

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

**December 10, 2020 • 8:30 a.m. – 10:00 a.m.**

2342 North 27<sup>th</sup> Street, Milwaukee, WI 53210 – Via Zoom

### DRAFT MINUTES

(pending Board approval)

**Members Present:** Chytania Brown, Deshae Agee, Sheila Cochran, Carla Cross, Randy Crump, Michael Daily, Pam Fendt, Jennifer Fogarty, Eduardo Garza, Andres Gonzalez, Tasha Jenkins, Ossie Kendrix, John Kissinger, Donald Layden (Chair), Brian Levins, Steve Martin, Darryl Morin, Alan Perlstein, Dr. Keith Posley, Patricia Woodward

**Designees Present:** Laura Bray, Jennifer Gonda, Parker Rios

**Members Absent:** Dan Bukiewicz, Kareeda Chones-Aguam, Gene Manzanet, Dr. Vicki Martin, Lupe Martinez, Ted Matkom, Dr. Mark Mone, Lois O'Keefe, Curtis Shepard, Karen Spindler, Wallace White

**Guests:** Tom Walsh (WDA2 Labor Market Economist), Beth Norris (Regional One Stop Operator)

**Staff Present:** Julie Cayo, Lowell Raven, Eileen McMahon

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

#### 1. Approval of Meeting Minutes from June 11, 2020

After brief discussion, members approved meeting minutes from June 11, 2020 as circulated.

#### 2. State of the Labor Market – Tom Walsh, WDA2 Labor Market Economist

Tom Walsh presented slides on Gross Domestic Product (GDP), Wisconsin Unemployment Claims including comparisons of Initial Unemployment Claims, Weekly Unemployment Claims, Employment Change by Industry, JOLTS report for Total Nonfarm Employment, Projected Employment Recovery Time, Pandemic Advancements and Ongoing Workforce Challenges. Key point Mr. Walsh made was 'hire for learnability.' Employers can no longer rely on a spot market for talent. We need people with learnability – the desire and ability to develop in-demand skills to be employable for the long-term. Employability today is less about what you already know and more about your capacity to learn.

**Next steps** – Mr. Walsh's presentation will be emailed to Board of Directors.

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### 3. Chair Report

- *Packet information – WDB WIOA Regional Plan Program Years 2020-2023 dated November 1, 2020*
- **CEO Update – Year in Review**

The COVID-19 global pandemic hit the USA in March 2020 and quarantine and WAH began my first day as CEO. Some of the safety measures we took immediately were:

- WAH for all but essential staff (IT/Fiscal/Facilities)
- Return to Work agency plan linked to public health gating criteria (still in Phase 1)
- Equipment and software distribution
- Masks, social distancing and intense cleaning protocols

Other challenges, the American Job Centers were closed until July 2020 and reopened by appointment only. Employment and training opportunities were hampered, and direct service delivery was challenging.

A new initiative EMI began in late summer was building a positive organizational culture by setting group norms, dividing into teams, and updating at all staff meetings. The group norms include accountability, advance notice, clear direction, engagement/respect/inclusiveness, and internal partnerships. Other important work included all agency policies were updated and new systems/processes established to promote compliance and performance for future fiscal and programmatic monitoring. The Community Resource Navigator Program with \$4 million+ in funding from City of Milwaukee, Milwaukee County, and the State of Wisconsin began in June and 300 individuals were employed to date, helping them with temporary work during this tough financial year. Wages were \$15.00/hour. Occupations were contact tracers, community health workers, data entry and more. Our TechHire grant is sunsetting the end of this month. The program has trained 231 job seekers in Milwaukee, 75% between the ages of 17-29, more than 50% people of color and male.

The EARN & LEARN program continued this past summer even with the challenges. Happy to report that for the summer of 2020, EMI received 1,113 pre-registrations, 597 completed registrations and 423 youth were employed. The program was transitioned to virtual/in person hybrid model. Something new due to the pandemic was drive thru job fairs. EMI partnered with DWD, City of Milwaukee and various community-based organizations. Combined there were 2,673 attendees with 282 participating businesses and very successful and well-received.

My goals for 2021 include:

- Fund Development
- Virtual Service Delivery Options and Breaking Down the Digital Divide
- Post-Secondary Educators Collaboration
- Board Involvement
- Expanding Industry Partnerships

**Next steps** – Ms. Brown will send out her Year in Review presentation to the Board of Directors. Chair Layden requested Ms. Brown research public policy efforts on broad band accessibility and evaluate what we could do directly.

