

Board of Directors' Meeting Minutes

**Wednesday, December 13, 2023
10:00 a.m. to 11:00 a.m.**

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

Members: Melanie Bruins, Pam Christenson, Thomas Cox, Paul Dietmann, Cynthia Green, Mark Greene, Randy Guttenberg, Todd Kearney Chuck Klein, Pam Korth, Barb LeDuc, Melissa Montey, Ann McNeary, Charles Poches, Dave Robinson, Elizabeth Roddy, Dave Shaw, Michelle Szabrowicz, Calvin White Eagle, Bryan Woodhouse

Staff Present: Sim Gandhi, Jackie Hall, Becky Kikkert, Seth Lentz, Lameece Tyne, Chris Ziegel

Guests Present: Jason Frey; Dave Frohling; John Hemming, Wipfli; Pamela Waters

Agenda Item 1 – Introductions and Announcements

Langer welcomed everyone and called the meeting to order at 10:09 a.m. Langer noted that the meeting was properly noticed and a quorum was present. Everyone introduced themselves.

Agenda Item 2 – Review and Approval of the September 20, 2023 Meeting Minutes

Langer asked for a motion to approve the minutes of the September 20, 2023 Board meeting as presented. Kearney moved to approve the minutes as presented. LeDuc offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

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

Kearney summarized audit details discussed at the Audit Exit Conference meeting. No issues or concerns and no non-compliance issues were identified. Other notable items mentioned were the increase in reserve funds based on recent fee-for-service work. Additionally, the WDBSCW continues to maintain relatively low management rate of 7% which also reflects that 93% of funds are expended on operations and services to recipients.

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 2023 audit tested the WIOA cluster as well as Apprenticeship USA grants. The WDBSCW was determined to be a low risk auditee.



Partnerships and pathways for economic growth

WDBSCW
3513 Anderson St, Ste 104
Madison, WI 53704 USA

+1 608 249 9001
info@wdbscw.org
www.wdbscw.org

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.

Hemming outlined operating statistics. WDBSCW revenue and expenses are up 23.0% and 21.7% respectively from last year. Program expenses are at 92.8%. Hemming added that this highlights the efficiency in organizational operations which results in nearly 93 cents for every dollar received by the WDBSCW, committed to program services and delivery. WDBSCW operates nine (9) federal programs with WIOA expenditures totaling \$5.4 million and is 41% of total expenses. Current year change in Net Assets Without Donor Restrictions amounts to \$78,405.

Hemming detailed the Adoption of Accounting Standard for leases. As a result of the adoption of the new lease accounting guidance, the organization recognized right-of-use assets and lease liabilities as of July 1, 2021.

Hemming opened the conversation up for any questions from the committee.

Dietmann inquired on current lease liability.

Hemming responded the right-of-use lease asset corresponds to the current lease liability, as well as the long-term lease liability.

Kearney requested motion to accept the audit as presented. Christenson 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 at the November 2nd Executive Committee meeting. Discussions included language updates to procurement policies, review of revisions on grant documents, and discussion on the recommendation of the 2024-2025 Slate of Officers for the Board.

Agenda Item 5 – Election of Workforce Development Board Officers

Langer reminded the Board of the prior election of Todd Kearney as Chair of the Workforce Development Board of South Central Wisconsin, serving from January 1, 2024 to December 31, 2025.

Langer stated that the Executive Committee of the Board wishes to advance the nomination of Elizabeth Roddy as the Chair-Elect, Ann McNeary as Secretary, Paul Dietmann as Treasurer, and Laura Cataldo as



Sage of the Workforce Development Board of South Central Wisconsin from January 1, 2024 to December 31, 2025.

Langer asked if there are any additional nominations from the floor. Hearing none, Langer requested a motion to elect Elizabeth Roddy as the Chair-Elect, Ann McNeary as Secretary, Paul Dietmann as Treasurer, and Laura Cataldo as SAGE of the WDBSCW from January 1, 2024 to December 31, 2025. Cox moved to approve the motion as presented. Kearney offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Agenda Item 6 – Report of the Youth Committee

Guttenberg reviewed agenda items discussed at the November 14th Youth Committee meeting. Discussions included updates on youth performance results, local contractor monitoring engagements, and national trends & strategies for opportunities.

Agenda Item 7 – Report of the Planning & Development Committee

Shaw reviewed agenda items discussed at the November 21st Planning & Development Committee meeting at Badger Prairie Needs Network. Discussions included updates on WIOA Adult and Dislocated Worker performance results, highlights & opportunities, co-enrollment, establishing shared goals for system partners, and upcoming timelines & priorities of the committee.

Agenda Item 8 – Transition to Annual Meeting Program

Lentz thanked Langer for serving as Board Chair. The Board then transitioned to the luncheon part of the meeting.

Langer welcomed everyone to the Annual Meeting and luncheon.

Lentz thanked everyone for attending and provided an introduction for Amy Pechacek, Secretary of Wisconsin's Department of Workforce Development.

Pechacek thanked the Board for 40 years of service with a sealed Governor's Recognition Award.

Kearney presented WorkSmart participants with Aspire Awards.

Guttenberg presented Dr. Jack Daniels III, President of Madison College with the Champion in Action Award.

Agenda Item 9 – Adjournment

With no additional business for the Committee, Langer moved to adjourn at 12:48 p.m.

Adjourned: 12:48 p.m.

Respectfully Submitted:



Partnerships and pathways for economic growth

WDBSCW
3513 Anderson St, Ste 104
Madison, WI 53704 USA

+1 608 249 9001
info@wdbscw.org
www.wdbscw.org

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

Attachment for Board Records:

- Agenda
- Draft Minutes from September 20, 2023
- Wipfli Audit Presentation
- September 2023 Financials
- 2024-2025 Election of Officers Handout



Partnerships and pathways for economic growth

WDBSCW
3513 Anderson St, Ste 104
Madison, WI 53704 USA

+1 608 249 9001
info@wdbscw.org
www.wdbscw.org

This is an open meeting and will be held in accordance with all applicable laws, ordinances, and regulations pertaining to open meetings. The Workforce Development Board of South Central Wisconsin and WorkSmart Network are equal opportunity employers and program service providers. If you need this information or printed material in an alternative format or in a different language (any of these free of charge), please contact us at 608-249-9001. Deaf, hard of hearing or speech impaired callers may contact us through Wisconsin Relay Services at 7-1-1. Proud partners of the American Job Center network. This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.