

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN
ADRC-CW

Finance Committee Minutes
Location: 2600 Stewart Ave, Suite 25, Wausau WI
Video and Teleconference
January 14th, 2021

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

Excused: Jim Hampton

Others Present: Steve Prell, Tim Buttke, Bill Clendenning, 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 12/10/2020:

- a. Motion to approve the minutes from 12/10/2020 Mike Feirer second by Norb Ashbeck. Bill Clendenning asked that the spelling of his name be corrected in 12/10/2020 minutes. Motion to approve with corrected spelling by Mike Feirer, second by Norbert 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 Norbert Ashbeck. Motion approved

5. Discussion/Possible Action – Review Monthly Disbursements:

- a. Committee reviewed reports. Committee discussed the possibility of paying volunteer drivers every other month to save processing time. Steve explained that for grant reporting purposes it is best if these are processed every month. Motion to approve by Mike Feirer, second by Sandi Cihlar. Motion approved

6. Discussion/Possible Action – Year End Update

- 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 and that the largest amount of carryover will be in the nutrition program The committee discussed possible uses for some of these funds in 2021 such as opening a new CAFE 60 site and meal delivery vehicles.

7. Future Agenda Items -

- a. Steve asked the Committee if they would be in favor of cancelling the meeting in February 2021 as there would be little to review since the 2020 books would not be closed by then. Committee decided to cancel the February meeting.

8. Adjournment-

- a. Motion to adjourn by Sandi Cihlar, second by Mike Feirer. Motion approved. Meeting adjourned at 8:58 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
March 11th, 2021

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

Excused:

Others Present: Steve Prell, Bill Clendenning, Jonette Arms

1. Call to Order:

- a. Meeting was called to order at 8:47 AM by Norbert Ashbeck

2. Public Comments:

- a. None

3. Approval of Minutes 1/14/2021:

- a. Motion to approve the minutes from 1/14/2021 by Mike Feirer; second by Jim Hampton. Motion approved

4. Discussion/Possible Action – Review Financial Report January 2021:

- a. The committee reviewed the reports. Motion to approve by Norb Ashbeck; second by Jim Hampton. Motion approved

5. Discussion/Possible Action – Review Monthly Disbursements:

- a. Committee reviewed reports. Steve explained that Doug Curler has been a volunteer nutrition driver and will also be on the Board. The committee also discussed the rental agreements for various offices. Committee also discussed the contracts for meals in the Nutrition program. Motion to approve by Sandi Cihlar; second by Norb Ashbeck. Motion approved

6. Discussion/Possible Action – Year End Update

- a. Steve explained that he is working on closing the books for 2020. ADRC CW will have a significant amount unspent tax levy in 2020 due to the CARES and FFCRA funding received during the COVID health emergency. Unspent grant funds will also be allowed to be carried over to 2021 that typically is not allowed. All of these changes will be reflected in the amended 2021 budget when 2020 is closed and complete.

7. Future Agenda Items -

- a. The committee asked for regular updates on how these carryover funds are being spent.

8. Adjournment-

- a. Motion to adjourn by Norb Ashbeck; second by Jim Hampton. Motion approved. Meeting adjourned at 9:22 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
April 8th, 2021

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

Excused:

Others Present: Steve Prell, Bill Clendenning, Jonette Arms, Tim Buttke, Judy Waller

1. Call to Order:

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

2. Public Comments:

- a. Judy Waller, new Lincoln County board member is in attendance.

3. Approval of Minutes 3/11/2021:

- a. Motion to approve the minutes from 1/14/2021 by Jim Hampton; second by Mike Feirer. Motion approved

4. Discussion/Possible Action – Review Financial Report February 2021:

- a. The committee reviewed the reports. Motion to approve by Mike Feirer; second by Norb Ashbeck. Motion approved

5. Discussion/Possible Action – Review Monthly Disbursements:

- a. Committee reviewed reports. This will be discussed at the full board meeting. Steve explained that the final payments for our old phone system with Charter have been paid. Motion to approve by Norb Ashbeck; second by Sandi Cihlar. Motion approved

6. Discussion/Possible Action – Year End Update

- a. This discussion was tabled to May as Steve had not completed the final adjustments.

