

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 12th, 2023

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

Excused:

Others Present: Mike Rhea, Steve Prell, Mike Feirer, Kim McCann

1. Call to Order:

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

2. Public Comments:

- a. Kim McCann introduced herself as President of the Sr Center in Antigo.

3. Approval of Minutes 12/8/2022:

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

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

- a. The committee reviewed the reports. Steve explained that in the future with Workday the format of the reports presented to the Board will look different. At this point he does not have much information on reporting within Workday. Motion to accept by Bill Clendenning; second by Will Haskal. Report accepted and placed on file.

5. Discussion/Possible Action – Review Monthly Disbursements:

- a. The committee reviewed the November 2022 reports. Question on Everything Branded check 779267, purchased night lights, marketing materials at health fairs, booths, etc. No other questions. Motion to accept by Norb Ashbeck; second by Bill Clendenning. Report accepted and placed on file.

6. Discussion – Year End 2022 –

- a. Steve explained that we have started the process for year-end closeout. It will be a bit more complicated this year as we make the transition to Workday. The final payroll of 2022 was processed in Workday and there are 2022 invoices that will be processed in Workday. This data will need to be transferred back to Cayenta for reporting purposes. The schedule currently is to have everything complete by early March.

7. Future Agenda Items and Location –

- a. With the year-end closeout process taking until March and the transition to Workday, at Steve's request the committee decided to cancel the February 2023 Finance Committee meeting.

8. Adjournment-

- a. Motion to adjourn by Norb Ashbeck; second by Will Haskal. Motion approved. Meeting adjourned at 9:17 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 9th, 2023

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

Excused:

Others Present: Steve Prell, Adam Fischer

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 01/11/2023:

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

4. Discussion – Financial Report – New Format in Workday:

- a. The committee reviewed the reports. Steve explained that the reports presented are generated in Workday arranged by Cost Center, similar to the Programs that used to be presented on the format with the colored boxes. Steve asked that the committee look at the format as the actual revenue and expense data is knowingly inaccurate at this time. Steve stated that we are still learning about the reporting possibilities with Workday and as we learn more about the system, additional reports will be possible. The committee agreed that this format would work for their purposes.

5. Discussion/Possible Action – Review Monthly Disbursements:

- a. The committee reviewed the reports. Steve stated this is different than what used to be provided from the old software, this report is based on supplier invoices rather than payments. Steve also stated that when trying to generate a report based on payments the report does not include an explanation column and that is an important part of the review process. Steve will continue to explore options for providing this information to the committee. The committee reviewed the report and stated that the old format was easier to review in that a supplier may be paid for several invoices and it was easier to see that in the old format. Steve stated that he would continue to provide this report and look for alternative. Motion to approve by Norb Ashbeck; second by Bill Clendenning. Motion approved

6. Discussion – Year End 2022 –

- a. Steve stated that we have started the process for year-end closeout. It has been a bit more complicated this year as we make the transition to Workday. The schedule currently is to have everything complete by early March and the unaudited report will be presented to the Board at the April meeting.

7. Future Agenda Items and Location –

- a. Location for April is Wausau, future meetings will be located at the other ADRC offices per the board meeting schedule.

8. Adjournment-

- a. Motion to adjourn by Norb Ashbeck; second by Bill Clendenning. Motion approved. Meeting adjourned at 9:17 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 13th, 2023

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

Excused:

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 03/09/2023:

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

4. Discussion/Possible Action – Budget Amendments 2023 – Workday

- a. Steve presented the documentation that will be provided to the board when there are budget amendments to be approved. The committee review the documents and felt the information provided would allow the board to make those decisions. No action as the full board approves budget adjustments.

5. Discussion – Financial Report – New Format in Workday:

- 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 Norb Ashbeck; second by Jim Hampton. Motion approved.

6. Discussion/Possible Action – Review Monthly Disbursements:

- a. The committee reviewed the reports. Steve stated he realized that this report dos not include all invoices each month, as some invoices entered after the report is generated would not be included. The report is based on invoice information, not payment information. Steve stated that he would continue to provide this report and look for alternative. Motion to approve by Norb Ashbeck; second by Bill Clendenning. Motion approved

7. Discussion – Year End 2022 –

- a. Steve stated that the unaudited information would be presented at the board meeting.

8. Discussion – Transition to Workday

- a. Steve informed the committee that there is a lot to learn about this system. Steve will be attending training on grant reporting soon. Steve stated there are still frustrating times as we work in and learn about this system, but long term he still feels this will be a huge improvement over the old system.

9. Future Agenda Items and Location –

- a. Location for May is in Wisconsin Rapids, future meetings will be located at the other ADRC offices per the board meeting schedule.

10. Adjournment-

- a. Motion to adjourn by Bill Clendenning; second by Norb Ashbeck. Motion approved. Meeting adjourned at 9:17 am.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN
ADRC-CW

Finance Committee Minutes

Location: 220 3rd Avenue South, Suite 1 Wisconsin Rapids, WI
Video and Teleconference
May 11, 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 04/13/2023:

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

4. Discussion/Possible Action – Financial Report – New Format in Workday

- 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 Will Hascall; second by Bill Clendenning. Motion approved.

