



---

## EMPLOY MILWAUKEE BOARD OF DIRECTORS MEETING

---

**March 15<sup>th</sup>, 2018 • 8:30 a.m. – 10:00 a.m.**

2342 North 27<sup>th</sup> Street, Milwaukee, WI 53210 - Conference Room 118

### MINUTES

---

**Members Present:** Don Layden (Chair), Earl Buford, Kimber Bartosiak, Laura Bray, Carol Burgett, Robert Cocroft, Carla Cross, Pam Fendt, Andres Gonzalez, John Kissinger, Gene Manzanet, Lupe Martinez, Ted Matkom, Dr. Mark Mone (via phone), Darryl Morin, Lois O’Keefe, Alan Perlstein, David Pifer, Lauri Rollings, Rhonda Taylor-Parris, Wendell Willis (via phone), Patricia Woodard, Wade Woodworth, Steven Xiong

**Members Absent:** Griselda Aldrete, Dan Buehrle, Dan Bukiewicz, Lea Collins-Worachek, Randy Crump, Alicia Dupies, Michael Fabishak, Ossie Kendrix, Howard Snyder, Karen Spindler, Wallace White

**Guests:** Renee O’Day (DWD), Myra Edwards (City of Milwaukee), Parker Rios (UMOS)

**Staff Present:** Scott Jansen, Pete Coffaro, Patti Porth, Tracey Carey, Eileen McMahon

---

Committee Chair Don Layden called the meeting to order at 8:32 a.m.

**1. Approval of Minutes from December 14, 2017**

Minutes were approved as circulated.

**2. Chair Report**

• **Executive Committee**

The Executive Committee met on March 1, 2018. During open session, the committee discussed the amended bylaws. Amendment includes the following:

- Document-wide references from “Chief Elected Official” to “Designated CEO” and reference to workforce development consortium agreements approved by ICC and Common Council
- Updated minimum Directors to 25 and maximum to 40
- Addition of “Honorary Directors”
- Addition of Youth Committee as a standing committee
- Any other necessary changes required by Wisconsin statutes and WIOA

If you need this printed material interpreted to a language you understand or in a different format, or if you require other accommodations, please contact Sharron Briggs ([Sharron.Briggs@employmilwaukee.org](mailto:Sharron.Briggs@employmilwaukee.org) or 414-270-1729).

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

Committee went into closed session to review items with Jose Olivieri, legal counsel from Michael Best. During closed session, Executive Committee further discussed the finding issued by DWD regarding compliance of standing committees. Per WIOA, the board must appoint at least two non-board members to each standing committee. The Executive Committee motioned to remove the language from Personnel, Finance & Audit and Governance committees, which states Chairperson shall appoint two non-directors to the committee. DWD has not approved the deletion of this language. Members also reviewed and approved a three-year employment agreement with Earl Buford.

- **7<sup>th</sup> Amended and Restated Bylaws – Approval**

The 7<sup>th</sup> Amended and Restated Bylaws were approved unanimously as circulated.

### **3. Personnel, Finance & Audit Committee**

*Handout – Employ Milwaukee Handbook, Memo with changes*

Personnel, Finance & Audit Committee met on March 1, 2018. Members received copies of the Employ Milwaukee Handbook update to include name change from MAWIB to Employ Milwaukee.

In addition to the handbook, the committee received a benefit analysis comparing Employ Milwaukee to a recent MRA survey of nonprofits. Employ Milwaukee's benefits are comparable to other nonprofits of our size and budget. Karen Spindler and Patti will be reviewing PTO benefits and will make a recommendation at the May meeting.

- **2018 Employee Handbook – Approval**

- The 2018 Employee Handbook was approved unanimously as circulated.

Patti Porth presented details of FY2018 Financial Report including 2<sup>nd</sup> Quarter activity. The current budget is \$20.3 million. As of the 2<sup>nd</sup> quarter, we had expended 44% of the annual revised budget. Cost categories were reviewed, direct program costs are operating slightly over budget at 52%. Executive team is reviewing organization structure within budgeted dollars to determine what adjustments need to be made.

Each funding source was identified with a status of green, yellow or red for expenditures. A review was done on programs in yellow status focusing on the action plan for the remaining six months to meet program and expenditure goals.

Tracey Carey reported on Fund Development activity. Team has secured over \$1.2 million of new revenue since July 1<sup>st</sup>. Midwest Urban Strategies receives \$595,000 of non-federal funds to use for staff time for convening, labor market information for the Midwest, advisory activities, and technology improvements amongst the cities.