7. Discussion/Possible Action - Major Contracts and Facility Lease Tent Agreements

- a. The committee discussed the possibility of a new process for reviewing contracts and the revised contract policy. Steve said this will be on the board agenda.

8. Future Agenda Items -

- a. The contracts policy will be discussed and a list of contracts will be updated and provided to the committee.

9. Adjournment-

- a. Motion to adjourn by Sandi Cihlar; second by Mike Feirer. Motion approved.
Meeting adjourned at 9:21 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
May 13th, 2021

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

Excused:

Others Present: Steve Prell, Bill Clendenning, Jonette Arms, Judy Woller

1. Call to Order:

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

2. Public Comments:

- a. Judy Waller, new Lincoln County board member is in attendance.

3. Approval of Minutes 4/08/2021:

- a. Motion to approve the minutes from 4/08/2021 by Mike Feirer; second by Sandi Cihlar. Motion approved

4. Discussion/Possible Action – Review Financial Report March 2021:

- a. The committee reviewed the reports. Motion to approve by Mike Feirer; second by Jim Hampton. Motion approved

5. Discussion/Possible Action – Review Monthly Disbursements:

- a. Committee reviewed reports. Steve informed the committee that Charter phone bill payment is now complete and we will only have a fiber bill with Charter in the future. Committee asked about Check 753623 Cincinnati Financial Corp - this is the Directors and Officers insurance. Motion to approve by Norbert Ashbeck; second by Sandi Cihlar. Motion approved.

6. Discussion/Possible Action – Year End Update

- a. Steve informed the committee that the 2020 year end process is now complete and will be discussed at the Board meeting. The large amount of unspent tax levy from the four counties due to the unanticipated CARES and FFCRA funds received during the COVID 19 health emergency.

7. Discussion/Possible Action - Major Contracts and Facility Lease Tent Agreements

- a. Steve will provide a list of the major contracts at the next committee meeting.

8. Future Agenda Items -

- a. The contracts policy will be discussed

9. Adjournment-

- a. Motion to adjourn by Sandi Cihlar; second by Jim Hampton. Motion approved.
Meeting adjourned at 9:11 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
June 10th, 2021

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

Excused:

Others Present: Steve Prell, Bill Clendenning, Tim Buttke

1. Call to Order:

- a. Meeting was called to order at 8:50 AM by Norbert Ashbeck

2. Public Comments:

- a. None

3. Approval of Minutes 5/13/2021:

- a. Motion to amend the minutes from 5/13/2021 to correct the spelling of Judy Woller by Norbert Ashbeck, second by Jim Hampton. Motion to approve amended minutes approved

4. Discussion/Possible Action – Review Financial Report April 2021:

- a. The committee reviewed the reports. A question was asked related to the budget for Administration showing an anticipated loss for 2021. Steve explained that we have unspent tax levy from 2020 and that we do plan to spend some of that in 2021 therefore the budget will show a loss in that area. Motion to approve by Mike Feirer; second by Norbert Ashbeck. Motion approved

5. Discussion/Possible Action – Review Monthly Disbursements:

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

6. Discussion - 2021 Budget Adjustments - Capital Items

- a. Steve informed the committee that he will be presenting some proposed budget adjustments to the ADRC Board. Some of those adjustments are for Capital Items which by policy must be approved by the ADRC Board. Those items include nutrition vehicles and equipment/set-up of a new nutrition site in the Hmong American Center in Wausau.

7. Discussion/Possible Action - Major Contracts and Facility Lease Tent Agreements

- a. Steve provided a list of contracts to be reviewed. Request was made to add effective dates for each contract to the list.

