

Audit Committee Meeting Minutes

**October 5, 2015
8:30 a.m. to 9:30 a.m.**

**Workforce Development Board of South Central Wisconsin
3513 Anderson Street, Suite 104
Madison, WI 53704**

Members Present: Paul Dietmann, Chair; Clay Tschillard, Dave Robinson and Alan Langeteig

Staff Present: Pat Schramm, Lameece Tyne and Erin Bechen

Guests Present: Jean Christensen; WIPFLI

Dietmann called the meeting to order at 8:35 a.m. and noted that a quorum was present and the meeting was properly noticed.

Agenda Item 1 – Introductions and Announcements

Dietmann welcomed everyone.

Agenda Item 2 – Review and Approval of the December 2, 2014 Meeting Minutes

Dietmann asked for a motion to approve the minutes of the December 2, 2014 Audit Committee meeting as presented. Tschillard moved to approve the minutes as presented. Tschillard offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Agenda Item 3 – Annual Agency-wide Entrance Conference

Jean Christensen provided an update on the audit fieldwork. The audit will take place the week of October 19, 2015. The draft audit will be ready the week of November 23, 2015 and the Audit Exit Conference is scheduled for November 30, 2015 at 8:30 a.m. The audit will be presented to the Board at the January 2016 meeting. The staffing for the audit includes – Nathan Lipton and Laura Madison.

Christensen reported that the Workforce Investment Act (WIA) will be the major program to be audited. The state program audit will involve the Youth Apprenticeship program and Fast Forward.

Christensen asked if there are any concerns over any programs. The staff and committee presented none.

She shared the prior year observations include the monitoring of the Skills Wisconsin program. She shared that the timing of the program monitoring was after June 30, 2014 so the process is now in place and Wipfli will look to see that it was completed. She noted the response stated that by October 29, 2014, on-site monitoring was done at all subcontracts.

Current Year:

New grants

She asked if there are any new grants to consider. Schramm stated no.

Performance activity or fund raising activity

Schramm shared that we have a grant into the Evjue Foundation. We are ready to launch an “ask” to partners for donations. Tyne noted that we do not have any income thus far but all the proper paperwork has been filed. Christensen shared that this activity will need to be included in the tax return filing.

WIOA spending and uniform guidance

Christensen asked if there was any spending under this grant. Tyne said no as we had carry over funds from June 30. She stated that we haven’t touched the WIOA funded grant. Christensen stated that if we spent money, uniform guidance would have kicked in. Uniform guidance is the new regulation and we won’t need to deal with that yet.

Christensen stated that the Fiscal Policies will need to be reworked for July 1, 2016. The cost allocation will be the biggest change. Christensen stated that you can do direct costing, you can do 10% de minimis rate or you can apply for an indirect rate. The easiest thing to do is try out the 10% de minimis. You can only do that if you haven’t had an indirect rate which the Board hasn’t. Christensen noted that there are also costs that need prior approval. Christensen encouraged staff to get the fiscal policies out and work on that sooner than later.

Christensen asked if anyone had any concerns and the Audit Committee members met with Jean separately to visit.

Agenda Item 4 – Adjournment

With no additional business for the Committee, Dietmann moved to adjourn at 9:20 a.m.

Adjourned: 9:20 a.m.

Respectfully Submitted:

Laura Cataldo
Board Secretary
Workforce Development Board of South Central Wisconsin, Inc.

Attachment for Board Records:

- Agenda
- Audit Committee Meeting Minutes from December 2, 2014
- Information Sheet from WIPFLI