



## EMPLOY MILWAUKEE BOARD OF DIRECTORS

### EXECUTIVE COMMITTEE MEETING

February 25, 2021 – 10:00 a.m. – 11:30 a.m.

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

### MINUTES

**Members Present by phone:** John Kissinger, Chytania Brown, Carla Cross, Andres Gonzalez

**Members Absent:** Don Layden (Chair), Keith Posley

**Employ Milwaukee Staff Present:** Lowell Raven, Julie Cayo, Dereya Pedersen, Eileen McMahon

**Guests Present:** None

Chair Don Layden was not able to join due to travel. John Kissinger chaired the meeting in his absence.

Vice Chair John Kissinger called the meeting to order at 10:05 a.m.

#### 1. Welcome

Vice Chair Kissinger welcomed committee members.

#### 2. Minutes from December 3, 2020 - Approval

Executive Committee briefly discussed the December 3, 2020 minutes.

*Andres Gonzalez motioned for approval of December 3, 2020 minutes; Carla Cross seconded; minutes were approved unanimously.*

#### 3. President's Update

Ms. Brown reported on highlights for the past quarter. Tomorrow, February 26, 2021, is the virtual street dedication for Mr. Don Sykes, former Employ Milwaukee CEO. The event had over 300 respondents and due to virtual everyone could attend. She recently sent out video clip for CRN program and it depicts the work and partnerships within the community during this time of uncertainty to help those who need it most. This is the time of year when programs start shifting toward summer programs like EARN & LEARN and planning begins for job fairs. The Business Solutions team is preparing a work plan. Recent Rapid Response program was held for Master Lock and some outreach is being created for their dislocated workers including social media posts and radio advertising. Question was posed if the Zoo will be a work

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site for EARN & LEARN this year? Ms. Brown responded she met with reps from Zoo and Milwaukee County, and they plan to hire three people for the summer program.

Ms. Brown reported the sale of the building close date was on February 5<sup>th</sup>, 2021. The original offer was \$3.4 million but after inspection issues with roof and HVAC system, negotiated down to \$3.175 million, which was a reduction of \$225,000. After paying off mortgage and debt, including LOC, balance was \$1,204,509. These funds were placed in new money market account with PNC Bank so it would not be co-mingled with our operating funds. Ms. Brown added that BOD Chair Don Layden had requested on December 3<sup>rd</sup>, 2020 Executive Committee meeting recommendations for investing remaining funds after building sale. Mr. Kissinger reported that he discussed with Mr. Layden funds from building sale to possibly be set up as an endowment and try to grow. After change from ownership to tenants, Ms. Brown met with WCS management. Decisions on Facilities and Security staff being picked up by WCS have not been made. Decision was made for us to have use of Room 118 for summer programming but will have to look elsewhere next PY. Vice Chair Kissinger congratulated Chytania and Lowell on clean sale of building in this financial climate and the huge positive shift to EMI finances.

Personnel update is an Accounting Manager with 22 years at EMI resigned effective February 15<sup>th</sup>, 2021. Mr. Raven has promoted employee to this position and currently posting for an accountant. Human Resources Manager was hired in January 2021.

#### **4. Chair Report**

Due to Chair Layden not able to join meeting today and important quarterly highlights discussed in the President's report, there was nothing further to report here.

#### **5. Committee Report Outs**

##### **- Governance Committee (Approvals)**

*Packet information – EMI Governance Self Nomination Form for Maysee Herr, WI DWD WIOA Title 1-A & 1-B Policy & Procedure Manual, Dereya Pedersen memo re Bylaws and Conflict of Interest Policy dated January 22, 2021, Seventh Amended & Restated Bylaws of Employ Milwaukee, Inc.*

Mr. Gonzalez reported that Governance Committee met on February 17<sup>th</sup>, 2020. Of note, committee approved nomination of Maysee Herr, Executive Director at Hmong Chamber of Commerce, an organization with 100 business members. Ms. Herr brings great experience not only with Hmong Community but with Asian-owned small business development. Recommend Ms. Herr to Executive Committee for review and approval.

