

## MINUTES

Aging & Disability Resource Center of Central Wisconsin Finance Committee

Location: 1000 Lakeview Drive, Wausau WI

January 9, 2014

**Board Members Present:** Bill Miller, Larry Lebal, Jerry Burns

**Absent:**

**Others Present:** Steve Prell

**1. Call to order**

Meeting called to order by Jerry Burns at 8:32 a.m.

**2. Public Comments**

No public comments.

**3. Approval of Minutes**

Motion to approve November minutes by Larry Lebal, second by Bill Miller. Carried.

**4. Review Monthly Disbursements**

Reviewed monthly check register. No questions. Motion to approve by Larry Lebal, second by Bill Miller. Motion carried.

**5. Review Monthly fiscal report**

Review of November financial report. No questions. Motion to approve by Bill Miller, second by Larry Lebal. Motion carried.

**6. Future Agenda Items**

Discussion about the Finance Committee reviewing leases, contracts and bids and the effect on the budget.

**7. Adjournment**

Motion to adjourn made by Bill Miller, second by Larry Lebal. Carried. The meeting adjourned at 8:50 a.m.

## MINUTES

Aging & Disability Resource Center of Central Wisconsin Finance Committee

Location: 1000 Lakeview Drive, Wausau WI

February 13, 2014

**Board Members Present:** Bill Miller, Larry Lebal, Jerry Burns,

**Absent:**

**Others Present:** Steve Prell, Linda Weitz, Joanne Leonard, Terri Sersch

**1. Call to order**

Meeting called to order by Jerry Burns at 8:33 a.m.

**2. Public Comments**

No public comments.

**3. Approval of Minutes**

Motion to approve January minutes by Bill Miller, second by Larry Lebal. Carried.

**4. Review Monthly Disbursements**

Reviewed monthly check register. Question about M Fitzgerald SNAC program checks, Steve to follow up. Motion to approve by Bill Miller, second by Larry Lebal. Motion carried.

**5. Review Monthly fiscal report**

No December 2013 report was available as we have not closed the fiscal year. Steve stated progress is being made on closing 2013 books.

**6. Review 2013 Budget Adjustments**

Steve explained that the adjustments being requested do not increase or decrease total expenditures for the ADRC but simply adjust the amount of grant funds we use for each service. Adjustments will be presented to the full Board.

**7. Future agenda items & Location**

Levy from counties and reserves

**8. Adjournment**

Motion to adjourn made by Larry Lebal, second by Bill Miller. Carried. The meeting adjourned at 9:02 a.m.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN  
ADRC-CW

Finance Committee Minutes  
Location: 1000 Lakeview Drive; Wausau, WI  
March 13, 2014

**Finance Committee Members Present:** Jerry Burns, Larry Lebal, and Terri Sersch

**Absent:** Bill Miller

**Others Present:** Linda Weitz

**1. Call to order**

Meeting called to order by Jerry Burns at 8:30 a.m.

**2. Public Comments**

None

**3. Approval of Minutes**

Motion to approve the February minutes by Jerry Burns, second by Terri Sersch. Carried.

**4. Review of Monthly Disbursement**

Reviewed monthly check register. Members had two questions – The truck insert is for a vehicle purchased last year and the expenses for the Lincoln County IT support costs were for the entire year. Review of credit card expenses – one question – How many attendees at the conference and the answer is “five.”

**5. Review of Monthly Fiscal Report**

No comments

**6. Budget Adjustments**

Adjustment will be brought to full board for approval. No comments.

**7. Reserves policy**

The committee members began a discussion if the ADRC-CW needs to develop a reserves policy for reserved county tax levy. The committee members asked Steve to bring some possible options for a reserves policy to next month's meeting.

**8. Future agenda items & Location**

Further discussion on reserves policy. Location at Wisconsin Rapids office.

**9. Adjournment**

Motion to adjourn made by Larry Lebel, second by Terri Sersch. Carried. The meeting adjourned at 8:52 a.m.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN  
ADRC-CW

Finance Committee Minutes

Location: 220 3<sup>rd</sup> Ave South, Suite 1, Wisconsin Rapids, WI  
April 10<sup>th</sup>, 2014

**Finance Committee Members Present:** Jerry Burns, Bill Miller, Larry Lebal, and Terri Sersch

**Absent:**

**Others Present:** Linda Weitz, Joanne Leonard

**1. Call to order**

Meeting called to order at 9:00 a.m.