8. Future Agenda Items -

- a. Contract review

9. Adjournment-

- a. Motion to adjourn by Mike Feirer; second by Jim Hampton. Motion approved. Meeting adjourned at 9:30 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
July 8th, 2021

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

Excused:

Others Present: Steve Prell, Bill Clendenning, 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 5/13/2021:

- a. Motion to amend the minutes from 6/10/2021 to correct the spelling of Norbert Ashbeck by Jim Hampton; second by Mike Feirer. Motion to approve amended minutes approved

4. Discussion/Possible Action – Review Financial Report May 2021:

- a. The committee reviewed the reports. Steve stated that the budget amendments are included on the monthly reports. There were no other questions. Motion to approve by Mike Feirer; second by Norbert Ashbeck. Motion approved

5. Discussion/Possible Action – Review Monthly Disbursements:

- a. Committee reviewed reports. The committee asked about the possibility of making electronic payments. Steve stated that with the current software it is not possible however as our fiscal agent Marathon County upgrades this system that option might be available in the future. Motion to approve by Sandi Cihlar; second by Jim Hampton. Motion approved.

6. Discussion - 2021 Budget Adjustments - Capital Items

- a. Steve informed the committee that he will present a budget adjustment to the Board for capital items, to replace a dish machine and hot water heaters at the nutrition site in Centrailia Center in Wisconsin Rapids.

7. Discussion - 2020 Audit

- a. Steve updated the committee on the audit. The audit was again done remotely on June 28th and 29th. The auditors will attend the August board meeting to discuss the audit and answer questions.

8. Discussion/Possible Action - Major Contracts and Facility Lease Tent Agreements

- a. Steve provided an updated list of contracts to be reviewed which includes effective dates and renewal options. A suggestion was made to revise either the policy or the timing of RFP's so the Board will have enough time to review the proposal before it needs to be approved. Steve will provide the policy to the committee for discussion at the next meeting.

9. Future Agenda Items -

- a. Contract review
- b. 2020 Audit

10. Adjournment-

- a. Motion to adjourn by Mike Feirer; second by Norbert Ashbeck. Motion approved. Meeting adjourned at 9:27 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
August 12th, 2021

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

Excused:

Others Present: Steve Prell, Bill Clendenning, Tim Buttke, Jonette Arms, John Rader, Kacie Spoerl

1. Call to Order:

- a. Meeting was called to order at 8:46 AM by Norbert Ashbeck

2. Public Comments:

- a. None

3. Approval of Minutes 7/8/2021:

- a. Motion to approve by Mike Feirer; second by by Jim Hampton. Motion approved

4. Discussion - DRAFT 2020 Audit

- a. John Rader and Kacie Spoerl reviewed the draft audit with the committee, explaining the process and reviewing the financial information. There were no questions from the committee.

5. Discussion/Possible Action – Review Financial Report June 2021:

- a. The committee reviewed the reports. There were no questions. Motion to approve by Norbert Ashbeck; second by Jim Hampton. Motion approved

6. Discussion/Possible Action – Review Monthly Disbursements:

- a. The committee reviewed the reports. There were no questions. Motion to approve by Norbert Ashbeck; second by Sandi Cihlar. Motion approved

7. Discussion/Possible Action - Major Contracts and Facility Lease Tent Agreements

- a. Committee had short discussion regarding the policy and current lease agreements. Committee will review this in more detail next month.

8. Future Agenda Items -

- a. Contract review

9. Adjournment-

- a. Motion to adjourn by Norb Ashbeck; second by Mike Feirer. Motion approved.
Meeting adjourned at 9:23 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 9th, 2021

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

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 8/12/2021:

- a. Motion to approve by Norb Ashbeck; second by by Jim Hampton. Motion approved

4. Discussion/Possible Action – Review Financial Report June 2021:

- a. The committee reviewed the reports. There were no questions. Motion to approve by Mike Feirer; second by Norb Ashbeck. Motion approved

5. Discussion/Possible Action – Review Monthly Disbursements:

- a. The committee reviewed the reports. There were no questions. Motion to approve by Mike Feirer; second by Norb Ashbeck. Motion approved

6. Discussion - Budget Adjustments

- a. Steve informed the committee that there is a request to transfer funds from Ca (congregate meals) to C2 (meals on wheels) that will come to the full ADRC Board for approval. This is allowed during the national emergency due to COVID.

