

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 13, 2022

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

Excused:

Others Present: Steve Prell, Tim Buttke

1. Call to Order:

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

2. Public Comments:

- a. None

3. Approval of Minutes 12/09/2021:

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

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

- a. The committee reviewed the reports. Steve explained that the budget adjustments that had been approved in November and December were now included in the 2021 Amended Budget column. Steve also reminded the committee that much of the unspent grant dollars will be allowed to be carried into 2022. There were no questions. Motion to approve by Jim Hampton; second by Mike Feirer. Motion approved.

5. Discussion/Possible Action – Review Monthly Disbursements:

- a. The committee reviewed the reports. Question about check 763532 Prisma International Inc. - Steve explained that we had some pamphlets translated to Hmong and Spanish and that we were referred to this company by the State for this need. Question on check 764088 ADRC Clark County - Steve explained that in some cases we work with surrounding counties to provide meals when we do not have a route going close to a meal participant's home but the other county can easily provide the meal. In that case we pay the other county for this service. Motion to approve by Jim Hampton; second by Norb Ashbeck. Motion approved.

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

- a. The committee reviewed the draft provided. Committee discussed possible changes to the policy to clarify contracts vs leases. Jim Hampton offered to create

a draft policy that the committee could review and at the February meeting, the committee agreed.

7. Future Agenda Items -

- a. Contract policy review

8. Adjournment-

- a. Motion to adjourn by Mike Feirer; second by Norb Ashbeck. Motion approved. Meeting adjourned at 9:19 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 10, 2022

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

Excused:

Others Present: Steve Prell, Bill Clendenning

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 1/13/2022: (no February 2022 Finance Committee Meeting)

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

4. Discussion/Possible Action – Review Financial Report January 2022:

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

5. Discussion – Close out 2021, Grant Reporting and Reserves:

- a. Steve explained to the committee that notification was received recently that the 2020 Aging grant carryover timeline had changed and those funds will not be allowed to be spent in 2022, they had to be spent by the end of December 2021. Steve worked with GWAAR to adjust reporting to use all the funds so they did not lapse. This adjustment will result in a significant amount of unspent tax levy in 2021 being added to the reserves amount for each county. This will be discussed at the board meeting.

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

- a. The committee reviewed the draft provided. Committee discussed possible changes to the policy. Steve will provide a revised draft for the committee to review at the April meeting.

7. Future Agenda Items -

- a. Contract policy review

8. Adjournment-

- a. Motion to adjourn by Mike Feirer; second by Norb Ashbeck. Motion approved.
Meeting adjourned at 9:19 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 14, 2022

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

Excused:

Others Present: Steve Prell, Mike Rhea

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 3/10/2022:

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

4. Discussion/Possible Action – Review Financial Report February 2022:

- 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 – 2021 Year End Reports:

- a. The committee reviewed the 2021 unaudited year end reports that will be provided to the ADRC Board. Steve explained the adjustment on our grant reports due to the change in 2020 carryover allowed resulted in a significant increase in unspent tax levy from the four counties. The committee then discussed options for the reserve funds and how it relates to the ADRC CW reserve funds policy.

6. Discussion/Possible Action – 2022 Budget Adjustments

- a. The committee reviewed the budget adjustments that will be presented to the ADRC CW Board for approval. Steve explained that the majority of them are to adjust 2022 beginning fund balance to what the 2021 ending fund balance was. There are adjustments related to the ARPA grant, the ARPA grant runs through September of 2023 so any unspent amounts in 2022 will be allowed to carry into 2023.

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

- a. The committee reviewed the draft provided. Committee discussed possible changes to the policy. Steve will talk with Corporate Counsel and Risk Management to see if there are any specific clauses that should be included in any lease agreements.

8. Future Agenda Items -

- a. Contract policy review

9. Adjournment-

- a. Motion to adjourn by Mike Feirer; second by Norb Ashbeck. Motion approved. Meeting adjourned at 9:24 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 9th, 2022

Finance Committee Members Present: Norbert Ashbeck, Jim Hampton, Bill Clendening

Excused: Will Haskal

Others Present: Steve Prell, Mike Rhea

1. Call to Order:

- a. Meeting was called to order at 11:15 am AM by Norbert Ashbeck

2. Public Comments:

- a. None

3. Approval of Minutes 4/14/2022:

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

4. Discussion/Possible Action – Review Financial Report March/April 2022:

- a. The committee reviewed the reports. Steve explained the budget adjustments are now included on the report. There were no questions. Motion to accept by Jim Hampton; second by Norb Ashbeck. Report accepted and placed on file.