5. Discussion/Possible Action – Review Monthly Disbursements:

- a. The committee reviewed the reports. Steve stated he realized that this report does not include all invoices each month, as some invoices entered after the report is generated would not be included. The report is based on invoice information, not payment information. Steve stated that he would continue to provide this report and look for alternative. Motion to approve by Norb Ashbeck; second by Will Hascall. Motion approved.

6. Discussion – Transition to Workday –

- a. Steve updated the committee on various issues with the transition to Workday. Steve has been updating the budget in the system, once that is done he will be concentrating on completing grant reports. The process for completing these reports is much different than the old system.

7. Future Agenda Items and Location –

- a. Location for June is in Antigo, future meetings will be located at the other ADRC offices per the board meeting schedule.

8. Adjournment-

- a. Motion to adjourn by Bill Clendenning; second by Norb Ashbeck. Motion approved. Meeting adjourned at 9:12 am.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN
ADRC-CW

Finance Committee Minutes

Location: 220 3rd 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.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN
ADRC-CW

Finance Committee Minutes

Location: Lincoln County Service Center, 801 N Sales Street, Merrill WI 54452

Video and Teleconference

July 13th, 2023

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

Excused:

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 06/08/2023:

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

5. Discussion/Possible Action – Review Monthly Disbursements:

- a. Due to formatting issues, this was tabled to the August meeting.

6. Discussion – Audit 2022 –

- a. Steve informed the committee that the audit took place June 28th and 29th. At the end of the fieldwork we met with the audit team. At the time of the meeting there were no findings and no audit adjustments needed, although the audit team still had some items to complete and review. The draft of the audit will be included in the board packet in August. John Rader from Baker Tilly will be attending the August ADRC CW Board meeting and will review the audit and answer questions.

7. Future Agenda Items and Location –

- a. Location for August is in Marshfield.

8. Adjournment-

- a. Motion to adjourn by Bill Clendenning; second by Norb Ashbeck. Motion approved. Meeting adjourned at 9:01 am.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN
ADRC-CW

Finance Committee Minutes
Location: 300 S Peach Ave, Suite 1, Marshfield, WI 54449
Video and Teleconference
August 10th, 2023

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

Excused:

Others Present: Steve Prell, John Rader (video - audit presentation)

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 07/13/2023:

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

4. Discussion/Possible Action – DRAFT Audit 2022 John Rader from Baker Tilly

- a. John Rader presented the draft audit reports to the committee. He stated that almost everything is complete with the exception of lease analysis for GASB 87 which is new for ADRC CW in 2022. John reviewed the other sections of the report with the committee. John will also be attending the ADRC Board meeting to present and answer questions. There were no questions from the committee.

5. Discussion/Possible Action – Review Monthly Financial Reports

- a. The June reports were reviewed by the committee. There were no questions. Motion to accept reports by Bill Clendenning; second by Jim Hampton. Motion carried.

6. Discussion – Review Monthly Disbursements (June and July)

- a. Motion to accept reports By Norb Ashbeck; second by Will Hascall. Motion carried.

7. Future Agenda Items and Location –

- a. Location for September is Wausau.

8. Adjournment-

Board Agenda Item #5

- a. Motion to adjourn by Bill Clendenning; second by Norb Ashbeck. Motion approved. Meeting adjourned at 9:25 am.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN
ADRC-CW

Finance Committee Minutes
Location: 2600 Stewart Ave Suite 25, Wausau WI 54401
Live, Video and Teleconference
September 14th, 2023

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

Excused: Jim Hampton

Others Present: Steve Prell, Mike Rhea, Michele Osterbrink

1. Call to Order:

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

2. Public Comments:

- a. Mike Rhea introduced Michele Osterbrink to the committee

3. Approval of Minutes 08/10/2023:

- a. Motion to approve by Norb Ashbeck; second by Bill Clendenning. Motion approved.

4. Discussion/Possible Action – DRAFT Audit 2022 John Rader from Baker Tilly

- a. Steve stated they changes in the lease analysis were the only changes from the draft copy that was presented the August meeting. Committee will recommend that the audit reports be accepted and placed on file to the full ADRC Board.

5. Discussion/Possible Action – Review Monthly Financial Reports

- a. The June reports were reviewed by the committee. There were no questions. Motion to accept reports by Bill Clendenning; second by Norbert Ashbeck. Motion carried.

6. Discussion – Review Monthly Disbursements

- a. Question on invoice 00022631 Alz FC Support for \$4000. Michele Osterbrink explained to the committee that this is direct support from the Alzheimers grant provided to caregivers of those diagnosed with Alzheimers. The full amount of \$4000 is the most we provide to an individual for this service. The committee asked that to monthly total be added to the report, which Steve said he could do from now on. Motion to accept reports By Norb Ashbeck; second by Will Hascall. Motion carried.

