

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN  
ADRC-CW

Finance Committee Minutes

Location: 2600 Stewart Ave, Suite 25 Wausau WI

February 9, 2017

**Finance Committee Members Present:** Terri Sersch, Jim Hampton, Tim Buttke, Larry Lebal

**Absent:** None

**Others Present:** Steve Prell, Linda Weitz, Doug Machon

**1. Call to Order:**

Meeting was called to order at 8:45 a.m. by Jim Hampton

**2. Public Comments:**

None

**3. Approval of Minutes:**

Motion by Jim Hampton, second by Terri Sersch to approve minutes from 1/12/17.  
Carried.

**4. Update on 2016 Year End:**

Steve explained that we are working on closing out 2016. There will be a budget adjustment for the Board in the Meals on Wheels program as we received more funds from Family Care than budgeted. A question was asked if we expect any significant changes in Family Care. Linda explained that she does not expect to see any changes in the near future as the new organization will have many issues to work through as they get up and running.

**5. Review Monthly Disbursements:**

Committee reviewed the monthly disbursements. A question was asked about Survey Methods charge on the bank card. Linda explained that this is a monthly charge for software used to compile responses received when we send out surveys asking for customer input. Carried

**6. Fiscal Policy Review:**

The committee reviewed the draft dated February 9, 2017 that was the result of the work done at the January meeting. Some minor changes were suggested throughout the draft policy. The timing of a preliminary budget and how that relates to requesting a change in county funds was discussed. The committee also requested adding a separate section regarding the expectations of the ADRC when requesting an increase in county funds. These suggestions will be included in the next draft of the policy.

**7. Adjournment:**

Motion to adjourn made by Tim Buttke; seconded by Terri Sersch. Motion carried, meeting ended at 9:20.