**2. Public Comments**

None

**3. Approval of Minutes**

Motion to approve the March minutes by Larry Lebal, second by Terri Sersch. Carried.

**4. Review of Monthly Disbursement**

Reviewed monthly check register. Members had a question regarding rent in Marshfield and Wisconsin Rapids, if the amount includes utilities. The answer is no, utilities are separate from rent in those two offices.

**5. Review of Monthly Fiscal Report**

No comments

**6. Budget Adjustments**

Adjustments are requested for fund balance amounts brought from 2013 to 2014 and will be brought to full board for approval. No comments.

**7. Reserves policy**

The committee members continued a discussion if the ADRC-CW needs to develop a reserves policy for reserved county tax levy. Steve provided information regarding the balance each county has in the ADRC-CW and possible options to consider for the future reserves balance.

**8. Future agenda items & Location**

Further discussion on reserves policy. Location at Antigo office.

**9. Adjournment**

Motion to adjourn made by Larry Lebal, second by Bill Miller. Carried. The meeting adjourned at 9:25 a.m.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN  
ADRC-CW

Finance Committee Minutes  
Location: 1225 Langlade Road, Antigo, WI 54409  
May 8<sup>th</sup>, 2014

**Finance Committee Members Present:** Bill Miller, Larry Lebal, and Terri Sersch

**Absent:**

**Others Present:** Joanne Leonard, James Hampton, Steve Prell

**1. Call to order**

Meeting called to order at 9:03 a.m. by Larry Lebal

**2. Public Comments**

ADR-CW Finance committee will need a new member. Joanne will look into it.

**3. Approval of Minutes**

Motion to approve the April minutes by Bill Miller, second by Terri Sersch. Carried.

**4. Review of Monthly Disbursement**

Reviewed monthly check register. Members had a question regarding check # 649342 for Mary Hilliker, where do the yoga classes take place? Steve will provide that information at the next meeting. Members also asked about check # 649590 to Wood County Clerk. Steve explained that this was to pay Wood County for funds we owed them at the end of 2013, it is done every year with Wood County as part of our year end closeout process.

**5. Review of Monthly Fiscal Report**

Bill requested that an explanation be included on the monthly fiscal report to better explain the negative fund balance and grants receivable amounts on the report. Steve said he would modify the first paragraph from the written monthly report and include it on the bottom of the fiscal report.

**6. Future agenda items & Location**

Further discussion on reserves policy.

**7. Adjournment**

Motion to adjourn made by Bill Miller, second by Terri Sersch. Carried. The meeting adjourned at 9:28 a.m.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN  
ADRC-CW

Finance Committee Minutes  
Location: 607 North Sales Street, Merrill, WI  
June 12<sup>th</sup>, 2014

**Finance Committee Members Present:** Bill Miller, Larry Lebal, and Terri Sersch

**Absent:**

**Others Present:** Joanne Leonard, James Hampton, Steve Prell

**1. Call to order**

Meeting called to order at 9:10 a.m. by Larry Lebal

**2. Public Comments**

Bill – Agreement with former employee on Marathon County Board agenda.

**3. Approval of Minutes**

Motion to approve the May minutes by Bill Miller, second by Terri Sersch. Carried.

**4. Review of Monthly Disbursement**

Reviewed monthly check register. Members had a question regarding check # 650292 for 4 Imprint, what was purchased as the description in the report is not helpful? Steve will provide that information at the next meeting. Steve will ask Jill in Marathon County Finance if the report can include more information in the “Description” field.

**5. Review of Monthly Fiscal Report**

Committee reviewed the monthly fiscal report, no questions.

**6. Continue discussion regarding Reserves Policy**

This item will be on next month’s agenda

**7. Future agenda items & Location**

Further discussion on reserves policy. New Finance Committee member.

