

Audit Ad Hoc Committee Meeting
Monday, October 4, 2021
Meeting Minutes

The Audit Ad Hoc Committee of the Southwest Wisconsin Workforce Development Board (SWWDB) met on Monday, October 4, 2021, at the SWWDB Administrative Office in Platteville via video conference. Attendance was as follows:

Members Present:	Mr. Michael Williams Mr. James Otterstein	Ms. Andrea Simon Ms. Heather McLean
Members Excused:		
Guests Present:	Mr. Derek Hilst, Wegner LLP	
Staff Present:	Ms. Katie Gerhards Ms. Rhonda Suda	Ms. Danielle Thousand

The meeting was called to order at 1:30 p.m.

1. Discuss 2020-21 Audit with Wegner, LLP Audit Associates

Wegner LLP will be conducting the Program Year (PY) 2020-21 audit virtually starting Monday, October 4, 2021. Wegner staff will test the Southwest Wisconsin Workforce Development Board (SWWDB) financial statements, along with Uniform Guidance and FASB regulations and review SWWDB financial statements for compliance, unusual variances, and disallowed and/or questioned costs. They will also assess with reasonable assurance that the statements are free of material misstatement, that the correct accounting principles were used, and evaluate the overall financial statement presentation.

Ms. Suda stated that no voting is required unless committee members want to go into closed session with auditors.

Derek Hilst, Wegner CPAs Senior Manager, provided committee members with an overview of how the week will go. The audit is expected to be completed by the end of the day Thursday. Ms. Thousand and the finance team have provided Mr. Hilst and his audit team with most of the requested documents. The invoices for compliance review will be pulled now. Jimmy Watson, SWWDB's Workforce Operations Manager, will pull client files for Mr. Hilst to review Wednesday afternoon. Before finalizing the audit report, Wegner staff will check all guidelines to ensure accuracy.

Any activity that is COVID-related gets pulled out and reported on a separate schedule due to the CARES Act. The Workforce Innovation and Opportunity Act (WIOA) is the major program for this year's audit as the Foodshare Employment and Training (FSET) program was the major program last year. Wegner LLP alternates between these two (2) programs every year. Wegner staff do not expect any big changes.

Ms. Suda asked Mr. Hilst about the separate schedule for COVID-related items. He responded that anything the state identifies as COVID, needs to be listed as such. It would only be listed separately if the funds came directly from the CARES Act.

There were no questions from committee members. Mr. Otterstein said if any member is interested in going into closed session that he/she should make that motion. Committee members agreed that the audit process and plan is fine as is. If any questions arise, SWWDB administration will reach out to committee members.

2. Closed Session (upon request)

Pursuant to Wis. Stats. 19.85 (1) (f), if necessary, the committee may hold confidential discussions with the audit team regarding issues or concerns they would want examined during the audit.

Committee members agreed that they did not feel it was necessary to move to a closed session.

3. Reconvene in Open Session

There was no closed session.

4. Schedule Audit Close Meeting

Mr. Hilst, Ms. Suda, and committee members agreed to meet at 9:00 a.m. on Thursday, October 7 via video conference. The preliminary results will be discussed during this meeting.

5. Adjournment

Motion made by Ms. McLean, seconded by Mr. Williams, to adjourn the meeting at 1:45 p.m.