MEMORANDUM

Date: September 27, 2021

From: Rhonda Suda, Chief Executive Officer

To: Ms. Heather McLean
Mr. James Otterstein
Ms. Andrea Simon
Mr. Mike Williams

Cc: SWWDB Board Members

RE: **Audit Ad Hoc Committee Meeting Notice**
October 4, 2021 from 1:30 p.m. to 2:30 p.m.
Video Conference:
https://global.gotomeeting.com/join/271127405

You can also dial in using your phone.
United States: +1 (571) 317-3112

Access Code: 271-127-405

The Audit Ad Hoc Committee will meet on Monday, October 4, 2021 at the time and place noted above. This meeting will be held via video conference. Access information for joining will be included in the e-mail containing the Memorandum.

The agenda for the meeting is included for your review and is also available on the SWWDB website – www.swwdb.org. All Audit Ad Hoc Committee members are urged to join the meeting as a quorum is required for action. If you are unable to join the meeting, please contact Katie Gerhards at 608-314-3300 or k.gerhards@swwdb.org.

Other board members and the public are welcome to attend.

Upon advance request, reasonable accommodations will be made for persons with disabilities. If special accommodations are needed, please contact Katie Gerhards at 608-314-3300 or k.gerhards@swwdb.org at least two days prior to the meeting.

Southwest Wisconsin Workforce Development Board (SWWDB) is an Equal Opportunity Employer & Service Provider.

Auxiliary Aids and services are available to individuals with disabilities upon request. If you need this printed material interpreted to a language you understand or in a different format, or need assistance in using this service, please contact us.

For assistance, contact
SWWDB Equal Opportunity Officer
Ryan Schomber
1900 Center Ave.
Janesville, WI 53546
(608) 314-3300 Ext. 303
Click Here to Email

Deaf, hearing or speech impaired callers may reach us by the Wisconsin Relay number 711.

Audit Ad Hoc Committee

Monday, October 4, 2021

1:30 p.m. to 2:30 p.m.

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The SWWDB Audit Ad Hoc Committee will convene in open session and, at the conclusion of routine business, may adjourn to closed session pursuant to Wis. Stats.19.85 (1)(f) for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. The committee will reconvene in open session at the conclusion of the closed session. Any action which might result from the closed session will be taken upon reconvening in open session, scheduled for action in open session at the next regular meeting, or scheduled for action at a special meeting called on notice.

Agenda

1. **Discuss 2020-21 Audit with Wegner, LLP Audit Associates**
   As a recipient of federal funding, SWWDB is required to have an annual independent audit. Wegner LLP representatives will conduct the annual audit the week of October 4, 2021. Wegner LLP will explain the process for this year and will entertain questions from Audit Ad Hoc Committee members.

2. **Closed Session (upon request)**
   Committee members may adjourn to closed session to hold confidential discussions with Wegner LLP representatives regarding issues or concerns they would want examined during the audit.

3. **Reconvene in Open Session**

4. **Schedule Audit Close Meeting**
   Audit Ad Hoc Committee members will determine an appropriate date to reconvene with Wegner LLP representatives to discuss preliminary audit results.

5. **Adjournment**