5. Discussion/Possible Action – Review Monthly Disbursements:

- a. The committee reviewed the May 2021 reports handed out at the meeting. There were no questions. Motion to accept by Norb Ashbeck; second by Jim Hampton. Report accepted and placed on file.

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

- a. With the turnover of finance committee members it was decided to table this discussion to the July meeting to allow the new members to review the current draft.

7. Future Agenda Items -

- a. Contract policy review
- b. Update on 2021 Audit

8. Adjournment-

- a. Motion to adjourn by Jim Hampton; second by Norb Ashbeck. Motion approved. Meeting adjourned at 11:40 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 11th, 2022

Finance Committee Members Present: Norbert Ashbeck, Jim Hampton, Will Haskal

Excused: Bill Clendening

Others Present: Steve Prell, Mike Rhea

1. Call to Order:

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

2. Public Comments:

- a. None

3. Approval of Minutes 6/09/2022:

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

4. Discussion/Possible Action – Review Financial Report May 2022:

- a. The committee reviewed the reports. Steve explained there will be budget adjustments brought to the board in August. There were no questions. Motion to accept by Jim Hampton; second by Norb Ashbeck. Report accepted and placed on file.

5. Discussion/Possible Action – Review Monthly Disbursements:

- a. The committee reviewed the June 2021 reports. Mike explained that we have had a request from one of our vendors that provides food for the nutrition program to increase the amount paid for food, this request will be addressed at the board meeting. Motion to accept by Norb Ashbeck; second by Jim Hampton. Report accepted and placed on file.

b.

6. Discussion – Update on 2021 Audit

- a. Steve reported that fieldwork on the 2021 audit was completed on June 29th and 30th. The process went smoothly and the auditors had no findings or adjustments. The draft for the audit will be ready for the August board meeting. The auditors will once again attend the ADRC CW Board meeting in August to review the report with the ADRC CW Board.

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

- a. Committee decided to hold a special session after the August board meeting to complete the work needed on this policy. Steve will review the draft with the

ADRC Leadership Team prior to the next meeting to answer questions and receive feedback from the team.

8. Future Agenda Items -

- a. Contract policy review
- b. Levy

9. Adjournment-

- a. Motion to adjourn by Jim Hampton; second by Norb Ashbeck. Motion approved. Meeting adjourned at 9:20 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 11th, 2022

Finance Committee Members Present: Norbert Ashbeck, Jim Hampton, Will Haskal, Bill Clendening

Excused:

Others Present: Steve Prell, Mike Rhea, Kacey Spoerl, John Rader

1. Call to Order:

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

2. Public Comments:

- a. None

3. Approval of Minutes 7/11/2022:

- a. Motion to approve by Bill Clendening; second by Jim Hampton. Motion approved.

4. Discussion/Possible Action – 2021 Audit

- a. Steve introduced Kacey Spoerl and John Rader from Baker Tilly. Kacey and John reviewed various sections of the report with the committee. There were no questions. Kacey and John will be attending the ADRC CW Board meeting and will provide information to the full board.

5. Discussion/Possible Action – Review Financial Report June 2022:

- a. The committee reviewed the reports. There were no questions. Motion to accept by Jim Hampton; second by Norb Ashbeck. Report accepted and placed on file.

6. Discussion/Possible Action – Review Monthly Disbursements:

- a. The committee reviewed the July 2021 reports. The committee asked about the Good News Project expense on the US Bank report, Mike explained that we partner with them in Wausau for loan closet equipment. Committee also asked about payment to Lincoln County check 772242. Steve explained the invoices, specifically one for the annual I.T. services and the other for replacement computers. Motion to accept by Norb Ashbeck; second by Jim Hampton. Report accepted and placed on file.

7. Discussion – Compensation Adjustments

- a. Mike informed the committee that he had a discussion with Molly Adzic from Employee Resources in Marathon County about possible adjustments to compensation for staff or possible one-time bonuses. She suggested we would be able to increase the base pay for certain positions to be competitive with the market but still stay within the current pay scale for those positions. Marathon County awaits the results of the market compensation study that is in progress at this time.

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

- a. Committee reconvened after the ADRC CW Board meeting. Changes to the draft policy were discussed. Steve will update the draft and will bring it to the next committee meeting with the intent that it be brought to the ADRC Board for approval.

