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

Donald W. Layden, Jr.  
**Chair**

## EMPLOY MILWAUKEE BOARD OF DIRECTORS MEETING

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**September 12, 2019 • 8:30 a.m. – 10:00 a.m.**

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

### DRAFT MINUTES

(pending Board approval)

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**Members Present:** Don Layden (Chair), Kimber Bartosiak, Dan Bukiewicz (phone), Charlotte Cannon-Sain, Kareeda Chones-Aguam, Lea Collins-Worachek, Sheila Cochran (phone), Carla Cross (phone), Randy Crump, Michael Daily, , Amy Hansmann (phone), Ossie Kendrix, Mark Kessenich, John Kissinger, Brian Levins, Gene Manzanet (phone), Steve Martin, Vicki Martin, Ted Matkom (phone), Alan Perlstein, Karen Spindler, Wallace White, Patricia Woodard

**Members Absent:** Deshea Agee, Mike Fabishak, Pam Fendt, Andres Gonzalez, Lupe Martinez, Mark Mone, Darryl Morin, Lois O'Keefe Keith Posley, May Yer Thao, Eduardo Garza (CVI)

**Guests:** Mayor Tom Barrett (Chief Elected Official), Secretary Frostman (DWD), Chytania Brown (DWD), Vera Ford (Milwaukee Job Corps), Jennifer Gonda (UW-M), Parker Rios (UMOS), Renee O'Day (DWD)

**Staff Present:** Pete Coffaro, Rob Cherry, Eileen McMahon, Tim McMurtry

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Board of Directors Chair Don Layden called the meeting to order at 8:38 a.m.

#### 1. Presentation from Secretary Caleb Frostman, Department of Workforce Development

Secretary Frostman reported on his first eight months as Interim Secretary of Wisconsin DWD and the scope of running an organization of 1,600 employees. The high level priorities include:

- Investments in economic infrastructure, both rural and urban, to create quality communities
- Education
- Attracting new employers and individuals to Wisconsin
- Quality and quantity of jobs available and focus on unemployment
- Connecting with Reentry citizens

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- Housing and transportation

Strong partnerships with our workforce boards is critical as they are the boots and ears on the ground. The focus is the career path to a living wage, and we need to continue to be strategic about these efforts. Secretary Frostman encouraged board members to reach out to himself or Chytania Brown as needed to help continue the fruitful partnership. Question was posed if there is any interaction by DWD with the Foxconn project in Racine? Chytania Brown responded she is attending bi-monthly meetings with Foxconn. They have indicated two additional buildings have been added, however, hiring has slowed down.

Chair Layden introduced our Chief Elected Official and guest, Mayor Tom Barrett. Mayor Barrett stressed the importance of having jobs where people live. Employers need to stay in the city limits – it's a win-win proposition with employers having access to a pipeline of potential employees. There was an announcement earlier this week regarding City of Milwaukee requesting an additional 1 percent to sales tax. These funds would be split between property tax, county and municipality, with 7% going towards the public health initiative of lead paint program. If Mayor Barrett is given authority for additional sales tax, \$11 million each year will be spent in lead paint remediation efforts.

## **2. Approval of Meeting Minutes from June 13, 2019**

After brief discussion, June 13, 2019 Board of Directors minutes were approved as circulated.

## **3. Executive Report**

- **CEO Search Committee Update**

Chair Layden reported on CEO search. Hired MRA to conduct a national CEO search window which will be about five weeks and hopefully lead to a robust pool of candidates by late October. Mark Kessenich and MelissaKaye Shekoski will send detailed information including timeline, CEO profile, and listing of search committee when finalized. Search Committee will meet jointly with Executive Committee and the Board of Directors will receive two to three updates during process. Next step would be sending BOD recommendation to Mayor to appoint. Planning to have a meet and greet with two candidate finalists and the BOD. Interim CEO Mark Kessenich is contracted through WRTP until December 31, 2019, so goal is to have new CEO selected by early December.

