

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN  
ADRC-CW

Finance Committee Minutes  
Location: 1000 Lakeview Drive, Wausau, WI  
January 14, 2016

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

**Absent:**

**Others Present:** Steve Prell

**1. Call to order**

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

**2. Public Comments**

None

**3. Approval of Minutes**

Bill Miller questioned the term “therapeutic” meals referred to in the November 2015 minutes. Steve explained that term is for those that need special diets – low salt, etc. ADRC-CW does not provide therapy. Motion to approve the December minutes by James Hampton. Carried.

**4. Review of Monthly Fiscal Report**

Reviewed monthly fiscal report. Bill noted that on the Revenue Totals report the column headings are not correct. Steve stated that he used the incorrect report format when generating the report. He will use a different format that will have the correct headings in the future.

**5. Review Monthly Disbursements**

Steve provided information regarding Office Depot check #672043 from November. Colored folders were purchased, they are used by various programs and we get a lower price when buying a large quantity. No other questions

**6. Fiscal Policy Update**

The committee reviewed the latest draft of the policy. Requested changes will be included in an updated draft of the policy for the next meeting.

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

Meeting adjourned at 8:58.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN  
ADRC-CW

Finance Committee Minutes  
Location: 1000 Lakeview Drive, Wausau, WI  
February 11, 2016

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

**Absent:**

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

**1. Call to order**

Meeting called to order at 8:21 a.m. by Larry Lebal

**2. Public Comments**

None

**3. Approval of Minutes**

Motion to approve the January 2016 minutes by James Hampton. Carried.

**4. Update 2015 Year End**

Steve told the committee that the process is going as expected and we should have it done sometime in March. The unaudited 2015 year end report will be available at the April meeting.

**5. Review Monthly Disbursements**

No specific checks were questioned. Committee had a discussion regarding the number of phone companies used by ADRC-CW.

**6. Fiscal Policy Update**

Steve distributed the updated draft of the policy. Committee members will review and discuss possible changes at the March meeting.

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

Meeting adjourned at 8:58.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN  
ADRC-CW

Finance Committee Minutes  
Location: 1000 Lakeview Drive, Wausau, WI  
March 10, 2016

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

**Absent:**

**Others Present:** Steve Prell,

**1. Call to Order:**

Meeting was called to order at 8:15 a.m. by Larry Lebal

**2. Public Comments:**

None

**3. Approval of Minutes 2/11/16:**

Motion to approve the February 2016 minutes by Jim Hampton. Seconded by Bill Miller.  
Motion carried.

**4. Update 2015 Year End:**

Steve explained that the process is going as expected and there have been no significant issues. The unaudited 2015 year end report will be available at the April meeting.

**5. Review Monthly Fiscal Report:**

Committee reviewed the report for January 2016, no questions.

**6. Review Monthly Disbursements:**

Question on Lincoln County check 676527 – what is included in this check. Steve explained the first item (invoice 2016-01) is the annual fee for our computers and phones throughout the region. This is all paid at one time for the year. The second invoice (2225582-IN) is the annual amount for the phone system reports that are needed to meet our ADRC contract requirements. Question on M/ Fitzgerald check 675901 – Steve explained this is one of our Café 60 dining sites and they send invoices on a weekly basis. Question on Charter check 676413, invoice 4528 for fiber optic – this is the monthly charge for fiber optic services needed in all 5 ADRC CW office buildings in the region. By agreement a portion of this bill is paid by North Central Health Care and Lincoln County as they utilize these services in the Wausau and Antigo buildings.

**7. Update Fiscal Policy:**

Committee reviewed the latest draft of the policy and recommended changes and additions. Steve will update the draft policy and Committee will review at the April meeting.

**8. Future Agenda Items & Location:**

Draft policy; 2015 fiscal review

**9. Adjournment:**

Motion to adjourn made by Terri Sersch; seconded by Jim Hampton. Motion carried, meeting ended at 8:50.

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 14, 2016

**Finance Committee Members Present:** Jim Hampton, Larry Lebal, Terri Sersch,

**Absent:** Bill Miller

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

**1. Call to Order:**

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

**2. Public Comments:**

None

**3. Approval of Minutes 2/11/16:**

Motion to approve the February 2016 minutes by Jim Hampton. Seconded by Terri Sersch. Motion carried.

