

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN
ADRC-CW

Finance Committee Minutes
Location: 2600 Stewart Avenue; Wausau, WI
January 9th, 2020

Finance Committee Members Present: Jim Hampton, Norbert Ashbeck, Sandi Cihlar, Mike Feirer

Excused:

Others Present: Steve Prell, Jonette Arms

1. Call to Order:

Meeting was called to order at 8:49 AM by committee chair Norbert Ashbeck

2. Public Comments:

Parking spaces are an issue, Jonette explained the renovations happening in the parking lot.

3. Approval of Minutes 12/12/2019:

Motion to approve the minutes from 12/12/2019 by Jim Hampton, second by Sandi Cihlar. Motion approved.

4. Discussion/Possible Action - Review monthly Financial Report:

The committee reviewed the reports. Steve discussed the programs being close to budgeted expenses with the exception of the Congregate Meals program. Steve explained that we have made many large purchases to update equipment at our nutrition sites and also set up two new nutrition sites in Gleason and Marshfield. These purchases will be included in the December report. Motion to approve by Mike Feirer, second by Jim Hampton. Motion approved

5. Discussion/Possible Action – Review Monthly Disbursements:

The committee reviewed the reports. Steve pointed out the Complete Office check 735896 and Ghidorzi Construction check 736171. These are for the remodel in Wausau for additional offices within the suite.

6. Discussion – Policy Review in 2020

Steve stated that the ad hoc committee to review and update board policies has requested that the Finance Committee review the Budget Policy in 2020. Steve provided handouts of the policy at the meeting. Discussion to be held at February meeting.

7. Adjournment:

Motion to adjourn made by Jim Hampton, second by Norbert Ashbeck. Meeting adjourned at 9:17 am.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN
ADRC-CW

Finance Committee Minutes
Location: 2600 Stewart Avenue; Wausau, WI
February 13th, 2020

Finance Committee Members Present: Jim Hampton, Sandi Cihlar, Mike Feirer

Excused: Norbert Ashbeck

Others Present: Steve Prell

1. Call to Order:

- a. Meeting was called to order at 8:50 AM by Sandi Cihlar

2. Public Comments:

- a. None.

3. Approval of Minutes 12/12/2019:

- a. Motion to approve the minutes from 01/09/2020 by Mike Feirer, second by Jim Hampton. Motion approved.

4. Discussion/Possible Action – Year End Update:

- a. Steve explained that we are processing year end entries at this time which generally takes until early March to complete. The unaudited 2019 year-end financial report will be provided to the ADRC Board at the April meeting.

5. Discussion/Possible Action – Review Monthly Disbursements:

- a. The committee reviewed the reports. Steve explained there are two reports included, one for December 2019 purchases paid in January 2020 and another for January 2020 purchases. There were not questions.

6. Discussion – Review Budget Policy:

- a. Steve stated that the ad hoc committee to review and update board policies has requested that the Finance Committee review the Budget Policy in 2020. Steve suggested that the Budget policy should include a requirement that the ADRC CW Board approve the purchase of any capital items as indicated through the budget approval process. This will be included in the suggested revisions of the policy.

7. Future Agenda Items:

- a. Develop Capital Improvement plan including replacement schedule.

8. Adjournment:

- a. Motion to adjourn made by Jim Hampton, second by Mike Feirer. Meeting adjourned at 9:28 am.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN
ADRC-CW

Finance Committee Minutes
Location: 2600 Stewart Avenue; Wausau, WI
March 12th, 2020

Finance Committee Members Present: Norbert Ashbeck, Jim Hampton, Sandi Cihlar, Mike Feirer

Excused:

Others Present: Steve Prell

1. Call to Order:

- a. Meeting was called to order at 8:45 AM by Norbert Ashbeck

2. Public Comments:

- a. Committee asked what affect COVID 19 was having, Steve advised this was a topic on the board agenda and would be discussed at that meeting.

3. Approval of Minutes 02/13/2020:

- a. Motion to approve the minutes from 02/13/2020 by Mike Feirer, second by Sandi Cihlar. Motion approved. Abstained – Norbert Ashbeck

4. Discussion/Possible Action – Year End Update:

- a. Steve explained that we are processing year end entries at this time which generally takes until early March to complete. The unaudited 2019 year-end financial report will be provided to the ADRC Board at the April meeting.