### **4. Program Committee**

Ted Matkom informed Board the Program Committee met on February 21, 2018. Program Committee has been receiving more data from Employ Milwaukee and are pleased with progress. In addition, no significant performance issues with One-Stop Operator program. Quarter Two report exceeded goal on four performance measures; one measure met and discussed how we can exceed.

- **WDA 2 ITA Policy - Approval**
- **WDA 2 Supportive Services Policy – Approval**
- **WDA 2 Youth Incentive Policy – Approval**

Pete Coffaro reported to Directors that three policies have been updated and will need Board approval. First is WDA 2 Individual Training Account (ITA) Policy. This was a clarification of allowable expenses and will now include uniforms.

Second is WDA 2 Supportive Services Policy. Previously had caps on childcare for participation and providing legal services did not have a cap. After brief discussion, members felt there was a lack of clarity on dollar amounts and caps per individual. Pete Coffaro will do some more investigation to help clarify content of policy and David Phifer volunteered to help with language and then will be reviewed by Program Committee.

Third, WDA 2 Youth Incentive Policy previously earned \$500 through participation but will now be earned through achievement.

**The WDA 2 ITA Policy was approved unanimously as circulated.**

**The WDA 2 Supportive Services Policy was approved as circulated with one abstention.**

**The WDA 2 Youth Incentive Policy was approved unanimously as circulated.**

## 5. **President’s Report**

- **Midwest Urban Strategies Update**  
Earl Buford updated Board on Midwest Urban Strategies partnership. To date, have raised \$13 million with \$7 million staying in Milwaukee. Recently submitted a funding proposal to Americorps to help with opportunity youth and waiting to hear back. As a group, MUS will be presenting at National Association of Workforce Boards at the end of March. Mr. Buford will be convening MUS team May 16-18, 2018 to continue focus on workforce.
- **Foxconn Update**  
*Handouts – Intentional Collisions: workforce development plans in response to project Flying Eagle workforce demand chart*  
Scott Jansen reported to Directors on workforce development plan map he created and explained purpose was to depict how the workforce system runs in SE Wisconsin; how the unemployed move through the process with skillset required. Foxconn employment needs will be starting up in the Fall and training will be given at Gateway and offered online at all 16 campuses in tech college system. The first large onboarding of talent event, Wisconsin Valley Construction Resource Fair, scheduled for March 29<sup>th</sup> at the Racine Civic Center.
- **Other Announcements**  
Myra Edwards with the City of Milwaukee updated Board on the 2018 Earn and Learn Program (18<sup>th</sup> year). Patti Porth and Ms. Edwards have been meeting on funding. Using a projection based on last year’s budget translates to \$3 million goal. More funding will be needed and request that Board members let Patti or Myra know of any funding sources that might be available. MPS is also leveraging

resources for this program. Ms. Porth added that applications for youth begin on March 19<sup>th</sup>, 2018 and they can apply at our offices or at EM website.

## 6. Other

- Performance Report Update

*Handouts - Employ Milwaukee Job Placement by Category, EM WIOA/Non-FSET Training Investment by Sector, WIOA/Non-FSET Training investment by Sector Fiscal Agent*

More employers are coming to Employ Milwaukee to build talent and are interested in subsidized employment. FSET funding encourages individuals to accept low-skilled, low-wage jobs. Graphs show transition year over year and depict where training dollars are going, the strategic moves we have made to date, and how outcomes are starting to change. Internal placement goal is 2,100 and we're currently at 1,485 YTD. We are working with \$6,000 less so have shifted the model with goal of connecting training to employment.

- Employ Milwaukee Website

Scott Jansen provided a quick demonstration of newly-vamped Employee Milwaukee website to show how user-friendly it has become and the wealth of information available, including a constantly updated calendar of events that includes all EM and provider job training and job fairs.

**The next Board of Directors Meeting will take place on June 14, 2018 at 8:30 a.m. to 10:00 a.m. at Employ Milwaukee, 2342 N. 27<sup>th</sup> Street, Milwaukee, WI 53210.**

**The meeting was adjourned at 9:58 a.m.**

Employ Milwaukee is an Equal Opportunity Employer and Service Provider. Auxiliary aids and services are available upon request to individuals with disabilities. If you need this information interpreted to a language you understand or in a different format, please contact Sharron Briggs ([Sharron.Briggs@employmilwaukee.org](mailto:Sharron.Briggs@employmilwaukee.org) or 414-270-1729). Callers who are deaf, hearing, or speech-impaired may reach us at Wisconsin Relay Number 711.