7. Discussion – Budget 2024

- a. Steve stated the proposed 2024 budget would be provided in the October packet and would not include any requested increases from the counties. Mike stated there will likely be a need to ask counties for additional funds starting in 2025.
- 8. Future Agenda Items and Location –**
- a. Location for October is Wausau. Items include proposed 2024 budget, lease updates, nutrition contract. *The meeting will start at 8:30 in October due to the number of items on the agenda.*
- 9. Adjournment-**
- a. Motion to adjourn by Bill Clendenning; second by Norb Ashbeck. Motion approved. Meeting adjourned at 9:15 am.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN
ADRC-CW

Finance Committee Minutes

Location: 2600 Stewart Ave Suite 25, Wausau WI 54401

Live, Video and Teleconference

October 12th, 2023

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

Excused:

Others Present: Steve Prell, Mike Rhea, Michele Osterbrink, Ronda James

1. Call to Order:

- a. Meeting was called to order at 8:30 AM by Norbert Ashbeck

2. Public Comments:

- a. None

3. Approval of Minutes 09/14/2023:

- a. Motion to approve by Bill Clendenning; second by Will Hascall. Motion approved.

(Committee addressed Agenda Item #6)

4. Discussion/Possible Action – Review Monthly Financial Reports

- a. The August reports were reviewed by the committee. There were no questions. Motion to accept reports by Bill Clendenning; second by Norbert Ashbeck. Motion carried.

5. Discussion/Possible Action – Review Monthly Disbursements

- a. There were no questions on the report. Motion to accept report by Will Hascall; second by Bill Clendenning. Motion carried

6. Discussion/Possible Action – Extension Food Service Contract

- a. Ronda explained the proposal to the committee. Lynn's Catering has proposed a 4% increase for 2024 and no increase for 2025. The committee discussed future options for the Meals on Wheels program. Committee will recommend approval of the contract extension to the Board at the November meeting.

7. Discussion/Possible Action – Lease Agreements

- a. Tabled to November meeting

8. Discussion/Possible Action – Proposed Budget 2024

- a. Steve reviewed the proposed budget with the committee. Committee reviewed the program staffing and information that will be presented to the board for approval. Discussion regarding ARPA funds ending in 2024 and what future budget will look like without that funding. Steve and Mike both stated they know we will have a lot of work to do to balance future budgets without the ARPA funding. Committee will recommend approval of the proposed 2024 budget to the Board at the October meeting.

9. Future Agenda Items & Location

- a. Lease updates

10. Adjournment

- a. Motion to adjourn at 9:25 by Norb Ashbeck; Second by Bill Clendenning. Motion carried.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN
ADRC-CW

Finance Committee Minutes
Location: 2600 Stewart Ave Suite 25, Wausau WI 54401
Live, Video and Teleconference
October 12th, 2023

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

Excused:

Others Present: Steve Prell, Mike Rhea, Michele Osterbrink

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 10/12/2023:

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

4. Discussion/Possible Action – Review Monthly Financial Reports

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

5. Discussion/Possible Action – Review Monthly Disbursements

- a. Michele Osterbrink explained the various Charter Communications invoices to the committee. Steve explained that Oliver Products invoices are for trays, film and other items for our Meal on Wheels program. It was pointed out that the check issued to Wood County is for Norwood providing meals for our MOW program. Motion to accept report by Norb Ashbeck; second by Bill Clendenning. Motion carried.

6. Discussion/Possible Action – Lease Agreements

- a. Mike explained we met with Lincoln County and Wisconsin Rapids regarding leases. We are now waiting for each to provide a lease agreement to ADRC.

7. Future Agenda Items & Location

- a. Lease updates
- b. 2025 Budget – approach to take with counties regarding possible increase in levy requested for 2025 budget.

8. Adjournment

- a. Motion to adjourn at 9:14 by Norb Ashbeck; Second by Will Hascall. Motion carried.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN
ADRC-CW

Finance Committee Minutes
Location: 2600 Stewart Ave Suite 25, Wausau WI 54401
Live, Video and Teleconference
December 14th, 2023

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

Excused:

Others Present: Steve Prell, Mike Rhea, Michele Osterbrink

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 10/12/2023:

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

4. Discussion/Possible Action – Review Monthly Financial Reports

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

5. Discussion/Possible Action – Review Monthly Disbursements

- a. Michele Osterbrink explained the various Charter Communications invoices to the committee. Steve explained that Oliver Products invoices are for trays, film and other items for our Meal on Wheels program. It was pointed out that the check issued to Wood County is for Norwood providing meals for our MOW program. Motion to accept report by Norb Ashbeck; second by Bill Clendenning. Motion carried.

6. Discussion/Possible Action – Lease Agreements

- a. Mike explained we met with Lincoln County and Wisconsin Rapids regarding leases. We are now waiting for each to provide a lease agreement to ADRC.

7. Future Agenda Items & Location

- a. Lease updates
- b. 2025 Budget – approach to take with counties regarding possible increase in levy requested for 2025 budget.

8. Adjournment

- a. Motion to adjourn at 9:14 by Norb Ashbeck; Second by Will Hascall. Motion carried.