5. Discussion/Possible Action – Review Financial Report January 2019:

- a. The committee reviewed the reports. There were no questions. Motion to approve by Mike Feirer, second by Sandi Cihlar. Motion approved

6. Discussion/Possible Action – Review Monthly Disbursements:

- a. Committee reviewed reports. Committee had brief discussion regarding lease payments for offices.

7. Discussion/Possible Action – Review Budget Policy:

- a. Committee reviewed the draft revisions to the Budget policy. Discussion followed. Committee recommends revised policy be brought to ADRC CW board for approval.

8. Future Agenda Items:

- a. Policy Review
 - i. ADRC CW Reserves of Support from Member Counties
 - ii. ADRC CW Distribution of Assets upon Member County Withdrawal or ADRC CW Dissolution

9. Adjournment:

- a. Motion to adjourn made by Mike Feirer, second by Jim Hampton. Meeting adjourned at 9:24 am.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN
ADRC-CW

Finance Committee Minutes
Location: 2600 Stewart Avenue; Wausau, WI
Video and Teleconference
May 14th, 2020

Finance Committee Members Present: Norbert Ashbeck, Jim Hampton, Sandi Cihlar, Mike Feirer

Excused:

Others Present: Steve Prell, Jonette Arms

1. Call to Order:

- a. Meeting was called to order at 8:49 AM by Norbert Ashbeck

2. Public Comments:

- a. None

3. Approval of Minutes 02/13/2020:

- a. Motion to approve the minutes from 03/12/2020 by Jim Hampton, second by Sandi Cihlar. Motion approved.

4. Discussion/Possible Action – Year End Update:

- a. Steve provided year end reports to the committee. Steve pointed out that in 2019 the ADRC CW spent all the funds provided by the four member counties. Steve also pointed out that in our Nutrition program there was no program income carried into 2020 as has happened in the past. The report will be reviewed by the ADRC CW Board at the board meeting

5. Discussion/Possible Action – Review Financial Report February/March 2020:

- a. The committee reviewed the reports. Since the April meeting was cancelled the report includes two months of information. There were no questions. Motion to approve by Mike Feirer, second by Sandi Cihlar. Motion approved

6. Discussion/Possible Action – Review Monthly Disbursements:

- a. Committee reviewed reports. No questions

7. Discussion/Possible Action – Policy Review:

- a. Committee reviewed the draft revisions to policies. Committee recommended that all three policies with revisions be brought to the ADRC CW Board in June for review and approval.
 - i. Budget Policy
 - ii. Reserves of Support from Member Counties

iii. Distribution of Assets upon Member County Withdrawal or
Dissolution

8. Future Agenda Items:

- a. Anticipated additional federal funding

9. Adjournment:

- a. Motion to adjourn made by Mike Feirer, second by Jim Hampton. Meeting adjourned at 9:15 am.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN
ADRC-CW

Finance Committee Minutes

Location: 2600 Stewart Avenue; Wausau, WI

Video and Teleconference

June 11th, 2020

Finance Committee Members Present: Norbert Ashbeck, Jim Hampton, Sandi Cihlar, Mike Feirer

Excused:

Others Present: Steve Prell, Jonette Arms, Kristine Waldvogel

1. Call to Order:

- a. Meeting was called to order at 8:48 AM by Norbert Ashbeck

2. Public Comments:

- a. Kristine Waldvogel is a citizen of Lincoln county and said she appreciates the work ADRC CW does, it is very valuable and helpful.

3. Approval of Minutes 5/14/20:

- a. Motion to approve the minutes from 05/14/2020 by Jim Hampton, second by Sandi Cihlar. Motion approved.

