

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  
Video and Teleconference  
June 8th, 2023

**Finance Committee Members Present:** Norbert Ashbeck, Jim Hampton, Will Hascall, Bill Clendenning

**Excused:**

**Others Present:** Steve Prell

**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 05/11/2023:**

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

**4. Discussion/Possible Action – Financial Report**

- a. The committee reviewed the reports. Steve stated there is still a lot to learn using Workday, he is just starting to learn about the reporting available in this system. Motion to approve by Bill Clendenning; second by Norb Ashbeck. Motion approved.

**5. Discussion/Possible Action – Review Monthly Disbursements:**

- a. The committee reviewed the reports. Steve stated he adjusted the filters for this report and so it is capturing more of the invoices that were processed, though still not all invoices. He also sorted the report by supplier so the committee can see all invoices paid to a supplier together. Question on invoice 14736 Route4Me – Steve explained it is a subscription to a software program that efficiently develops meal delivery routes. Motion to approve by Bill Clendenning; second by Norb Ashbeck. Motion approved.

**6. Discussion – Transition to Workday –**

- a. Steve updated the committee on various issues with the transition to Workday. Steve has been granted access to begin entering journal entries in the system. This is being tested to eventually be able to have other Cost Center Managers throughout the county have access to do this in their departments. This is one step needed so we can make corrections easier and then be able to process grant

reports. The process for completing grant reports is much different than the old system.

**7. Future Agenda Items and Location –**

- a. Location for July is in Merrill, future meetings will be located at the other ADRC offices per the board meeting schedule.
- b. Lease Updates – per policy leases must come to committee.

**8. Adjournment-**

- a. Motion to adjourn by Bill Clendenning; second by Will Hascall. Motion approved. Meeting adjourned at 9:06 am.