

## **Board of Directors' Meeting Minutes**

**Wednesday, December 7, 2022  
10:00 a.m. to 11:00 a.m.**

**DoubleTree by Hilton Madison East  
4402 East Washington Avenue  
Madison, WI 53704**

**Members:** Francis Langer, Chair; Todd Kearney, Chair-Elect; Laura Cataldo, Past-Chair; Paul Dietmann, Treasurer; Pam Christenson, Secretary; Mel Bruins, Kathy Cromey, Michelle Eilbes, Pam Korth, Ann McNearly, Linda Mingus, Dave Robinson, Elizabeth Roddy, Dave Shaw, Bryan Woodhouse

**Staff:** Seth Lentz, Lameece Tyne, Chris Ziegel

**Guests:** John Hemming, Wipfli

### **Agenda Item 1 – Introductions & Announcements**

Langer welcomed everyone, called the meeting to order at 10:21 a.m., and noted there was no one registered for public comment.

### **Agenda Item 2 – Review and Approval of the September 21, 2022 Board Meeting Minutes**

Langer asked for a motion to approve the minutes of the September 21, 2022 Full Board meeting minutes as presented. Kearney moved to approve and McNearly offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

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

Hemming began with the highlights of the audit—Wipfli issued an unmodified opinion in regards to the financial statements and Notes to Financial Statements, the Report on Compliance and Internal Control, and the Report on Compliance for Major Programs. There were no deficiencies and no instances of non-compliance to report. Financial Year 2022 audit tested the WIOA cluster which constitutes 65% of federal dollars received. The Independent Living program was also tested this year as this is the first year these grant funds amounted to more than the \$750,000 threshold subject to uniform guidance requirements. The WDBSCW was determined to be a low risk auditee.

Hemming summarized the audit was performed following Generally Accepted Audit Standards, Government Auditing Standards, and Uniform Guidance. WDBSCW does not have any significant estimates and disclosures are neutral, consistent, and clear. There were no difficulties encountered with

the audit, no corrected and uncorrected misstatements, no disagreements with management, no consultations with other accountants, and no internal control related matters.

Hemming presented on the Statement of Financial Position, Statements of Activities, and Statements of Cash Flows highlighting three years' worth of activity. Amounts remain consistent with about a 5% increase in expenditures and no depreciation.

Hemming outlined operating statistics and comparisons with six other Workforce Development Boards within Wisconsin. WDBSCW revenue and expenses are up 22.3% from last year. Program expenses are at 93.7% which is comparable to the other six boards audited, averaging at 87.97%. Hemming added that this highlights the efficiency in organizational operations which results in nearly 94 cents for every dollar received by the WDBSCW, committed to program services and delivery. WDBSCW operates nine (9) federal programs with WIOA expenditures totaling \$5.3 million and is 43% of total expenses. Current year change in Net Assets Without Donor Restrictions amounts to \$9,504.

Hemming finished with Upcoming Accounting Standards which include:

- ASU No. 2016-02, Leases – Leases with a term greater than 12 months will require recognition with a Right-of-Use Asset and Liability. This will affect the main WDBSCW lease. Calculation and journal entry requirements going into the new fiscal year, which will be effective for WDBSCW's 6/30/2023 audit (if material).

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

Langer requested motion to accept the audit as presented. Cataldo moved to approve the motion as presented. McNeary offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

#### **Agenda Item 4 – Report of the Executive Committee**

Langer reviewed the agenda items discussed from the November 3<sup>rd</sup> Executive Committee meeting and provided additional details on financials.

Lentz specified the financials contain strategic planning and rent expense, which are paid upfront for the full year.

Lentz provided summaries on updates to grant funding, including but not limited to:

- The Worker Advancement Initiative (WAI) grant has been expended 50%
- Fast Forward grant application, in collaboration with UW Health, has been submitted to DWD

Langer informed Members on monitoring and miscellaneous updates. The Department of Workforce Development (DWD) has sent their monitoring report to the Board for follow up and corrections. The WAI monitoring has been conducted and the Board will receive a monitoring report in the coming weeks. The Department of Corrections (DOC) has completed their Windows to Work (W2W) monitoring of the Board. Board staff are currently conducting subcontractor monitoring. The Memoranda of



Understanding for each of the region's job centers have been compiled and sent in to DWD for review. Discussions surrounding WIOA program planning and procurements for July 1, 2023 have begun. Dislocation activities for the region are increasing.

*Board Members moved to the Crystal Lakes Ballroom.*

Langer welcomed everyone to the Annual Meeting and luncheon.

Lentz thanked everyone for attending and introduced a video presentation highlighting some of the Board's work.

Langer presented businesses and WorkSmart participants with Champions in Action and Aspire Awards.

### **Agenda Item 5 – Adjournment**

Langer recognized board staff for another great year in workforce development.

With no additional business for the Board, Langer made a motion to adjourn at 1:38 p.m.

Adjourned: 1:38 p.m.

Respectfully Submitted:

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

Attachment for Board Records:

- Minutes from September 21, 2022
- WIPFLI Audit Presentation
- September 2022 Financials
- November 2022 Dislocation Activity Handout
- Grants Summary Handout