4. Discussion/Possible Action – Review Financial Report April 2020:

- a. The committee reviewed the reports. There were no questions. Motion to approve by Jim Hampton, second by Mike Feirer. Motion approved

5. Discussion/Possible Action – Review Monthly Disbursements:

- a. Committee reviewed reports. No questions

6. Discussion/Possible Action – Budget Adjustments

- a. Steve explained that the ADRC CW is receiving additional funding from the CARES act for services in several of our programs. Steve explained that the State is directing us to spend CARES funds before we spend our Title III funds. These budget adjustments will be brought to the ADRC CW Board for approval

7. Future Agenda Items:

8. Adjournment:

- a. Motion to adjourn made by Mike Feirer, second by Sandi Cihlar. Meeting adjourned at 9:06 am.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN
ADRC-CW

Finance Committee Minutes

Location: 2600 Stewart Avenue; Wausau, WI

Video and Teleconference

July 9th, 2020

Finance Committee Members Present: Norbert Ashbeck, Jim Hampton, Sandi Cihlar, Mike Feirer

Excused:

Others Present: Steve Prell, Jonette Arms, Tim Buttke

1. Call to Order:

- a. Meeting was called to order at 8:45 AM by Norbert Ashbeck

2. Public Comments:

- a. None

3. Approval of Minutes 6/11/20:

- a. Motion to approve the minutes from 06/11/2020 Mike Feirer, second by Jim Hampton. Motion approved.

4. Discussion/Possible Action – Review Financial Report May 2020:

- a. The committee reviewed the reports. There were no questions. Motion to approve by Mike Feirer, second by Jim Hampton. Motion approved

5. Discussion/Possible Action – Review Monthly Disbursements:

- a. Committee reviewed reports. No questions

6. Discussion/Possible Action – Budget Adjustments

- a. Steve explained that the ADRC CW is transferring \$175000 from our C1 grant to the C2 grant according to what is allowed by GWAAR. Because of COVID, we are allowed to make this transfer to better use the funds available to provide Meals on Wheels. Currently our Congregate sites are closed and will likely remain closed until later this fall.

7. Future Agenda Items:

- a. DRAFT 2019 audit

8. Adjournment:

- a. Motion to adjourn made by Jim Hampton, second by Norbert Ashbeck. Meeting adjourned at 9:08 am.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN
ADRC-CW

Finance Committee Minutes
Location: 212 River Drive, Room 5, Wausau WI
Video and Teleconference
August 13th, 2020

Finance Committee Members Present: Norbert Ashbeck, Jim Hampton, Sandi Cihlar, Mike Feirer

Excused:

Others Present: Steve Prell, Jonette Arms

1. Call to Order:

- a. Meeting was called to order at 8:45 AM by Norbert Ashbeck

2. Public Comments:

- a. None

3. Approval of Minutes 7/09/20:

- a. Motion to approve the minutes from 07/09/2020 Mike Feirer, second by Jim Hampton. Motion approved.

4. Discussion/Possible Action – Review Financial Report June 2020:

- a. The committee reviewed the reports. There were no questions. Motion to approve by Mike Feirer, second by Jim Hampton. Motion approved

5. Discussion/Possible Action – Review Monthly Disbursements:

- a. Committee reviewed reports. No questions

6. Discussion/Possible Action – DRAFT 2019 Audit

- a. A draft copy of the 2019 audit was included in the board packet. Steve explained to the committee that there were no findings in the audit. Steve also explained that the net loss was due to the requirement that we spend all program income in the year received and are no longer allowed to carry funds to the following year, and the change in deferred revenue from 2018 to 2019. Once the audit is completed it will be brought to the full board.

7. Adjournment:

- a. Motion to adjourn made by Jim Hampton, second by Mike Feirer. Meeting adjourned at 9:08 am.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN
ADRC-CW

Finance Committee Minutes
Location: 2600 Stewart Ave, Suite 25, Wausau WI
Video and Teleconference
September 10th, 2020

Finance Committee Members Present: Norbert Ashbeck, Jim Hampton, Sandi Cihlar, Mike Feirer

Excused:

Others Present: Steve Prell, Jonette Arms, Bill Clendenning, Reinhardt Balcerzak, Tim Buttke

1. Call to Order:

- a. Meeting was called to order at 8:51 AM by Norbert Ashbeck

2. Public Comments:

- a. None

3. Approval of Minutes 8/13/20:

- a. Motion to approve the minutes from 08/13/2020 Sandi Cihlar, second by Jim Hampton. Motion approved.

