

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN
ADRC-CW

Finance Committee Minutes
Location: 1000 Lakeview Drive, Wausau WI
January 8th, 2015

Finance Committee Members Present: Larry Lebal, Terri Sersch, James Hampton, Bill Miller
(arrived @ 8:25)

Absent:

Others Present: Steve Prell, Linda Weitz

1. Call to order

Meeting called to order at 8:20 a.m. by Larry Lebal

2. Public Comments

None

3. Approval of Minutes

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

4. Review of Monthly Disbursement

Reviewed monthly check register. Committee had a question on the freezer purchased from Grebes on the Pro Card and on check 659465 to Menomonie Indian Tribe of WI for tickets. These questions were answered by Steve and Linda.

5. Review of Monthly Fiscal Report

Committee reviewed the monthly fiscal report. Steve explained that Wood County is now managing their own Project Lifesaver program and that ADRC-CW transferred the funds for this program to Wood County. No other questions and looks reasonable subject to audit.

6. Development of a Reserves Policy

Discussion regarding what the next step should be? Steve will bring a draft policy to the next meeting so the committee will have something to work from.

7. Future Agenda Items

Reserves policy

9. Adjourn

Motion made to adjourn by Bill Miller, second by James Hampton. Carried. Meeting adjourned at 8:47.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN
ADRC-CW

Finance Committee Minutes
Location: 1000 Lakeview Drive, Wausau WI
February 12th, 2015

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

Absent:

Others Present: Steve Prell, Linda Weitz, Joanne Leonard

1. Call to order

Meeting called to order at 8:20 a.m. by Larry Lebal

2. Public Comments

None

3. Approval of Minutes

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

4. 2014 Budget Adjustments

Discussed budget adjustments, recommend to the full ADRC-CW Board

5. Review of Monthly Disbursement

Reviewed monthly check register. Committee had a question on Lynn's Catering checks, what LN and LA mean. LN is Lincoln county, LA is Langlade county. Committee also discussed the fiber-optic monthly charges from Charter. Linda explained we split this charge with Lincoln county and North Central Health Care.

6. Development of a Reserves Policy

The Committee reviewed the draft that Steve provided. Discussion followed. The Committee will continue the discussion at the next meeting.

7. Future Agenda Items

Reserves policy

8. Adjourn

Motion made to adjourn by Bill Miller, second by Terri Sersch. Carried. Meeting adjourned at 8:47.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN
ADRC-CW

Finance Committee Minutes
Location: 1000 Lakeview Drive, Wausau WI
March 12th, 2015

Finance Committee Members Present: Larry Lebal, Terri Sersch, Bill Miller,
James Hampton (arrived 8:30)

Absent:

Others Present: Steve Prell, Joanne Leonard

1. Call to order

Meeting called to order at 8:20 a.m. by Larry Lebal

2. Public Comments

None

3. Approval of Minutes

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

4. 2014 Budget Adjustments

Discussed budget adjustments, recommend to the full ADRC-CW Board

5. Review of Monthly Fiscal Report

Reviewed monthly fiscal report. No questions

6. Review Monthly Disbursements

The Committee reviewed the check register and Pro Card purchases.

7. Reserves Policy

Discussion continued on the reserves policy. Bill stated that it should be made clear that this policy addresses only the levy provided by member counties; capital assets and long term liabilities are not included in this policy. Steve will include this in the purpose section of the policy. Discussion continued about the minimum/maximum amount, what happens when that point is reached and what approval should be necessary to use the reserves. Steve will include this information in the draft for the next meeting.

8. Future Agenda Items

Continue discussion of reserves policy.

9. Adjourn

Motion made to adjourn by Bill Miller, second by Terri Sersch. Carried. Meeting adjourned at 8:53.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN
ADRC-CW

Finance Committee Minutes
Location: 3rd Avenue South Suite 1 Wisconsin Rapids, WI
April 9th, 2015

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

Absent:

Others Present: Steve Prell, Linda Weitz, Joanne Leonard (arrived 8:50)

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 November minutes by Bill Miller, second by Terri Sersch. Carried.

4. Review UNAUDITED 2014 Revenue & Expenditure Report

Committee reviewed report, Steve explained the amount usually at the end of the monthly report covering Grants Receivable is included in the revenue at year end. Steve also explained that this report does not include deferred revenue entries required for the audit for those receivable amounts collected after 60 days. Motion by Bill Miller to accept the report and put on file. Second by James Hampton. Carried.

5. Review 2015 Budget adjustments

Steve explained the adjustments needed for 2015. Many of them are to adjust the 2015 budget to actual fund balance amounts carried from 2014 into 2015. Other adjustments are for new funds we received after the 2015 budget was approved in the fall of 2014. Adjustments will be presented to the full board for approval.

5. Review of Monthly Fiscal Report

Reviewed monthly fiscal report. James Hampton indicated that the report title on the written summary was March 2015, it should be April 2015. No questions

6. Review Monthly Disbursements

The Committee reviewed the check register and Pro Card purchases. Question of Lincoln County check 662591 for PC and phone maintenance, this is the annual amount for 2015. Question on The Language Banc check 663315, the ADRC-CW is part of the Marathon County contract for interpreter services, this is the ADRC portion of the monthly charges to Marathon County.