9. Future Agenda Items -

- a. Contract policy review
- b. 2023 Proposed Budget

10. Adjournment-

- a. Motion to adjourn by Jim Hampton; second by Norb Ashbeck. Motion approved. Meeting adjourned at 11:25 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 13th, 2022

Finance Committee Members Present: Norbert Ashbeck, Jim Hampton, Will Haskal, Bill Clendening

Excused:

Others Present: Steve Prell, Mike Rhea

1. Call to Order:

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

2. Public Comments:

- a. None

3. Approval of Minutes 7/11/2022:

- a. Motion to approve by Bill Clendening; second by Jim Hampton. Motion approved.

4. Discussion/Possible Action – Review Financial Report August 2022:

- a. The committee reviewed the reports. There were no questions. Motion to accept by Bill Clendening; second by Norb Ashbeck. Report accepted and placed on file.

5. Discussion/Possible Action – Review Monthly Disbursements:

- a. The committee reviewed the August 2021 reports. There were no questions. Motion to accept by Norb Ashbeck; second by Jim Hampton. Report accepted and placed on file.

6. Discussion – 2023 Proposed ADRC CW Budget

- a. Steve reviewed the proposed budget with the Finance Committee. Highlights include implementing the results of the wage study, increases in food costs in our nutrition program, ARPA funds available in 2023 and no requested increase from the four counties for additional tax levy in 2023. The budget will be reviewed with the ADRC CW Board for approval.

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

- a. Committee reviewed the updated draft policy. Committee recommends presenting the draft policy to the ADRC CW Board for approval. This will be done at the November board meeting.

8. Future Agenda Items and Location –

9. Adjournment-

- a. Motion to adjourn by Bill Clendening; second by Jim Hampton. Motion approved. Meeting adjourned at 9:40 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 10th, 2022

Finance Committee Members Present: Norbert Ashbeck, Jim Hampton, Will Haskal, Bill Clendening

Excused:

Others Present: Mike Rhea

1. Call to Order:

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

2. Public Comments:

- a. Mike commented on the new wage and salary study and implementation.

3. Approval of Minutes 10/13/2022:

- a. Motion to approve by Jim Hampton; second by Bill Clendening. Motion approved.

4. Discussion/Possible Action – Review Financial Report September 2022:

- a. The committee reviewed the reports. There were no questions. Motion to accept by Jim Hampton; second by Norb Ashbeck. Report accepted and placed on file.

5. Discussion/Possible Action – Review Monthly Disbursements:

- a. The committee reviewed the September 2022 reports. There were no questions.

6. Future Agenda Items and Location –

- a. None

7. Adjournment-

- a. Motion to adjourn by Bill Clendening; second by Jim Hampton. Motion approved. Meeting adjourned at 9:10 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 8th, 2022

Finance Committee Members Present: Norbert Ashbeck, Jim Hampton, Will Haskal, Bill Clendening

Excused:

Others Present: Mike Rhea, Steve Prell

1. Call to Order:

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

2. Public Comments:

- a. None

3. Approval of Minutes 11/10/2022:

- a. Motion to approve by Will Haskal; second by Jim Hampton. Motion approved.

4. Discussion/Possible Action – Review Financial Report October 2022:

- a. The committee reviewed the reports. Steve explained that there has been a delay in our ability to report expenses to GWAAR for our Aging programs. This means that there will be a delay in receiving the reimbursement but eventually we will receive what is due. Motion to accept by Norb Ashbeck; second by Will Haskal. Report accepted and placed on file.

5. Discussion/Possible Action – Review Monthly Disbursements:

- a. The committee reviewed the October 2022 reports. Question on Meals on Wheels America membership, Steve explained that we are members and receive a donation to the Meals on Wheels program from MOW America as Subaru Share the Love is part of that program and ADRC receives some of the funds. Question on Draxlers check 778422, oil change for truck. Discussion followed that the increased cost for auto repair services has been seen by many. Question on Waste Management check 777870. Steve explained that this is trash pickup at the Marshfield office, our lease there does not include this service. Comment on Norwood Health Center check 777789, this is the monthly total for meals served in Wood county. Committee asked that this information be brought to the Board's attention. Steve will highlight this at the board meeting. Motion to accept by Jim Hampton; second by Bill Clendening

6. Future Agenda Items and Location –

- a. None

7. Adjournment-

- a. Motion to adjourn by Bill Clendening; second by Jim Hampton. Motion approved. Meeting adjourned at 9:17 am.