7. Discussion/Possible Action - Major Contracts and Facility Lease Tent Agreements

- a. Committee reviewed the Reveiw of Major Contracts and Facility Lease /Rent Agreements policy. During the discussion the committee felt the policy should be reviewed to see if it needs to be updated. The lease agreements in place were made at various times during the initial set-up of the ADRC-CW and have

different terms and conditions in each lease. The committee felt that it would be better to try to standardize the lease agreements as much as possible when they are up for renewal. The committee will continue to work on updating this policy at future meetings.

8. Future Agenda Items -

- a. Contract review
- b. Proposed 2022 Budget

9. Adjournment-

- a. Motion to adjourn by Norb Ashbeck; second by Mike Feirer. Motion approved. Meeting adjourned at 9:23 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
October 14th, 2021

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

Excused:

Others Present: Steve Prell, Jonette Arms, Tim Buttke, Dora Gorski, Bill Clendenning, Carol Gottard

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 9/9/2021:

- a. Corrections - Sandi Cihlar was excused; Bill Clendenning attended. Motion to approve by Norb Ashbeck; second by by Mike Feirer. Motion approved

4. Discussion/Possible Action – Review Financial Report August 2021:

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

5. Discussion/Possible Action – Review Monthly Disbursements:

- a. The committee reviewed the reports. Question regarding New Leaf check 759368. Steve explained this was for the new nutrition iste and the Hmong American Center. Motion to approve by Sandi Cihlar; second by Norb Ashbeck. Motion approved

6. Discussion - Proposed Budget 2022

- a. Steve explained that the budget will be presented to the Board at the meeting. The requested funds from each of the 4 counties remains the same as it has historically been.

7. Discussion/Possible Action - Major Contracts and Facility Lease Tent Agreements

- a. Committee decided to wait on this discussion until next month.

8. Future Agenda Items -

- a. Contract review

9. Adjournment-

- a. Motion to adjourn by Jim Hampton; second by Mike Feirer. Motion approved.
Meeting adjourned at 9:14 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
November 11th, 2021

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

Excused: Mike Feirer

Others Present: Steve Prell, 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 10/14/2021:

- a. Corrections – Item 5 spelling correction “site”. No other changes. Motion to approve by Jim Hampton; second by Norb Ashbeck. Motion approved with corrections.

4. Discussion/Possible Action – Review Financial Report September 2021:

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

5. Discussion/Possible Action – Review Monthly Disbursements:

- a. The committee reviewed the reports. Questions regarding check 760835 – Steve explained that occasionally we ask a neighboring county to provide meal deliveries if they have a route that is close by, then we pay that county for those deliveries. No other questions. Motion to approve by Sandi Cihlar; second by Norb Ashbeck. Motion approved.

6. Discussion – Budget Adjustments 2021

- a. Steve explained the budget adjustments being requested to the committee. There were no questions. The adjustments will be brought to the full ADRC CW board for approval at the meeting.

7. Discussion/Possible Action - Major Contracts and Facility Lease Tent Agreements

- a. The committee reviewed a list of discussion points that should be reviewed regarding the major contracts and lease agreement policy. Several ideas were

discussed. Steve will provide a draft of the potential updated policy to the committee for review at the December meeting. The committee will continue to work through the policy in the following months and bring it to the full board when the review is completed.

8. Future Agenda Items -

- a. Contract review

9. Adjournment-

- a. Motion to adjourn by Norb Ashbeck; second by Jim Hampton. Motion approved. Meeting adjourned at 9:23 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
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.