

Chytania Brown, President & CEO
Employ Milwaukee
2342 North 27th Street
Milwaukee, WI 53210
Phone: (414) 270-1700
Fax: (414) 225-2375
Website: <http://www.employmilwaukee.org>



Tom Barrett, Mayor, City of Milwaukee
Designated Chief Elected Official

Donald W. Layden, Jr.
Chair

EMPLOY MILWAUKEE BOARD OF DIRECTORS MEETING

June 11, 2020 • 8:30 a.m. – 10:00 a.m.

2342 North 27th Street, Milwaukee, WI 53210 – Via Zoom

MINUTES

Members Present: Don Layden (Chair), Chytania Brown, John Kissinger

Via Zoom: Dan Bukiewicz, Kareeda Chones-Aguam, Sheila Cochran, Lea Collins-Worachek, Carla Cross, Randy Crump, Michael Daily, Eduardo Garza, Tasha Jenkins, Gene Manzanet, Steve Martin, Ted Matkom, Darryl Morin, Alan Perlstein, Curtis Shepard, Karen Spindler, Patricia Woodard

Designees Present: Parker Rios, Jennifer Gonda

Members Absent: Kimber Bartosiak, Pam Fendt, Andres Gonzalez, Ossie Kendrix, Brian Levins, Vicki Martin, Lupe Martinez, Dr. Mark Mone, Lois O’Keefe, Dr. Keith Posley, Wallace White

Guests: Mayor Tom Barrett (Chief Elected Official), Oscar Tovar (City of Milwaukee), Renee O’Day (DWD), Cass Lanier (MATC)

Staff Present: Pete Coffaro, Lowell Raven, MelissaKaye Shekoski, Julie Cayo, Eileen McMahon

Board of Directors Chair Don Layden called the meeting to order at 8:32 a.m.

1. Approval of Meeting Minutes from March 12, 2020

After brief discussion, members approved meeting minutes from March 12, 2020 as circulated.

2. Chair Report

- *Packet information – Brown Memo dated May 22, 2020 Re COI policy, COI policy, Coffaro Memo dated May 22, 2020 Re Youth and Adult Supportive Services Policies, Both Policies, Coffaro Memo dated May 26, 2020 RE EMI Monitoring Policy and Procedure, Monitoring Policy and Procedure Draft, Coffaro Memo dated May 22, 2020 Re Selection of Regional OSO, Materials from the Executive Committee Meeting on May 1, 2020, WIOA Local Plan*

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- **Annual Meeting**

Chair Layden informed directors that the Vice Chair/Treasurer and Secretary/Governance are slated for reappointment with Mayor Barrett's recommendation. John Kissinger wishes to remain as Vice Chair and Andres Gonzalez is being considered for Secretary/Governance Chair. Mayor Barrett added his approval. Carla Cross stated the Executive Committee will continue to be all men and a stronger look should be taken at female members. Chair Layden responded that Dr. Katrice Cotton is Chair of Youth Committee and is on Executive Committee. He also agreed to take feedback and will appoint at least one member who will be a woman.

Motion and second for John Kissinger to continue as Vice Chair/Treasurer and Andres Gonzalez to serve as Secretary/Governance, approved by majority with Carla Cross opposed.

- **CEO Update**

Chytania Brown reported that EMI has been under COVID restrictions since she began her role as CEO on March 16th, 2020. Milwaukee Health Department reviewed and assessed building and on the right track. Staff have been very resilient and continue to do procurement and stay responsive to stakeholders and funders. All Staff meetings are being held monthly and work logs are turned in weekly. DWD and DOL audits were held last November and December and we have been responsive to results and have eliminated most of the findings, with just a couple we are researching and getting back to DWD. New Finance Director, Lowell Raven, has created some new financial reports for better tracking. Working with City of Milwaukee on Community Resource Navigator program. Received DWD grant for humanitarian work and received United Way grant of \$150k over two years. In Fund Development, we have applied for five grants and are waiting to hear results.

Question was posed when facility would reopen? Response was building will be opening in phases with EARN & LEARN staff working in office with students currently, but building will be closed to public until mid-July. Weekly discussions are held with DWD and Job Centers regarding planning for reopening.

- **Executive Committee Update**

Discussions still being held on possibility of selling the building and impact financially. Less debt on balance sheet with asset removed. No decisions have been made to this point. The annual audit was received from WIPFLI and Personnel, Finance & Audit Committee recommended continuing with WIPFLI through 2020, with a request for additional review from WIPFLI senior management for the next annual audit. Received recommendations from Program Committee for policies distributed and changes to WIOA contracts.

- **WIOA Local Plan Approval**

Chytania Brown reported that the Draft WIOA Local Plan was posted on our website on May 1st and distributed for comment. Some suggestions were received but no issues and EMI may revisit Local Plan during the year due to the pre-COVID labor market information. The Memo has highlights of the plan and we are looking for approval. The ICC approved on June 8th, 2020 unanimously.

John Kissinger motioned to approve the WIOA Local Plan; Carla Cross seconded; WIOA Local Plan approved unanimously.

3. Governance, Compliance & Nominating Committee Update

Packet information - Materials from GCN Committee on December 20, 2019

Darryl Morin reported GCN committee busy keeping Chytania and team up to date and on schedule with mandated reviews, compliance and implementation. Board and non-Board members are at required levels with no action currently required. Conflict of Interest form recently sent out to Directors via DocuSign. Currently in compliance with governing body and IRS. Best practices have been implemented with Counsel review. Chair Layden thanked Mr. Morin for his service as Chair of GCN and participation on Executive Committee and looks forward to continuing to work with him on Board of Directors.

