



EMPLOY MILWAUKEE BOARD OF DIRECTORS

EXECUTIVE COMMITTEE MEETING

August 26, 2021 – 10:00 a.m.

Employ Milwaukee – 2342 N. 27th Street, Milwaukee, WI 53210 – via Zoom Technology

APPROVED MINUTES

Members Present by phone: Don Layden (Chair), John Kissinger, Chytania Brown, Carla Cross, Keith Posley

Members Absent: Andres Gonzalez

Employ Milwaukee Staff Present: Julie Cayo, Lowell Raven, Sharron Briggs

Guests Present: None

Vice Chair John Kissinger chaired the meeting; Chair Don Layden was late for the meeting but was in attendance.

Vice Chair John Kissinger called the meeting to order at 8:41 a.m.

1. Welcome

Vice Chair Kissinger welcomed committee members.

2. Minutes from May 27, 2021 - Approval

Executive Committee briefly discussed the May 27th minutes.

Carla Cross motioned for approval of May 27, 2021, meeting minutes; Chytania Brown seconded; minutes were approved unanimously.

3. President's Update

Ms. Brown reported on highlights for the past quarter. This year 1,200 Youth completed the Earn & Learn Program. The Earn and Learn Summer Bash event took place on Wednesday, August 18th from 9-2pm in the Employ Milwaukee (EMI) parking lot; it was a great event; partnering with WCS, there was job recruitment and Earn & Learn participants picked up their last checks and backpacks before returning back to school. For the American Rescue Plan Act (ARPA) proposals submitted both to the State and City of Milwaukee. A breakdown of submissions is highlighted in the EMI Fund Development Report categorized by funder, amount and possible partners. A special meeting with the Common Council will be held on Thursday, September 2,

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2021, to review the Mayor's Phase I (ARPA) proposals; EMI will be participating; and in turn will be presenting proposals to the Personnel Finance Committee for approval. Community Stakeholders and possible partners were asked to submit letters and make phone calls to support the project. EMI is working with MATC and the Business Journal to put together an event which will take place at the Italian Community Center, MATC will be discussing the Continuing Education Program with equity lance focus; key notes speakers will be coming from Chicago to discuss their best practices in the education and work component. Ms. Brown will be the moderator to a panel of local workforce employers. EMI will also be working with the Transitional Jobs Collaborative to put together a Regional Summit to take place in October or early November.

4. Chair Report

Don Layden encouraged board members to reach out to the member of the Finance & Personnel Committee of the Common Council, which is chaired by Alderman Michael Murphy, members Ald., Coggs, Ald. Kovac, Ald. Spiker and Ald. Zamarripa to help EMI smoothly maneuver through the transition of Mayor Barrett's resignation to make sure funding continue to get out to the community. Mr. Layden ask John Kissinger to put together an investment policy for EMI's excess funds being held in short term investments. EMI staff will put a draft policy together to have for a discussion item at the upcoming November Executive Committee meeting.

5. Committee Report

- Governance Committee

Due to Andres Gonzalez absents; Ms. Brown presented the Governance Committee report. Due to the announcement of Mayor Barrett possible resignation; which means a possible change leadership; EMI will have to submit a change of leadership in the agreement to ICC for the Workforce Board; This has been done once official resignation has taken place and repeated if another change occurs. For the Annual Review of Policies, policy changes were approved by Personnel Finance Committee & Audit Committee. There were no Board vacancies or nominations. Committee assignments were approved by Governance Committee which required not further action from the Board of Directors. Assignments were board members, Jakeim Jackson-Bell, Deshea Agee and non-board member Bevin Christie will join the Youth Committee and board member Mark Kessenich was assigned to the Program Committee. Mrs. Brown also informed the committee that Shelia Cochran resigned from the Board of Directors Committee effective immediately.

- Program Committee (Approval)

Carla Cross reported on the Annual Review of Policies: Individual training Account (ITA) Policy, Adult and Dislocated Worker Supportive Services Policy, Incumbent Worker Training (IWT) Policy, Subrecipient Monitoring Policy and Procedures. Indicating that there were minor changes/updates to reflect DWD & DOL rule changes. New Policies are Data Security Policy, Records Retention Policy is related to new funding received; policies were created to document how EMI handled data security and record retention.

John Kissinger motioned for approval of Policy Changes; Carl Cross seconded; approved unanimously.

Ms. Cross added that the Program Committee have had organizations come in and give presentations concerning Windows to Work. Carl Wesley of Center for Self Sufficiency was one agency that did a presentation. The concern that came out of this process was that agencies want to be able to track their participant progress pass one the year term. Is there is a formal system to track participant's long term in or to see the long-term impact of the training on their lives. Ms. Brown stated that this is one

of the challenges that come with funded grants; if staff is tracked beyond the 12-month term additional funding sources will be needed. EMI has talked to United Way and other organizations concerning rendition specialist and will continue to research that avenue.

- **Youth Committee**

Dr. Cotton had no update at this time; Ms. Brown had already reported on the Earn & Learn program.

- **Personnel, Finance & Audit Committee**

Mr. Kissinger reported indicated the PF& A Committee meeting was a very positive meeting. On the finance side for PY 20-21 1.9M for the sale of the building and an operating surplus. The line of credit is being used for that it was intended. Timing issues with the CDBG grant EMI having paid and awaiting reimbursement. Employment status is ok, there were concerns about COVID returning. John commended Lowell and Chytaina for presenting the results of the organizations audits to the committee in a timely manner. The PPP loan has been submitted for forgiveness and the SBA is currently working on the application for forgiveness. We expect forgiveness for the PPP but it will not be a windfall just net forgiveness.

6. Other Items

No further discussion was held.

Chair Don Layden adjourned the meeting at 10:45 a.m.

Next Meeting: November 18, 2021, 10:00 a.m.

