

**Workforce Development Board of South Central Wisconsin, Inc.  
Full Board Meeting Minutes**

**Thursday, November 2, 2017  
The Edgewater Hotel  
1001 Wisconsin Place  
Madison, WI  
10:00 a.m. to 1:00 p.m.**

**10:15 a.m. to 10:45 a.m. – Full Board Meeting – Grand Ballroom C  
11:00 a.m. to 1:00 p.m. – Annual Meeting/Luncheon – Grand Ballroom A & B**

**Members Present:** Pam Christenson, Chair; Dave Branson, Melanie Bruins, Ed Clarke, Kathy Cromey, Paul Dietmann, Alex Fralin, Randy Guttenberg, Rich Hands, John Lalor, Nick Lampono, Alan Langeteig, Francis Langer, Joe Ledger, Margaret Leitinger, Dave Phillips, Brian Pulford, Elizabeth Roddy, Lynn Severson, Howard Teeter, Ed White, Bryan Woodhouse

**Guests Present:** Jason Frey

**Staff Present:** Pat Schramm, Seth Lentz, Erin Bechen, Danica Nilsestuen

Christenson called the meeting to order at 10:17 am. She noted a quorum was present and the meeting was properly noticed.

**Agenda Item 1 – Introductions & Announcements**

Christenson welcomed everyone and stated that we have six new Board members joining – Traci Jones (Kalahari Resorts), Margaret Leitinger (Spherion), Linda Mingus (Divine Savior), Elizabeth Roddy (ABC), Ed White (Sauk Co. Development Corp) and Bryan Woodhouse (Madison College). Elizabeth, Margaret, Bryan and Ed were all present and shared a little information about themselves. The Board introduced themselves.

Christenson shared that there are a few individuals retiring/finishing their terms on the Board. She thanked Howard Teeter, Nancy Elsing and Lynn Severson for their years of service and dedication to the Board.

Public Comment – None

**Agenda Item 2 – Review and Approval of September 26, 2017 Full Board Meeting Minutes –**



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Christenson asked for a motion to approve the September 26, 2017 meeting minutes as presented. Ledger moved to approve the minutes as presented. Branson offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

### **Agenda Item 3 – Presentation and Acceptance of the Workforce Development Board Annual Fiscal Audit**

Paul Dietmann shared that the audit committee met prior to our meeting to have the audit exit conference. He welcomed Jean Christenson from Wipfli to provide the Annual Audit presentation.

Jean directed members to the PowerPoint presentation. She noted that this year's audit was the June 30, 2017 year end. She stated that staff at the Board are very good and very prompt so it made completing the audit in a timely fashion very easy.

#### *Financial Statements*

She shared that the Wipfli opinion is unmodified and fairly stated in accordance with GAP (Government Auditing Standards).

Notes to Consolidated Financial Statements – No new footnotes, single audit, first opinion.

Report on Compliance and Internal Control – General, no findings. She stated that the major program staff looked at was the Workforce Innovation and Opportunity Act (WIOA) program. 85% of the Board's federal dollars were audited as part of this major program. She noted that federal expenditures are \$5,222,253.

She reviewed the Boards Operating Statistics. She highlighted the last two columns which compare the Board's statistics to other Workforce Development Boards in the state.

She noted that revenue and expense are down due to grant funding. The Skills WI grant ended in December 2016. Revenue is down overall. There is new money and increases due to the reentry programs and the independent living grant.

She shared that in comparison to other Board, they are seeing same thing. Government money is decreasing. Overall there was a small increase but the adult program is down quite a bit.

Management in general is up 8% compared to 6% in the past. The primary increase is an increase in overall compensation due to a wage study 1.5 years ago. Schramm shared we use a document called the nonprofit times and categorizes the wage in nonprofits. It adjusts us to the market we are in.

White made note of the wrong date in the columns – should be 2016 and 2017. Christensen will make the change.



Christensen reported that the federal programs are down slightly from last June.

Statement of financial position. Total asset 578k. Decrease from last year and due to less grant revenue coming through the organization.

Statement of activities. Grant revenue – \$5.6 million. Adult and dislocated worker is down from last year. WIOA youth activities are up, along with special projects.

Current and prior year observations, no findings.

Christensen thanked the Board staff for their great preparation for the audit and opened the floor for questions.

Clarke asked about the potential to get additional grants in the future. Schramm shared that there is funding around reentry and leveraging of at risk youth. In addition, more transitional jobs and work experience funds. There is also an increase in apprenticeship programming funds.

Clarke asked about the reentry money. Schramm said the Department of Labor (DOL) has gotten into reentry funds and there are a lot more than the Department of Corrections (DOC) funding. She noted that the apprenticeship platform will see cash coming in. Youth apprenticeship or regular apprenticeship in nontraditional areas. WIOA will continue to be the core and it will not go away.

Lalor asked Christensen about the cash flow at the end of the year. He asked if the Board should be looking to improve the cash flow. Schramm stated that yes we have some initiatives under construction that will improve cash flow. Also Workforce Development Board are in the unique situation that if the Federal Program ended the Board would be grant closing costs to close the programs.

Lalor asked about profit. Christensen stated that with the current activities, there is nothing that drives profit.

**MOTION:** Christenson asked for a motion to accept the audit as presented. Dietmann moved to approve the minutes as presented. Pulford offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

*Board Members moved to Ballroom A&B.*

#### **Agenda Item 4 – Annual Meeting Welcome**

Christenson welcomed everyone to the Annual Meeting and luncheon.

#### **Agenda Item 5 – Annual Report and Introduction of Video Presentation**



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Schramm thanked everyone for attending and introduced a video presentation highlighting some of the Boards work.

**Agenda Item 6 – Keynote Presentation – A Trailblazing Approach to Education and Workforce Development**

Dr. Jack Daniels III, President of Madison College, provided a presentation on education and workforce development.

**Agenda Item 7 – Presentation of 2017 WDBSCW Making a Difference and Aspire Awards –**

Melanie Bruins and Francis Langer presented businesses and WorkSmart participants with Making a Difference and Aspire Awards.

**Agenda Item 8 – Thank You and Meeting Adjournment**

With no additional business for the Committee, Christenson asked for a motion to adjourn at 12:55 p.m.

Adjourned: 12:55 p.m.

Respectfully Submitted:

Brian Pulford  
Board Secretary  
Workforce Development Board of South Central Wisconsin, Inc.

Attachment for Board Records:

- Agenda
- Draft Full Board Meeting Minutes from September 26, 2017
- PowerPoint Presentation on the Audit – Wipfli
- Board Financials Ending August 31, 2017



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