

Audit Committee Entrance Conference Minutes

**Todd Kearney, Chair
Melanie Bruins
Kathy Cromey
Paul Dietmann
Dave Robinson**

**Wednesday, September 13, 2023
8:30 a.m. to 9:30 a.m.**

**Workforce Development Board
3513 Anderson Street, Suite 104
Madison, WI 53704**

Members Present: Todd Kearney, Chair; Melanie Bruins, Paul Dietmann, Dave Robinson

Staff Present: Seth Lentz, Lameece Tyne, Chris Ziegel

Guests Present: John Hemming, Wipfli

Agenda Item 1 – Introductions and Announcements

Kearney welcomed everyone and called the meeting to order at 8:38 a.m., noted that the meeting was properly noticed, and a quorum was present.

Agenda Item 2 – Review and Approval of the December 7, 2022 Meeting Minutes

Kearney asked for a motion to approve the minutes of the December 7, 2022 Audit Committee meeting as presented. Bruins moved to approve the minutes as presented. Robinson offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Agenda Item 3 – Annual Agency-wide Audit Entrance Conference

Hemming commented that the upcoming audit is for year ending June 30, 2023 and field work will occur the week of October 2nd. The audit draft will be sent to Board staff by early November. John Hemming and Ramesh Rangaiah will be the auditing team from Wipfli. WIOA will be the main program test in the audit as federal program testing is required for any federal program administered totaling over \$750,000 and requires testing every three (3) years. WIOA is the Board's only federal program over \$750,000. The State of Wisconsin also requires program testing for programs administered totaling over \$250,000 and this year's testing will be the local Youth Apprenticeship program. The programs are tested for compliance requirements that are set by the state and federal government.



Partnerships and pathways for economic growth

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Hemming highlighted there were no prior year findings or management letter comments, and we continue to be a low-risk auditee.

Hemming explained accounting changes encompassing leases. Operating leases over 12 months will be shown as a right to use asset and lease obligation on the balance sheet. Changes are effective for financial statements for fiscal years beginning after December 15, 2022.

Hemming inquired on any potential fraud or concerns of areas to focus testing on.

Lentz responded no areas of concerns or potential fraud.

Kearney acknowledged his interview regarding fraud and expressed no concerns.

Hemming opened the conversation up for any questions from the committee. No questions were raised.

Agenda Item 4 – Adjournment

Lentz noted the Audit Exit Conference set for December 13, 2023.

With no additional business for the Committee, Kearney moved to adjourn at 8:45 a.m.

Adjourned: 8:45 a.m.

Respectfully Submitted:

Pam Christenson
Board Secretary
Workforce Development Board of South Central Wisconsin, Inc.

Attachment for Board Records:

- Agenda
- Draft Minutes from December 7, 2022
- Wipfli Audit Agenda



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