

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.