**4. Update 2015 Year End:**

Question from Jim – Why spend levy within a program when the program shows a profit? Steve explained that some of our grants have a match requirement and program income does not meet that requirement. So even though we had program income remaining at the end of the year, we still have to meet the match requirement and we used tax levy to do that.

**5. Review Monthly Fiscal Report:**

Committee reviewed the report for February 2016, no questions. Steve explained that the highlighted (yellow) amounts of revenue and expenditures on the new reports match the amounts on the old report, it is just in a different format.

**6. Review Monthly Disbursements:**

Question on volunteer mileage reimbursement and if it is considered income to the volunteer. Steve and Linda explained that we do not provide tax advice to volunteers as each situation is different. However we received clarification from GWAAR and per IRS rules, any volunteer that receives mileage reimbursement of \$600 or more in a calendar year is issued a 1099 in January of the following year.

**7. Update Fiscal Policy:**

Question on if the ADRC CW were to purchase a building, how that would work. Steve explained that the 66.0301 agreement states that the ADRC-CW cannot own a building.

Committee reviewed the latest draft of the policy and recommended that it be presented to the ADRC-CW Board in May.

**8. Future Agenda Items & Location:**

Policy to request tax levy changes from member counties

**9. Adjournment:**

Motion to adjourn made by Jim Hampton; seconded by Terri Sersch. Motion carried, meeting ended at 9:20.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN  
ADRC-CW

Finance Committee Minutes  
Location: 1225 Langlade Road Antigo, WI  
May 12, 2016

**Finance Committee Members Present:** Jim Hampton, Larry Lebal, Terri Sersch,

**Absent:**

**Others Present:** Steve Prell

**1. Call to Order:**

Meeting was called to order at 8:53 a.m. by Larry Lebal

**2. Public Comments:**

None

**3. Approval of Minutes:**

Motion to approve the April 2016 minutes by Jim Hampton. Seconded by Terri Sersch. Motion carried.

**4. Review Monthly Fiscal Report:**

Committee reviewed the report for March 2016. The committee briefly discussed the amount of mileage reimbursed to employees. Steve explained that total mileage reimbursement cost has actually decreased over the last few years. Part of the decrease is due to the reduced IRS reimbursement rate.

**5. Review Monthly Disbursements:**

No questions from the committee.

**6. Discussion/possible action – create policy regarding levy change requests**

Committee discussed the current situation regarding levy support provided from the member counties. The percentage each county is to provide is set in the 66.0301 agreement. Marathon and Wood counties have provided the same annual amount for regional services since the ADRC-CW was created. Lincoln and Langlade counties have provided the same annual amount for regional services since they became members of the ADRC-CW. Steve explained that there is not an established way to request changes in levy from the member counties. The committee discussed the need to be able to request changes in levy from the member counties and will begin working on a policy next month.

**7. Future Agenda Items & Location:**

Policy to request tax levy changes from member counties

**8. Adjournment:**

Motion to adjourn made by Jim Hampton; seconded by Terri Sersch. Motion carried, meeting ended at 9:20.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN  
ADRC-CW

Finance Committee Minutes  
Location: 211 East 2<sup>nd</sup> Street, Marshfield WI  
July 14, 2016-AMENDED

**Finance Committee Members Present:** Larry Lebal, Terri Sersch, Tim Buttke

**Absent:** Jim Hampton

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

**1. Call to Order:**

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

**2. Public Comments:**

None

**3. Welcome new Finance Committee Member**

The committee introduced themselves to the new Finance Committee member, Tim Buttke.

**4. Approval of Minutes:**

Motion to approve the May 2016 minutes by Terri Sersch. Motion carried.

**5. Review Monthly Fiscal Report:**

Committee reviewed the report for April and May 2016. Steve briefly explained the format of the reports that are provided to the Finance Committee and the ADRC-CW Board. The committee reviewed the report.