*Carla Cross motioned to approve nomination of Maysee Herr to Board of Directors, Chytania Brown seconded; approved unanimously.*

Julie Cayo reported that EMI new Compliance Manager, Dereya Pedersen, completed a review of EMI bylaws with some recommendations and then engaged Michael Best for further review at Don Layden's request. Changes were minor but included COI policy, some latitude in phrasing for frequency of Board and Committee meetings 'as needed.' Ms. Pedersen explained some changes were to make language more uniform. Ms. Brown added that it is a requirement to review bylaws and make sure reflective of other similar nonprofit agencies.

*Carla Cross motioned to approve Employ Milwaukee 8th Amended Restated Bylaws; Andres Gonzalez seconded; approved unanimously.*

- **Program Committee (Approval)**

Packet Information – Draft Child Protection Policy Statement

Carla Cross reported Program Committee met on February 18<sup>th</sup>, 2021. Our Regional One Stop Operator, Beth Norris, provided an update. Windows 2 Work grant up for renewal. Hoping that CARES act funding continues since CRN program has been successful during this pandemic for the population that we serve.

Julie Cayo reported that Program Committee approved Child Protective Services Policy and bringing here for Executive Committee approval. United Way required EMI have a Child Protective Policy as part of grant award requirements. The policy defines abuse, screening of employees, appropriate and inappropriate behavior and how to create a safe environment. Ms. Brown added it will be included in all contracts for youth going forward as an attachment. Question was posed if new policy was reviewed by legal counsel? Ms. Cayo responded we received a template for the policy from United Way and Compliance Manager helped finalize. Ms. Pedersen reported after drafting removed all language of EMI liability so now states Employ Milwaukee supports child protection by enforcing vs. liability.

*Carla Cross motioned for approval of Child Protection Policy; Chytania Brown seconded; approved unanimously.*

- **Youth Committee**

Chytania Brown reported Youth Committee met on February 10<sup>th</sup>, 2021. Discussion was held on Child Protective Policy and approved. Performance benchmarks were discussed for Adult and Dislocated Worker and Youth contracted agencies. There are performance plans for those that require it mainly due to pandemic, especially for In School Youth programs. The EARN & LEARN Fund Development Subcommittee has been working hard since last December to increase available funds for this summer's program and get EMI in a position to be able to include 1,200+ youth this year. Applications for Work Sites will go live at EMI website on March 8<sup>th</sup> and youth applications will go live on March 15<sup>th</sup>. This will again be a hybrid of in-person and virtual. Changes to applications this year include three to four questions related to safety and COVID protocols for Work Sites. If we are not able to get as many Work Sites as we anticipate, EMI is working with MUS creating a five-to-six-week option for youth once Work Sites are filled.

- **Personnel, Finance & Audit Committee**

Mr. Kissinger reported PF&A Committee met earlier this morning and committee discussed that PY20 Audit Draft has not yet been received from WIPFLI with the delay related to the fact that it is a combined compliance and financial audit plus wanted building sale included in results. Completion is expected the end of March, which will cause the need for Special PF&A Committee meeting followed by Special Executive Committee approval. Mr. Raven explained EMI needs to file data collection form plus audit itself and send to OMB Clearinghouse by March 31<sup>st</sup>, 2021. Mr. Gonzalez suggested once

PF&A and Executive Committees have approved the audit to send email to Board of Directors that approval occurred. **Next steps** – EMI Executive Assistant will poll PF&A and Executive Committee members to determine a date and time for back-to-back meetings on March 29<sup>th</sup> or March 30<sup>th</sup> and schedule Zoom meetings for both.

## **6. Other Items**

No further discussion was held.

Vice Chair Kissinger adjourned the meeting at 10:53 a.m.

**Next Meeting: May 27<sup>th</sup>, 2021**

**Next Board of Directors meeting: March 11<sup>th</sup>, 2021**

