

Region 10 RWDB Audit Subcommittee

December 14, 2017 9:00 am – 11:00 am

Iowa City KCC Campus

1. Call to Order at 9:09 AM by Steve Olsen. Kim Painter was also in attendance.
2. Steve made a motion to approve the agenda, Kim second. Motion carried.
3. Steve motioned to approve the April 2016 minutes, Kim second. Motion carried.
4. Review Financial Monitoring Reports
 - a. KCC Financial Audit
 - i. Reviewed what gets pulled (\$300,000 plus)
 - ii. No STE Findings
 - iii. Group reviewed audit
 - iv. Shared that KCC is in the process of the FY 17 audit. Will share that report at next audit committee.
 - b. IWD Financial Monitoring 2017-Reviewed latest monitoring
 - i. Will be getting a new state monitor after 3-4 years with Jamie Swacker.
 - ii. No findings
 - c. IWD Programmatic Review-Reviewed latest monitoring
 - i. Reviewed findings, observations and strengths
5. Expenditure Review for January 1, 2017-June 30, 2017
 - a. Will send the audit committee the cost per sq foot for Iowa City rent.
 - b. Reviewed Rent for May and April 2016
 - c. Reviewed internet costs
 - d. Reviewed randomized travel costs.
 - i. Reviewed randomizer, how and when we use it for internal monitoring processes with files, expenditures and contracts.
6. Other
 - a. Reviewed WIOA A/DW overview and changes. Handout provided summarizing differences between WIA and WIOA for the A/DW programs. Fewer changes with A/DW as compared to the Youth program.
 - b. File Monitoring Process Overview
 - i. Angela reviewed the quarterly file review process. Working on as a team to share workload and as an opportunity to learn from each other. Angela will redesign the review form after gathering feedback from team.
 - c. Month End Report Overview
 - i. Angela reviewed the monthly program budgets used with the team. Showcased how we set a budget for each line item at start of year, and the monthly budgets track our progress each month for each line item budget. Helps us stay on track with expenditures, and ensure we are not over / under spent. Track variances and adjust as needed. Discussed the 3 mo/9 mo funding process as well. Receive 10% of budget July-Sept, and 90% of budget starting October 1-June 30.
7. Audit Schedule-Reviewed an audit tool/template we have used in the past to drive agendas and discussions for the audit subcommittee. The team made suggestions to update reports and timelines. Skills to Employment will adjust the schedule and share with subcommittee for feedback.