**6. Review Monthly Disbursements:**

Steve briefly explained that the committee reviews all vendor checks issued the prior month along with any purchases made with a bank card and expenses entered by journal voucher, and that the committee does not review payroll checks issued. Committee reviewed May and June disbursements. Question about check #679290 to Lincoln County. Steve explained that Sophos is antivirus protection for all of our computers. This covers us until April of 2019.

**7. Future Agenda Items & Location:**

Policy to request tax levy changes from member counties.

**8. Adjournment:**

Motion to adjourn made by Terri Sersch; seconded by Tim Buttke. Motion carried, meeting ended 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 11, 2016

**Finance Committee Members Present:** Larry Lebal, Terri Sersch, Tim Buttke, Jim Hampton

**Absent:** None

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

**1. Call to Order:**

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

**2. Public Comments:**

None

**3. Approval of Minutes:**

Tim made a motion to correct the spelling of his name. Motion carried.

**4. Review Monthly Fiscal Report:**

Committee reviewed the report for April and May 2016. There were no questions from the committee.

**5. Review Monthly Disbursements:**

Committee reviewed the monthly disbursements. A question was asked about the phone and computer maintenance charges, where they are on the financial reports. Steve explained that phone maintenance charges are included in the telephone line item on the financial reports and the computer maintenance charges are in the computer maintenance contract line on the report. No other questions.

**6. Future Agenda Items & Location:**

Policy to request tax levy changes from member counties. Linda and Steve explained that there is a fiscal policy that needs to be updated and that the process to request changes in tax levy from the member counties could be included in the revised policy. The committee will start working on revising and updating this policy next month.

**7. Adjournment:**

Motion to adjourn made by Jim Hampton; seconded by Tim Buttke. Motion carried, meeting ended at 9:25.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN  
ADRC-CW

Finance Committee Minutes  
Location: 1225 Langlade Road, Antigo, WI  
September 8, 2016

**Finance Committee Members Present:** Larry Lebal, Terri Sersch, Jim Hampton

**Absent:** Tim Buttke

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

**1. Call to Order:**

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

**2. Public Comments:**

Comment was made that there was a nice article in the City Pages regarding the ADRC office relocation in Wausau.

**3. Approval of Minutes:**

Motion to approve minutes from 8/11/2016 made by Jim Hampton, second by Terri Sersch. Carried

**4. Review Monthly Fiscal Report:**

Committee reviewed the report for July 2016. There was a question about the audit charges and how they are determined. Steve explained the ADRC CW has the same company (Baker Tilley Virchow Krause, LLP) perform the audit as the fiscal agent, Marathon County. The ADRC is billed directly by Baker Tilley for the ADRC audit. In addition Marathon County charges the ADRC for a small portion of the cost of the Marathon County audit as the ADRC uses the Marathon County systems for processing payroll, accounts payable, general ledger, etc. that are tested each year.

**5. Review Monthly Disbursements:**

Committee reviewed the monthly disbursements. A question was asked about check 683412 Oliver Packaging. Linda explained that this is the trays and film used in our Meal on Wheels program. In order to maintain required meal temperatures for our Meals on Wheels, this system has been successful. A question was asked about check 683945 Fred Pryor Seminars. Linda explained we encourage our staff to increase and expand their knowledge and skills in areas that relate to their job responsibilities. In this case it is for one of our fiscal staff to attend advanced training in Excel. No other questions.

**6. Fiscal Policy Review:**

A proposed revision to the Budget Policy was distributed to the committee. The purpose of this policy is to identify various budgetary policies and procedures to assure that the ADRC-CW and the member counties are able to comply with Wisconsin Statute 65.90. Linda and Steve explained that some of the policy is outdated and in need of revision. The idea presented was to update and revise this policy and while doing so the committee could address the issue of requesting funding changes from member counties within the revised policy. The committee reviewed the proposed revision and some of the suggested ideas included in the document. Due to time constraints the committee decided to have this discussion at the next committee meeting.