- **President's Report**

Staffing update – Chair Layden asked of the Board if any questions on turnover in executive branch. Question was posed if a search firm will be used to replace the CFO? Response was that EMI is conducting the hiring process for the Finance Director. Question was posed who is executive team currently, need to know our 'go to' people? Response was organization is envisioned as CEO and VP for Planning & Fund Development and VP for Programs. CEO will have Finance Director, HR, and IT and Facilities Director as direct reports. Rob Cherry will oversee administrative areas including Accounting, Fund Development, Planning, and Data. Pete Coffaro will run Programs, Business Solutions, and Contract Compliance. Mark Kessenich reported that he has an HR consultant from MRA, Sharlie McCain, reporting to him now on a contractual basis and will leave the decision of hiring a permanent human resource professional to the next CEO. Recent layoffs included seven positions and staff went down from 66 to 54 employees over the last year. Organization will be more efficient and productive and included significant budget savings. Forecasting a \$600k budget surplus by January 1<sup>st</sup>, 2020.

#### 4. Committee Reports

- **Governance Committee**

Executive Committee approved Eduardo Garza, Center for Veterans Issues (CVI) to Board of Directors. Charlotte Cannon-Sain (CVI) will continue as designee. Additionally, we have two current board members with employment changes: Griselda Aldrete now with Fire and Police Commission and will be contacted to see if she would like to continue to serve on the Board. May yer Thao (Hmong Chamber of Commerce) has accepted a position with WHEDA and her slot on Board will need to be replaced. Executive Committee is having legal counsel review conflict of interest policy changes before approving that document.

- **Program Committee**

Program Committee met on August 21 and August 27, 2019. Program Committee recommended award of Windows to Work contract to Center for Self Sufficiency in an amount NTE \$186,000 to provide case management services from October 1, 2019 through June 30, 2020 with the option to extend the contract for two one-year terms contingent upon demonstrated performance and availability of funds. Executive Committee approved award of the contract and two policies: Veterans & Eligible Spouses Priority of Service, which was reformatted to be consistent with State language and, Individual Training Account, which had the requirement removed that final 20% payment to the training vendor be contingent upon proof of participant attaining economic self-sufficiency wage. Committee reviewed WIOA performance metrics. EMI met eight of the eleven metrics for the fourth quarter but remain below for credential attainment rate for those participants that exited the program from January 1, 2017 through December 30, 2017, particularly with regard to dislocated workers. Committee requested a corrective action plan that articulates all the actions underway to improve performance. It will include comparative information from all the WDAs, the number of people in the denominator and numerator and anecdotal information from dislocated workers about their experience of leaving a training program for work. Finally, committee reviewed the proposed schedule for procurement of WIOA Title 1B vendors effective July 1, 2020 and agreed to meet in October to review the procurement strategy.

- **Youth Committee**

Youth Committee met on August 14, 2019. Reviewed and approved Youth “Requires Additional Assistance” Definition. Received an Earn and Learn update that preliminary numbers were approximately 725 participants compared to 973 from 2018. Feedback from committee was to improve communication to parents, youth, and partner agencies.

- **Personnel, Finance and Audit Committee**

Committee met on August 29, 2019. Mark Kessenich presented the Financial Activity Report for quarter ending June 30, 2019. Employ Milwaukee expended \$16.8 million (93%) of the \$18 million budget for the year. Staffing and indirect costs expended appropriately. EMI is working to close out financials by September 30<sup>th</sup>, 2019 in preparation for the annual audit. Mr. Cherry reported that EMI has a \$1 million operating goal for fund development. Even with the adjustments in budget, this goal was met. Recently started Fund Development Committee in part due to slow down of grants coming out of DOL. Invites will go out in September to selected board members

and the focus will be on raising private dollars. How we balance federal/private funding ratio affects support we can provide to the community. Building Update – New Tenants WCS have begun moving in south side of building. ResCare will exit October 1, 2019. Monthly rent received is slightly less than the monthly mortgage payment. EMI still has 10,000 sq. ft. of unoccupied space that can be rented.

## **5. Other Business**

No additional discussion was held.

**The next Board of Directors Meeting will take place on December 12, 2019 at 8:30 a.m. at Employ Milwaukee, 2342 N. 27<sup>th</sup> Street, Milwaukee, WI 53210.**

**The meeting was adjourned at 10:02 a.m.**

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