**8. Adjournment**

Motion to adjourn made by Bill Miller, second by Terri Sersch. Carried. The meeting adjourned at 9:30 a.m.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN  
ADRC-CW

Finance Committee Minutes  
Location: 700 South Central Ave, Marshfield, WI  
July 10<sup>th</sup>, 2014

**Finance Committee Members Present:** Bill Miller, Larry Lebal, and Terri Sersch

**Absent:**

**Others Present:** James Hampton, Steve Prell, Linda Weitz

**1. Call to order**

Meeting called to order at 8:57 a.m. by Larry Lebal

**2. Public Comments**

None

**3. Approval of Minutes**

Motion to approve the May minutes by Bill Miller, second by Terri Sersch. Carried.

**4. New Finance Committee Member**

James Hampton will be the new ADRC-CW Finance Committee member.

**5. Review of Monthly Disbursement**

Reviewed monthly check register. Committee asked about the Verizon check, Linda explained that we have a very good rate for staff cell phones with Verizon. Members had a question regarding check # 651975 for Aging and Disability Resc Cent. Steve will provide that information at the next meeting.

**6. Review of Monthly Fiscal Report**

Committee reviewed the monthly fiscal report, no questions and looks reasonable subject to audit.

**7. 2014 Budget Adjustments**

Steve explained that the adjustments are needed for the changes made to our grant amounts. Adjustments will be brought to ADRC-CW Board.

**8. RFP Policy and Rent Costs**

Continuation of discussion on RFP policy; should it include rent agreements. The committee reviewed the cost information that was provided. It was suggested that ADRC-CW have a separate policy for rent agreements. The committee will discuss this at next meeting.

**9. Reserves Policy**

Postponed to next meeting.

**10. Future Agenda Items**

Reserves policy, rent policy

**11. Adjourn**

Motion made to adjourn by Bill Miller, second Terri Sersch. Carried. Meeting adjourned at 9:30.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN  
ADRC-CW

Finance Committee Minutes

Location: 220 3<sup>rd</sup> Avenue South Suite 1, Wisconsin Rapids, WI  
August 14th, 2014

**Finance Committee Members Present:** Bill Miller, Larry Lebal, Terri Sersch, James Hampton

**Absent:**

**Others Present:** Steve Prell, Linda Weitz

**1. Call to order**

Meeting called to order at 9:00 a.m. by Larry Lebal

**2. Public Comments**

None

**3. Approval of Minutes**

Motion to approve the May minutes by Bill Miller, second by Terri Sersch. Carried.

**4. Review of Monthly Disbursement**

Reviewed monthly check register. Committee asked about various checks on the report, Linda and Steve explained them. Committee asked about the Pro Card purchases and if we have a policy regarding the use and pre-approval of purchases. It was requested that Linda and Steve draft a policy regarding Pro Card usage and bring it to the next meeting.

**5. Review of Monthly Fiscal Report**

Committee reviewed the monthly fiscal report, no questions and looks reasonable subject to audit.

**6. Review DRAFT 2013 Audit**

Steve explained that the draft of the audit is provided to the ADRC-CW Board prior to the discussion of the budget for the following year. Bill explained various statements and clarified some of the information in the draft of the audit.

**7. Review Rent Costs and potential Rent Policy**

Postponed to next meeting.

**8. Reserves Policy**

Postponed to next meeting.

**9. Future Agenda Items**

Reserves policy, rent policy, Pro Card usage and pre-approval policy, Co-Chair for Finance

**10. Adjourn**

Motion made to adjourn by Bill Miller, second James Hampton. Carried. Meeting adjourned at 9:30.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN  
ADRC-CW

Finance Committee Minutes  
Location: 1225 Langlade Road, Antigo WI  
September 11<sup>th</sup>, 2014

**Finance Committee Members Present:** Bill Miller, Larry Lebal, Terri Sersch, James Hampton

**Absent:**

**Others Present:** Steve Prell, Linda Weitz, Joanne Leonard

**1. Call to order**

Meeting called to order at 8:48 a.m. by Larry Lebal

**2. Public Comments**

None

**3. Approval of Minutes**

Motion to approve the May minutes by James Hampton, second by Terri Sersch. Carried.

