 2018

**Finance Committee Members Present:** Larry Lebal, Dora Gorski, Tim Buttke, Jim Hampton

**Excused:**

**Others Present:** Jonette Arms

**1. Call to Order:**

Meeting was called to order at 8:45 AM by Larry Lebal

**2. Public Comments:**

Draft audit with usual comments on Fraud Risk and Marathon County Finance office will be reviewed at ADRC CW Board meeting

**3. Approval of Minutes:**

Motion to approve minutes by Jim Hampton, second by Tim Buttke. Motion carried.

**4. Financial Report:**

Committee reviewed the June 2018 report. There was some discussion on the draft audit that went with no new findings or audit adjustments

**5. Review monthly disbursements:**

The committee reviewed the reports. There was some discussion on auto repairs for MOW vans. Dora Gorski had some great questions. Jonette informed us that we are now members of the National Meals on Wheels organization.

**6. Adjournment:**

Motion to adjourn by Tim Buttke, second by Jim Hampton. Carried Meeting adjourned at 9:17

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN  
ADRC-CW

Finance Committee Minutes  
Location: 2600 Stewart Avenue; Wausau, WI  
October 11, 2018

**Finance Committee Members Present:** Dora Gorski, Tim Buttke, Jim Hampton

**Excused:** Larry Lebal

**Others Present:** Jonette Arms, Steve Prell

**1. Call to Order:**

Meeting was called to order at 8:47 AM by Jim Hampton

**2. Public Comments:**

None

**3. Approval of Minutes:**

Motion to approve minutes by Tim Buttke, second by Dora Gorski. Motion carried.

**4. Financial Report:**

Committee reviewed the July/August 2018 report. There was some discussion about interest expense. This is a result of the change made in 2017, our grantors are no longer allowed to provide advances on the grants early in the year to help with cash flow. Prior to the change the grants provided advances. Without the advances from the grants and because all of our grants are on a reimbursement basis, we are “borrowing” from Marathon County – the Fiscal Agent – to meet our cash flow needs and as a result they charge us interest. The committee also discussed the possibility of opening another Café 60 site in the future.

**5. Review monthly disbursements:**

The committee reviewed the reports. There was some discussion about the use of the bank card and how those purchases are approved. Steve explained that all purchases – including those made on the bank card - must be approved by a member of the Leadership team prior to the order being placed.

**6. Budget Adjustments – 2018:**

Steve explained that the budget adjustments will be brought to the full ADRC CW Board for approval.

**7. Proposed Budget – 2019:**

Steve explained that the proposed budget for 2019 will be brought to the full ADRC CW board to be discussed at the board meeting.

**8. Future Agenda Items:**

None

**9. Adjournment:**

Motion to adjourn made by Tim Buttke, second by Dora Gorski. Meeting adjourned at 9:25 am.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN  
ADRC-CW

Finance Committee Minutes  
Location: 2600 Stewart Avenue; Wausau, WI  
November 8, 2018

**Finance Committee Members Present:** Dora Gorski, Tim Buttke, Jim Hampton, Larry Lebal

**Excused:**

**Others Present:** Jonette Arms, Steve Prell

**1. Call to Order:**

Meeting was called to order at 8:45 AM by Larry Lebal

**2. Public Comments:**

None

**3. Approval of Minutes:**

Motion to approve minutes by Tim Buttke, second by Jim Hampton. Motion carried.

**4. Financial Report:**

Committee reviewed the September report. The committee asked if we had tracked the mileage reimbursement amount over the years to see if the video conference equipment had saved us any mileage costs. Steve explained that no it had not specifically been tracked but he could gather that information for the committee. Steve also explained the difference between staff mileage reimbursement and volunteer mileage reimbursement. No other questions.

**5. Review monthly disbursements:**

The committee reviewed the reports. Steve explained that Marathon County is requiring all departments to purchase our office supplies through Amazon and ADRC CW is testing the Amazon invoicing system and providing feedback to Marathon County.

**6. Discussion – Year End:**

Steve explained that we are in good shape for year end. We might have some unspent tax levy at the end of the year. If so it will be added to the amounts that already exist for each county.

**7. Future Agenda Items:**

None

**8. Adjournment:**

Motion to adjourn made by Jim Hampton, second by Tim Buttke. Meeting adjourned at 9:07 am.



AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN  
ADRC-CW

Finance Committee Minutes  
Location: 2600 Stewart Avenue; Wausau, WI  
December 13, 2018

**Finance Committee Members Present:** Dora Gorski, Jim Hampton, Larry Lebal

**Excused:** Tim Buttke

**Others Present:** Jonette Arms, Steve Prell

**1. Call to Order:**

Meeting was called to order at 8:45 AM by Larry Lebal

**2. Public Comments:**

None

**3. Approval of Minutes:**

Motion to approve minutes by Dora Gorski, second by Jim Hampton. Motion carried.

**4. Financial Report:**

Committee reviewed the October report. Steve explained the corrections that appear on the statements, noting that we do review all entries and make necessary corrections.

**5. Review monthly disbursements:**

The committee reviewed the reports. Steve explained Lincoln Co check 719693 included a special charge for testing our phone system so we can change carriers which will decrease our costs over the long term. Steve also was going to review check 719725 to Olsen Tire to see what all was included in that repair and bring it to the committee next meeting. Steve also explained check 719981 to Precision Glass for realigning the glass panels and caulk between each panel to increase the sound retention in offices and meeting room. Steve also explained check 720098 to Coverall Health Based Cleaning as this is the new cleaning company for the Wausau office.

**6. Discussion – Year End:**

Steve explained that we are in good shape for year end. We might have some unspent tax levy at the end of the year. If so it will be added to the amounts that already exist for each county. Steve also discussed some 2018 budget adjustments that will be needed at the end of the year.

**7. Future Agenda Items:**

None

**8. Adjournment:**

Motion to adjourn made by Jim Hampton, second by Tim Buttke. Meeting adjourned at 9:07 am.