

## **Audit Committee Meeting Minutes**

**November 30, 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; Dave Robinson, Alan Langeteig, and Clay Tschillard

**Staff Present:** Pat Schramm, Lameece Tyne and Seth Lentz

**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 and everyone introduced themselves.

### **Agenda Item 2 – Review and Approval of the October 5, 2015 Meeting Minutes**

Dietmann asked for a motion to approve the minutes of the October 5, 2015 Audit Committee meeting as presented. Robinson moved to approve the minutes as presented. Langeteig offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

### **Agenda Item 3 – Annual Agency-wide Exit Conference**

Dietmann turned it over to Jean Christensen from WIPFLI who provided the annual agency-wide exit report.

Christensen shared the following report:

#### **Audit Report**

Christensen noted the parts of the audit report. The first is Financial and the opinion is unmodified. Second is the notes to the Consolidated Financial Statements – no new footnotes. Third, report on Compliance and Internal Control – general, no findings. Fourth, report on Compliance – major programs – no findings. The following was tested – WIA Cluster – CFDA #17.258, 17.259 and 17.278. She noted that 65% of the federal dollars were audited as major programs. Total federal expenditures are \$4,949,503. Dollars tested \$3,205,931 State.

She reported there are no adjustments at this time and things look good.

**Management Letter**

Christensen stated that there would not be a Management Letter for this audit period. Items from the prior management letter had been resolved.

**Required Board Communication**

Christensen reviewed the draft required Board Communication and noted there is nothing of concern with the financial statements or with management.

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

**Agenda Item 4 - Adjournment**

With no additional business for the Committee, Dietmann moved to adjourn at 9:10 a.m.

Adjourned: 9:10 a.m.

Respectfully Submitted:

Kathy Cromey  
Board Secretary  
Workforce Development Board of South Central Wisconsin, Inc.

Attachment for Board Records:

- Agenda
- Audit Committee Meeting Minutes from October 5, 2015
- WIPFLI Materials – Audit Report, Required Communication