**4. Elect ADRC-CW Finance Committee co-chair**

James Hampton nominated Bill Miller, second by Terri Sersch. Carried

**5. Review of Monthly Disbursement**

Reviewed monthly check register. Committee asked about various checks on the report, Linda and Steve explained them. Committee asked about the Pro Card purchases and the credits from Holiday Inn. Steve explained we were originally overcharged for the rooms and the hotel corrected the error.

**6. Review of Monthly Fiscal Report**

Committee reviewed the monthly fiscal report, no questions and looks reasonable subject to audit.

**7. Review 2013 ADRC-CW Audit**

Audit will be brought to the full ADRC-CW Board, copies are available. The audit will also be available on our ADRC-CW web site.

**8. Future Agenda Items**

Reserves policy, rent policy, Pro Card policy to be discussed at special meeting on Thursday Sept 18<sup>th</sup> at 9 a.m.

**9. Adjourn**

Motion made to adjourn by Bill Miller, second James Hampton. Carried. Meeting adjourned at 9:15.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN  
ADRC-CW

Finance Committee Minutes  
Location: 607 North Sales Street, Merrill WI  
October 9<sup>th</sup>, 2014

**Finance Committee Members Present:** Bill Miller, Larry Lebal, Terri Sersch, James Hampton

**Absent:**

**Others Present:** Steve Prell, Linda Weitz, Joanne Leonard

**1. Call to order**

Meeting called to order at 8:45 a.m. by Larry Lebal

**2. Public Comments**

None

**3. Approval of Minutes**

Motion to approve the September minutes by Bill Miller, second by James Hampton. Carried.

**4. Review of Monthly Disbursement**

Reviewed monthly check register. Committee had questions on various vendor checks. These questions were answered by Steve and Linda.

**6. Review of Monthly Fiscal Report**

Committee reviewed the monthly fiscal report. Bill asked how journal vouchers are reported. Steve explained that individual journal vouchers that increase or decrease overall expenditures are included on the monthly Pro Card report that is provided to the finance committee members. These expenses then would be part of the monthly fiscal report in the appropriate month. No other questions and looks reasonable subject to audit.

**7. Review DRAFT Pro Card policy**

Linda explained that the management team is looking for advice on the draft of the Pro Card policy. Committee reviewed the draft and suggested some changes to the policy. These changes will be made and the management team will finalize the policy.

**8. Future Agenda Items**

Reserves policy; Tax Levy policy

**9. Adjourn**

Motion made to adjourn by James Hampton, second by Terri Sersch. Carried. Meeting adjourned at 9:12.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN  
ADRC-CW

Finance Committee Minutes

Location: 700 South Central Ave, Marshfield, WI  
November 13<sup>th</sup>, 2014

**Finance Committee Members Present:** Bill Miller, Larry Lebal, Terri Sersch, James Hampton

**Absent:**

**Others Present:** Steve Prell, Linda Weitz

**1. Call to order**

Meeting called to order at 8:47 a.m. by Larry Lebal

**2. Public Comments**

None

**3. Approval of Minutes**

Motion to approve the September minutes by Bill Miller, second by James Hampton. Carried.

**4. Review of Monthly Disbursement**

Reviewed monthly check register. Committee had a question on the check issued to Lincoln County for Microsoft Office upgrades. These questions were answered by Steve and Linda.

**5. Review of Monthly Fiscal Report**

Committee reviewed the monthly fiscal report. No questions and looks reasonable subject to audit.

**6. Budget Adjustments (to full Board)**

Steve explained the adjustments being requested. No questions, will be brought to ADRC-CW Board for approval

**7. Development of a Reserves Policy**

Discussion regarding what the next step should be? Various points were made – the policy should include the maximum amount of reserves, the process to follow to access the reserves, justification for use of reserves, what approval is required to access the reserves, and a method to return funds to counties if we ever get to that point.

**8. Tax Levy Allocation**

There was a long general discussion among Finance committee members and early arriving board members regarding various methods used in each of the counties. No decisions or actions taken.

## **9. Future Agenda Items**

Reserves policy

## **9. Adjourn**

Motion made to adjourn by James Hampton, second by Terri Sersch. Carried. Meeting adjourned at 9:25.