**7. Adjournment:**

Motion to adjourn made by Jim Hampton; seconded by Tim Buttke. Motion carried, meeting ended at 9:25.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN  
ADRC-CW

Finance Committee Minutes

Location: Marshfield Area Chamber of Commerce, 700 South Central Ave, Marshfield WI  
November 10<sup>th</sup>, 2016

**Finance Committee Members Present:** Larry Lebal, Terri Sersch, Jim Hampton, Tim Buttke

**Absent:**

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

**1. Call to Order:**

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

**2. Public Comments:**

Larry had some pictures from Lynn's Catering kitchen.

**3. Approval of Minutes:**

Motion by Tim Buttke to amend minutes from 9/8/2016 as Tim Buttke did attend the 9/8/2016 Finance Committee meeting. Second by Terri Sersch to approve minutes as amended. Carried.

**4. Review Monthly Fiscal Report:**

Committee reviewed the reports for August and September 2016. A question was asked regarding the budget adjustment that will be requested at the board meeting. Linda explained that the State had funds available to all ADRC's for ADRC contract compliance and the State approved our request for these funds. Linda also explained will have two monodopads in our new offices in Wausau, the current one will be used in the classroom and the new one will be in the board room.

**5. Review Monthly Disbursements:**

Committee reviewed the monthly disbursements. There were no questions.

**6. Fiscal Policy Review:**

Due to time constraints the committee decided to have a separate meeting to review and recommend changes the Fiscal Policy. The committee will have this meeting on November 17<sup>th</sup> at 10:00 a.m. at the Wausau office.

**7. Adjournment:**

Motion to adjourn made by Tim Buttke; seconded by Terri Sersch. Motion carried, meeting ended at 9:15.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN  
ADRC-CW

Finance Committee Minutes  
Location: 1000 Lakeview Drive, Wausau WI  
November 17<sup>th</sup>, 2016

**Finance Committee Members Present:** Larry Lebal, Terri Sersch, Jim Hampton, Tim Buttke

**Absent:**

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

**1. Call to Order:**

Meeting was called to order at 10:00 a.m. by Larry Lebal

**2. Fiscal Policy Review:**

The committee reviewed what had been done so far. The issue the committee was going to address was how we approach the four member counties to request changes in funding. As we looked into this we discovered that the old fiscal policy needed to be updated and suggested that we could include the process to request changes in funding in the updated policy. A draft of that policy was provided to the committee members in September. The committee then reviewed the draft policy and recommended changes.

**3. Adjournment:**

Motion to adjourn made by Tim Buttke; seconded by Terri Sersch. Motion carried, meeting ended at 11:40.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN  
ADRC-CW

Finance Committee Minutes  
Location: 2600 Stewart Ave, Suite 25 Wausau WI  
December 8<sup>th</sup>, 2016

**Finance Committee Members Present:** Larry Lebal, Terri Sersch, Jim Hampton, Tim Buttke

**Absent:**

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

**1. Call to Order:**

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

**2. Public Comments:**

None

**3. Approval of Minutes:**

Motion by Jim Hampton, second by Terri Sersch to approve minutes from 11/10/16. Carried. Motion by Tim Buttke, second by Terri Sersch to approve minutes from 11/17/16. Carried

**4. Review Monthly Fiscal Report:**

Committee reviewed the reports for October 2016. Steve explained that the Schmidt funds are part of the County Specific funds in Wood County and that they will carry over to 2017 as we do not plan to spend these funds in 2016. Steve also explained the beginning and ending fund balance information in the budget on the revenue and expense reports, where it comes from and asked that if an actual revenue or expense is posted there to let him know as it should not be.

**5. Review Monthly Disbursements:**

Committee reviewed the monthly disbursements. Linda discussed the Alzheimers grant and what those funds can be used for.

**6. Fiscal Policy Review:**

The committee reviewed the draft dated December 8, 2016 that was the result of the work done at the special meeting on November 17. Various suggestions were made - within the Budget Process section Steve and Linda will explain how the unit directors are involved in the budget process; suggestion was made to delete the section discussing definitions of expenditures and expense segments. There were other word changes in other sections of the draft. Steve will make the revisions discussed and provide the revised draft for the next meeting.

**7. Adjournment:**

Motion to adjourn made by Tim Buttke; seconded by Terri Sersch. Motion carried, meeting ended at 8:55.