4. Discussion/Possible Action – Review Financial Report July 2020:

- a. The committee reviewed the reports. There were no questions. Motion to approve by Mike Feirer, second by Jim Hampton. Motion approved

5. Discussion/Possible Action – Review Monthly Disbursements:

- a. Committee reviewed reports. No questions. Motion to approve by Jim Hampton, second by Norb Ashbeck. Motion approved

6. Discussion/Possible Action – 2019 Audit

- a. An electronic PDF copy of the 2019 audit was included in the board packet. Steve explained to the committee that the Subsequent Events section included the CARES funding ADRC CW received in 2020. John Rader will be available at the ADRC CW Board meeting to provide information and answer questions.

7. Future Agenda Items -

- a. The proposed 2021 budget will be discussed at the October meeting.

8. Adjournment-

- a. Motion to adjourn by Jim Hampton, second by Sandi Cihlar. Motion approved.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN
ADRC-CW

Finance Committee Minutes
Location: 2600 Stewart Ave, Suite 25, Wausau WI
Video and Teleconference
October 8th, 2020

Finance Committee Members Present: Norbert Ashbeck, Jim Hampton, Sandi Cihlar, Mike Feirer

Excused:

Others Present: Steve Prell, Jonette Arms, Tim Buttke

1. Call to Order:

- a. Meeting was called to order at 8:45 AM by Norbert Ashbeck

2. Public Comments:

- a. None

3. Approval of Minutes 09/10/2020:

- a. Motion to approve the minutes from 09/10/2020 Mike Feirer second by Jim Hampton. Motion approved.

4. Discussion/Possible Action – Review Financial Report August 2020:

- a. The committee reviewed the reports. There were no questions. Motion to approve by Jim Hampton, second by Sandi Cihlar. Motion approved

5. Discussion/Possible Action – Review Monthly Disbursements:

- a. Committee reviewed reports. No questions. Motion to approve by Mike Feirer, second by Norbert Ashbeck. Motion approved

6. Discussion/Possible Action – 2021 Proposed Budget

- a. The committee reviewed the 2021 proposed budget. Steve highlighted some areas that he plans to bring to the attention of the ADRC CW Board at the meeting. Steve pointed out that due to COVID and the special funding we received we will be allowed to carry over some unspent grant funds into 2021 that under normal circumstances we won't be allowed to do, however we likely will not be allowed to do the same going into 2022. Because of this Steve is more concerned with the 2022 budget.

7. Future Agenda Items -

- a. There will not be a November Finance Committee meeting.

8. Adjournment-

- a. Motion to adjourn by Jim Hampton, second by Norbert Ashbeck. Motion approved.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN
ADRC-CW

Finance Committee Minutes
Location: 2600 Stewart Ave, Suite 25, Wausau WI
Video and Teleconference
December 10th, 2020

Finance Committee Members Present: Norbert Ashbeck, Jim Hampton, Sandi Cihlar, Mike Feirer

Excused:

Others Present: Steve Prell, Tim Buttke, Bill Klandenning

1. Call to Order:

- a. Meeting was called to order at 8:45 AM by Norbert Ashbeck

2. Public Comments:

- a. None

3. Approval of Minutes 10/08/2020:

- a. Motion to approve the minutes from 10/08/2020 Mike Feirer second by Norb Ashbeck. Motion approved.

4. Discussion/Possible Action – Review Financial Report September/October 2020:

- a. The committee reviewed the reports. Motion to approve by Sandi Cihlar, second by Jim Hampton. Motion approved

5. Discussion/Possible Action – Review Monthly Disbursements:

- a. Committee reviewed reports. Committee discussed the Lincoln County IT charges and the RFP that will be issued in 2021 for these services. Motion to approve by Jim Hampton, second by Norb Ashbeck. Motion approved

6. Discussion/Possible Action – 2021 Budget/Carryover of funds to 2021

- a. Steve explained that because of COVID and the additional funds we received, grant funds that typically are not allowed to be carried over from one year to another will be allowed.

7. Future Agenda Items -

- a. None

8. Adjournment-

- a. Motion to adjourn by Jim Hampton, second by Mike Feirer. Motion approved. Meeting adjourned at 9:11 AM.