



## EMPLOY MILWAUKEE BOARD OF DIRECTORS

### EXECUTIVE COMMITTEE MEETING

November 18, 2021 – 10:00 a.m.

Employ Milwaukee – 2342 N. 27<sup>th</sup> Street, Milwaukee, WI 53210 – via Zoom Technology

### APPROVED MINUTES

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

**Members Absent:** Andres Gonzalez, Keith Posley

**Employ Milwaukee Staff Present:** Lowell Raven, Carlton Thompson, Sharron Briggs

**Guests Present:** Anthony from CareerEdge

Chair Don Layden called the meeting to order at 10:06 a.m.

#### 1. Welcome

Chair Don Layden welcomed committee members.

#### 2. Minutes from August 26, 2021 - Approval

Executive Committee briefly discussed the August 26, 2021 meeting minutes.

*Carla Cross motioned for approval of August 26th, 2021, minutes; John Kissinger seconded; minutes were approved unanimously.*

#### 3. Close Session\*

*John Kissinger moved that the committee go into close session; Carla Cross second: Time 10:35*

#### 4. President's Update

OSO Monitoring Policy - (Approval)

*Chytania Brown* reported on monitoring from last year. DWD indicated that all workforce board must have a One Stop Operator (OSO) Monitoring Policy & Procedure. EMI had to draft out the policy; effected date goes back to July 2021. Since the OSO is a subbed-out contract the agency must have a policy to show we operate. EMI does not monitor the Regional Operator covers the Workforce Development Boards between areas 1 and 3. Kenosha monitors the One Stop Operator.

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The committee viewed the OSO Monitoring Policy in the meeting packet. Ms. Brown will be giving a higher-level report at the upcoming Board of Directors meeting.

*Carla Cross motioned for approval of OSO Monitoring Policy; John Kissinger seconded; approved unanimously.*

## **5. Chair Report**

Don Layden did not have a Chair Report at this time.

## **6. Committee Report**

### **- Governance Committee**

Chytania Brown reported that Andres Gonzalez cancelled the November 10th, 2021, Governance meeting due to lack of agenda items and email was sent out to committee informing them of his decision.

### **- Program Committee (Approval)**

Carla Cross: The program committee met on November 11<sup>th</sup>; United Neighborhood Center of Milwaukee (UNCOM) gave a presentation; the committee has asked funded organizations to present at each committee meeting. The committee discussed the additional monies coming in EMI programs Community Resource Navigator. The committee is seeking approval for the Virtual Platform, which is a virtual system that will be used to serve the participant when they can't meet in person. The Program Committee did approve and are moving forward with a recommendation of the system that the EMI staff have reviewed and recommended.

Carlton Thompson reported on the selection process and final recommendation. He indicated that during the pandemic EMI had a chance to see how services were delivered; participants were able to submit eligibility document, interviews & candidate tracking. EMI needed to expand the technology that allows us to reach people on different platforms. EMI went through an RFI to see what services were out there and how other organizations were meeting their needs. Put together an RFP which identified many of the services needed. Our recommendation was CareerEdge. This vendor will virtually give EMI the opportunity to change the way case management is done, timesheets, financial management, better engagement with recipients and employers. Don asks if the process was competitively bid with independent scoring and if CareerEdge had the highest score? Carlton and Chytania said yes. Chytania indicated that it was a combination score; numeric and demo. CareerEdge has worked with several workforce boards regionally and nationally. There will be a phased in approach starting with the Earn & Learn program. CareerEdge will allow EIM to eventually transition from Efforts2Outcomes and carry all place management case programs over to their system.

*The Executive Committee move forward with the Program Committees Recommendation of the CareerEdge Virtual Platform for EMI. No objections approved unanimously.*

Ms. Cross indicated that the discussed awarded grant information will be viewed at the next Board Meeting taking place on December 9, 2021.

- **Youth Committee**

*Chytania Brown* reported that Dr. Posley & Dr. Cotton were not in attendance. She indicated that the Youth Committee has a general review going over dashboard updates of the programs. There were no approval items. They announced that EMI got the Brighter Future grant which is a partnership with Boys & Girls Club. A notice was received from DCF that EMI would be awarded the funding.

- **Personnel, Finance & Audit Committee**

Mr. Kissinger the committee had a presentation from the Self-Help Credit Union group that gave us our PPP loan. They're interested in doing more with EMI not the day-to-day items, but they lean to working with the more disadvantage communities' parts of Milwaukee. The committee moved to approved ADP for the HR & Payroll services. Which was a good deal for 56K. ADP was the lower and better option. EMI EMI stayed with United Healthcare for their insurance provider; they did switch dental and vision providers. The committee conditionally approved awaiting Karen Spindler thoughts/expertise on the healthcare provider. EMI has 1.2 million in proceeds due to the selling of the building. Don Layden asks that board to draft an investment policy which will come before the full board later. Committee member Jon Mariano from Johnsons Bank will bring some draft investment policies to show the committee. Fund development opportunities are larger than they've been for a while. EMI have been solicited to be a part of a team or to lead the team for the other partners. The audit was delayed due to personnel issues; a special committee meeting will take place in January to view the audit. We expect this to be a clean audit going forward.

**7. Other Items**

No further discussion was held.

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

**Next Meeting: February 24, 10:00 a.m.**