4. Personnel, Finance & Audit Committee – FY2021 Budget Approval

Packet information - Materials from Personnel, Finance & Audit Committee meeting on May 28, 2020

John Kissinger updated members on issues associated with the FY'19 audit reported at the March Meeting. Chytania and Lowell have done a great job this quarter lowering the amount of outstanding sub-contractor payables. . Members reviewed the FY'21 budget information included in the packet and briefly discussed. Lowell Raven, Finance Director, reviewed the summary of the \$16.861M FY'21 budget. He noted that the costs were broken out between \$10.050M for Direct Program Costs-Contractual & Participants which included contractual, training and work experience and support services, \$4.591M for Direct Program Costs-EMI which include salary, fringes and overhead, and \$1.384M of Indirect cost for EMI which include salary, fringes and overhead. In addition, he noted there was \$836K allocated for contingency costs which represent uncertainty and unexpected costs that could not be foreseen at the time of preparing the FY'21 budget and that these costs were not budgeted to be programmatic or administrative in nature, and would allow for the agency to operate as unforeseen costs arose. . Lowell noted that for comparative purposes, the percentage of costs for each of the cost categories were very similar between FY'20 and FY'21. Lowell reviewed the details of the FY'21 budgeted revenue and noted that \$15.594M was from the Federal government, State of Wisconsin, County and City of Milwaukee, \$267K from projected rent revenue and \$1M for the fund development goal. Lowell noted that there was a decrease in DOL funding due to the sunseting of DOL contracts that were coming to a closure in FY'21. Mr. Kissinger reported that the committee requested that the original budget presented at the P, F & A meeting reflected a lower fund development goal of \$500,000; however the committee requested that be increased to \$1 million as reasonable amount to achieve and the FY'21 budget was then adjusted to reflect that increase.

A question was posed on the PPP loan amount and if it helped the agency? Lowell replied that the PPP loan amount was \$1,112,150, the loan funded on 5/4/20 and would be very helpful to EMI. Lowell commented that the intent was to use the loan for mostly allowable payroll related costs. An additional question was further posed if the PPP loan would be treated as revenue or a loan? Lowell responded that the proceeds of the PPP loan would be drawn for allowable payroll related costs and the initial payment to Employ Milwaukee would be treated as debt until the agency was able to apply for loan forgiveness.

Chair Layden informed Directors that the FY'21 Budget had been thoroughly reviewed and discussed at the May 28th, 2020 Personnel, Finance & Audit Committee Meeting and had been recommended to be

approved with the caveat that the fund development goal be increased from \$500,000 to \$1 million. The FY'21 budget was discussed at the Executive Committee on May 28, 2020 and was approved. Don also thanked EMI finance staff for new and improved financial reporting.

5. Program Committee Update

Packet information - Materials from Program Committee on April 20th, 2020 and May 20, 2020

Pete Coffaro reported on both the April 20th Special Program Committee meeting for reviewing the WIOA Title I Procurement Process and the May 20th Program Committee meeting. The RFP was released in February with original due date of March 20th that was pushed back to April 3rd, 2020 due to COVID 19. There was a competitive process with submissions from five Adult and Dislocated Worker, five Out of School Youth, and four In School Youth proposers. The highest ranked from each category were invited to Special Program Committee meeting to present and answer questions. The results were:

- Adult and Dislocated Worker – Maximus and ResCare/Equus
- Out of School Youth Services – UNCOM and DWFS
- In School Youth Services – Boys & Girls Club

Maximus, DWFS and UNCOM were current providers. ResCare/Equus will be operating out of YWCA and two locations on south side (library and Literacy Services). Maximus will be located at 27th and Hope Streets, as well as at WCS located at 37th and Wisconsin Streets and partnering with Silver Spring Neighborhood Center. Thus, we expanded our scope and reach geographically.

The Youth Services policy was approved and currently with DWD for response. The Job Centers are hoping to open in July 2020 and board members Tasha Jenkins and Lea Collins-Worachek are part of those weekly discussions. All applicants for EARN & LEARN that applied electronically will be offered a position which looks like 500-560 placements. All 11 WIOA performance goals were met for Adult and Dislocated Worker and Youth. The credential attainment rate we are close but still in yellow. This marks two consecutive quarters with positive performance results.

6. Youth Committee Update

Packet information - Materials from Youth Committee Meeting on May 13, 2020

Mr. Coffaro reported Youth Committee met on May 13, 2020. The Youth Supportive Services policy was reviewed, and comments encouraged. Also discussed seven youth-serving programs. EMI is currently recruiting for YouthBuild, cohort of 36, with training beginning in July. There are 18 in current cohort for Compete Milwaukee that began two weeks ago and all 18 were present. There is a TechHire graduation next Friday, June 19th, 2020. This grant was extended to December 31, 2020 for existing students.

7. Other

Ms. Brown thanked Board for supportive call and let members know she would be contacting them individually for informal conversations.

The meeting was adjourned at 9:30 a.m. by Chair Layden.

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The next Board of Directors Meeting will take place September 10, 2020 at 8:30 a.m. at Employ Milwaukee, 2342 N. 27th Street, Milwaukee, WI 53210 or VIA Zoom.