7. Reserves Policy

Discussion continued on the reserves policy. Suggestion was made to take out the example provided in the first point of the policy and make that a separate explanation sheet. Steve should also provide this type of calculation by program. Other suggestions were made, Steve will include them in the next draft of the policy.

8. Future Agenda Items

Continue discussion of reserves policy.

9. Adjourn

Motion made to adjourn by Bill Miller, second by Terri Sersch. Carried. Meeting adjourned at 9:20.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN
ADRC-CW

Finance Committee Minutes
Location: 1225 Langlade Road Antigo, WI
May 14th, 2015

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

Absent:

Others Present: Steve Prell

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 April minutes by James Hampton, second by Terri Sersch. Carried.

4. Review of Monthly Fiscal Report

Reviewed monthly fiscal report. No questions

6. Review Monthly Disbursements

The Committee reviewed the check register and Pro Card purchases. Question of Lincoln County check 663665 for warranty on phone hardware, Steve will provide detail at the next meeting.

7. Reserves Policy

Discussion continued on the reserves policy. Need to correct the paragraph under "Purpose", it has the work "and" repeating. Committee had a discussion about the options once each county meets their reserve responsibility. Committee hopes to resolve this issue at the next meeting.

8. Future Agenda Items

Continue discussion of reserves policy.

9. Adjourn

Motion made to adjourn by Bill Miller, second by Terri Sersch. Carried. Meeting adjourned at 9:22.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN
ADRC-CW

Finance Committee Minutes
Location: 801 North Sales Street, Merrill, WI
June 11th, 2015

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

Absent: Bill Miller

Others Present: Steve Prell, Linda Weitz

1. Call to order

Meeting called to order at 8:49 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. Review of Monthly Fiscal Report

Reviewed monthly fiscal report. No questions

6. Review Monthly Disbursements

The Committee reviewed the check register and Pro Card purchases. Question about the purchase of the speakers for the Mondopads. Linda explained this should take care of some of the feedback issues we've all heard at times with the Mondopads. The question was asked if the Mondopads were purchased as a system or as pieces of equipment as we have had to purchase some additional items to make the system work properly.

7. Reserves Policy

Discussion continued on the reserves policy. There is still uncertainty as to if the ADRC-CW HAS to return funds to a county once they meet the reserve requirement if the county could have the option of leaving the funds with the ADRC-CW if they choose to do so. Steve reviewed the funding amount in the draft policy and how that was determined. Committee felt the draft was ready to be presented to the full board at the next meeting.

8. Future Agenda Items

2014 audit; 2016 budget

9. Adjourn

Motion made to adjourn by James Hampton, second by Terri Sersch. Carried. Meeting adjourned at 9:08.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN
ADRC-CW

Finance Committee Minutes

Location: 300 S Peach Ave Suite 1 Marshfield, WI

July 9th, 2015

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

Absent: Bill Miller

Others Present: Steve Prell, Linda Weitz, Joanne Leonard

1. Call to order

Meeting called to order at 8:50a.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. Review of Monthly Fiscal Report

Reviewed monthly fiscal report. Steve explained the format of the report and the year to date percent information on the report. Since most of our revenue is on a reimbursement basis the YTD percent for revenue will always be low until the end of the year.

5. Review Monthly Disbursements

The Committee reviewed the check register and Pro Card purchases. Question about the Frontier check #665838. There was a question about the various phone charges from Frontier and which phone companies provide service in each office. This information will be provided at the next Finance Committee meeting. Question about checks #666629 and #666670 – these are rent payments made for our nutrition sites in Antigo and White Lake.

6. 2014 Audit Update -

Steve provided an update to the Committee - the auditors will be on site July 21st and 22nd. Prior to that we will be providing various documents as requested. Steve will ask about the next steps the Finance Committee could take regarding the Fraud Risk Evaluation finding from previous audits.

7. 2016 Budget Update

Steve briefly explained the process we take to build our budget. At this point we have not received any information on the timeline but Steve anticipates we will receive that information soon.

8. Future Agenda Items

Draft of 2014 audit including fraud risk assessment discussion

9. Adjourn

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

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN
ADRC-CW

Finance Committee Minutes
Location: 1225 Langlade Road Antigo, WI
September 10th, 2015

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

Absent: Larry Lebal

Others Present: Steve Prell, Linda Weitz, Joanne Leonard

1. Call to order

Meeting called to order at 8:45a.m. by Bill Miller

2. Public Comments

None

3. Approval of Minutes

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

4. Review of Monthly Fiscal Report

Reviewed monthly fiscal report. There were two months to review since we did not have a finance committee meeting in August. A new report was included showing YTD total expenses by line item. This report was reviewed and the committee felt it was helpful to receive this information in this format. The Monthly column was showing YTD totals, Steve said he would fix that on future reports. Steve said a revenue report in a similar format could be included also. Both reports will be provided next month.