- **Executive Committee Update**

*Packet information - Employ Milwaukee Governance Self-Nomination Form – Christopher Rowland, EMI*

*Governance Self Nomination Form – Mark Kessenich, WI DWD Title 1 A and 1-B Policy & Procedure Manual – Nomination Process and Other Information,*

**i. Board of Directors Appointments - Approval**

Chair Layden reported that Christopher Rowland, Manpower Group, and Mark Kessenich, AGC, completed self-nomination forms that were approved by Governance Committee and then Executive Committee. Mr. Rowland participated on the CEO search team and will bring a lot of great workforce experience to the table. Mr. Kessenich was previously with WRTP and served as Interim CEO July 2019 through February 2020 and now CEO with AGC. Both men would be outstanding. Directors briefly discussed. Question was posed if this would give board required business representation? Response was yes, Board of Directors will then be at 51% business representation.

*Andres Gonzalez motioned to approve Christopher Rowland and Mark Kessenich to EMI Board of Directors; Carla Cross seconded; approved unanimously.*

- **WIOA Regional Plan - Approval**

Julie Cayo presented to Board the WIOA Regional Plan. After brief discussion, Chair Layden requested motion to approve.

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

**4. Governance, Compliance & Nominating Committee Update**

Andres Gonzalez reported GCN committee met on November 11, 2020. Mr. Gonzalez conveyed his honor to serve as chair of Governance Committee and continue the great work of his predecessor in this role, Darryl Morin. Committee has been focused on State and Federal requirements. Tasha Jenkins, DWD, joined the committee recently and providing great value. This committee will be looking to add another non-Board member in 2021.

**Next steps** – Chair Layden requested Julie Cayo create presentation for next Board of Directors meeting on compliance and agency effectiveness.

**5. Personnel, Finance & Audit Committee - Approval**

*Packet information – Memo from Lowell Raven dated 11/25/20 Re Accounting Policies and Procedures Manual*

John Kissinger updated members that Personnel, Finance & Audit Committee met on December 3<sup>rd</sup> and again on December 9<sup>th</sup> for a special meeting to approve Accounting Policy and Procedures Manual. Also reported that finances have positively improved and both the PPP loan and the sale of the building contributed. Fund Development is also going well with new Kohl's and United Way grants. Chair Layden asked if there were any questions on Accounting Policy and Procedures Manual and heard none.

*Carla Cross motioned to approve the Accounting Policy and Procedures Manual; Sheila Cochran seconded; Accounting Policy and Procedures Manual approved unanimously.*

**6. Program Committee Update - Approval**

Carla Cross thanked Board for the honor of Chairing Program Committee in 2020. Committee met on

November 11, 2020 and discussed recommendations for policy updates related to programs. Also discussed WIOA Local and WIOA Regional Plans. Will continue to review WIOA performance goals. Despite pandemic, rate of pay remained steady at \$15.26 for Adult/Dislocated Worker, \$11.34 for Reentry, and \$12.52 for Youth.

Program Committee approved Windows to Work provider, Center for Self Sufficiency (CSS), for 1 year contract extension. CFSS has continued to be a leader in the W2W quarterly meetings where program changes, policies, planning for upcoming year and collaborative work are discussed. Exceeding goal in retention but below goal in wage increase and employment and post-secondary.

**Next steps** – Based on presentation from Tom Walsh on ‘Hire for Learnability,’ Chair Layden requested Program Committee to research best in class programs on this topic and how to develop.

*John Kissinger motioned to approve Windows to Work contract extension for additional year to Center for Self Sufficiency; Andres Gonzales seconded; approved unanimously.*

## **7. Youth Committee Update**

Ms. Brown reported that Youth Committee met on November 4<sup>th</sup>, 2020. Have been involved with policy updates and compliance. Youth Committee created EARN & LEARN Fund Development ad hoc subcommittee to begin strategizing for fundraising for 2021 EARN & LEARN session. This new subcommittee will be meeting later this month.

## **8. Other – Board of Directors and Committees Calendar for 2021 - Approval**

*Packet information – 2021 Schedule of Board and Committee Meeting Dates*

Chair Layden asked Directors to review Board and Committee meeting dates for 2021 and report any conflicts. After brief discussion, all members were agreeable with dates as scheduled.

*John Kissinger motioned for approval for Board of Directors and Committees Meeting Calendar for 2021, Carla Cross seconded; approved unanimously.*

The Board of Directors meeting was adjourned at 9:55 a.m. by Chair Layden.

**The next Board of Directors Meeting will take place March 11, 2020 at 8:30 a.m. at Employ Milwaukee, 2342 N. 27<sup>th</sup> Street, Milwaukee, WI 53210 or VIA Zoom Technology.**

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