5. Review Monthly Disbursements

The Committee reviewed the check register and Pro Card purchases. There were no questions.

6. 2014 Audit Update -

The 2014 audit was emailed as an attachment to the board packets. It was explained that since there was very little that changed from the draft of the audit provided last month, we did not print new copies for the board. As always, our audit is available to the public on our website. The audit is an agenda item for the full ADRC-CW Board.

7. Fiscal Policy Update

Finance committee began a discussion about the distribution of assets should a member county remove itself or upon dissolution of the ADRC-CW. It was discovered that this issue is not specifically addressed at this time and we will need to change our fiscal a policy to proactively address it. Linda and Steve will provide information to start the discussion at the next meeting.

8. Future Agenda Items

Fiscal Policy update; 2016 Budget

9. Adjourn

Motion made to adjourn by James Hampton, second by Terri Sersch. Carried. Meeting adjourned at 9:20.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN
ADRC-CW

Finance Committee Minutes
Location: 801 Sales Street, Merrill, WI
October 8th, 2015

Finance Committee Members Present: Bill Miller, James Hampton

Absent: Larry Lebal, Terri Sersch

Others Present: Steve Prell, Linda Weitz, Joanne Leonard

1. Call to order

Meeting called to order at 8:45a.m. by Bill Miller

2. Public Comments

None

3. Approval of Minutes

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

4. Review of Monthly Fiscal Report

Reviewed monthly fiscal report. Steve explained the format of the new reports and pointed out the totals on the new reports are highlighted and match the totals on the old report. No further questions.

5. Review Monthly Disbursements

The Committee reviewed the check register and Pro Card purchases. James Hampton questioned the Pro Card purchases, why we had so many transactions for the same item on the same day. Steve explained that this was actually one transaction and the report format shows that the costs were charged to various accounts. No further questions.

6. 2016 Budget Update

Will be presented to the full ADRC-CW Board.

7. Fiscal Policy Update

A list of discussion points was distributed. Two additional points were brought up – skip year carryover of OAA grants and the employee long term obligations. Steve and Linda will put discussion points in policy format for the next meeting.

8. Future Agenda Items

Fiscal Policy update

9. Adjourn Motion made to adjourn by James Hampton, second by Bill Miller. Carried.

Meeting adjourned at 9:20.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN
ADRC-CW

Finance Committee Minutes
Location: 300 S Peach Street, Marshfield, WI
November 12th, 2015

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

Absent: Bill Miller

Others Present: Steve Prell, Linda Weitz, Joanne Leonard

1. Call to order

Meeting called to order at 8:50a.m. by Larry Lebal

2. Public Comments

None

3. Approval of Minutes

Motion to approve the October minutes by James Hampton. Carried.

4. Review of Monthly Fiscal Report

Reviewed monthly fiscal report. Steve explained the budget adjustment to Family Care funds that will be requested at the board meeting.

5. Review Monthly Disbursements

The Committee reviewed the check register and Pro Card purchases. No questions.

6. Fiscal Policy Update

A draft copy with additional notes was distributed. The Committee reviewed the draft copy and notes. A request was made to include a timeline in future drafts for clarification. Committee recommended a change - small items (those under \$5000) will remain in the county they are located. Committee noted that one item previously included as a topic was not included in the draft copy - employee long term obligations. A request was made to include this topic in the draft policy. For the next meeting Steve will make recommended changes and gather more information regarding capital assets (those over \$5000) and employee long term obligations.

7. Adjourn Motion made to adjourn by James Hampton, second by Terri Serch. Carried.

Meeting adjourned at 9:20.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN
ADRC-CW

Finance Committee Minutes
Location: 300 S Peach Street, Marshfield, WI
December 10th, 2015

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

Absent:

Others Present: Steve Prell, Linda Weitz, Joanne Leonard

1. Call to order

Meeting called to order at 8:23 a.m. by Larry Lebal

2. Public Comments

None

3. Approval of Minutes

Motion to approve the November minutes by James Hampton. Carried.

4. Review of Monthly Fiscal Report

Reviewed monthly fiscal report. No questions.

5. Review Monthly Disbursements

The Committee reviewed the check register and Pro Card purchases. Questions regarding the following checks: Check #672043 Office Depot – what was purchased that would be that much? Steve will provide details of this check at the next meeting. Check #672567 Langlade Hospital – thought Lynn’s Catering provided meals in that area. Linda explained that Langlade Hospital still provides our therapeutic meals in Langlade County. Check #672623 Norwood Health Center – this is monthly billing for Wood and western Marathon County meals. Food vendors have the option of sending invoices weekly, biweekly or monthly, Norwood has chosen monthly invoicing. Most of our food vendors send invoices more often.

6. Fiscal Policy Update

A draft copy with additional notes was distributed. Since the meeting was running a little late the committee members were asked to review this draft and bring suggestions back to the next meeting.

7. Adjourn Motion made to adjourn by James Hampton, second by Terri Serch. Carried.

Meeting adjourned at 8:57.