



EMPLOY MILWAUKEE BOARD OF DIRECTORS

SPECIAL EXECUTIVE COMMITTEE MEETING

May 1, 2020 – 8:00 a.m. – 8:30 a.m.

Employ Milwaukee – 2342 N. 27th Street, Milwaukee, WI 53210 – via Zoom

MINUTES

Members Present by phone: Don Layden (Chair), John Kissinger, Darryl Morin, Chytania Brown, Ted Matkom

Members Absent: Keith Posley

Employ Milwaukee Staff Present: Pete Coffaro, Lowell Raven, Eileen McMahon

Chair Don Layden called the meeting to order at 8:03 a.m.

1. Welcome

Chair Layden welcomed committee members. An addition to the agenda for today will be approval of small business loan available due to COVID 19 Safer at Home policy.

a. Approve Paycheck Protection Plan (PPP) Loan

Chytania Brown reported that EMI's current bank, PNC, was no longer accepting applications for PPP loans, thus EMI applied with Self-Help Federal Credit Union and received a letter for loan approval dated April 28, 2020 in the amount of \$1,112,150.00 and with this committee's approval, the PPP loan will close by May 5th, 2020. This document will require Secretary Darryl Morin's signature. Mr. Morin posed the question if majority of loan would be 'forgiven' according to the 75%/25% payroll and eligible operating expenses, respectively, split? Lowell Raven, Finance Director, responded that if all required steps are taken, 100% of this amount should be forgiven. Mr. Raven added that monies from this fund will need to have a separate bank account opened so that there is an audit trail which reflects the proper expending of the PPP loan proceeds. The PPP loan should be a tremendous financial help to EMI.

After brief discussion, the Paycheck Protection Plan loan from Self-Help Federal Credit Union was approved unanimously.

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- 2. Approval of WIOA Adult & Dislocated Worker Services Provider(s)**
- 3. Approval of WIOA Out-of-School Youth Services Provider(s)**
- 4. Approval of In-School Youth Services Provider(s)**

Packet information – Coffaro Memo dated April 30, 2020 to Executive Committee Re RFP Approval, Program Committee Presentation from April 20, 2020

Ted Matkom reported that the Program Committee met on April 20, 2020 to hear presentations from the highest scoring proposers.

Mr. Matkom expressed his appreciation to the Program Committee for stepping up and to Pete Coffaro and his staff for organizing the virtual meeting as well as the entire procurement process. Both Program Committee and Youth Committee had members that were involved in the evaluation process and the presentations went well. Mr. Coffaro added that Program Committee held extra meetings in October, January, and April to ensure it was a Program Committee directed process.

Proposals were released in early February with a deadline of March 20, 2020 initially, but deadline was extended to April 3rd, 2020 due to issues caused by the COVID 19 Pandemic.

- Five proposals received for Adult and Dislocated Worker Services
- Five proposals received for Out-of-School Youth Services
- Four proposals received for In-School Youth Services

Title 1B Services will be offered in additional parts of the community because the RFP required services to be provided not only from American Job Centers but also community-based organizations, referred to as delegate agencies. Awarding two contracts for Adult and Dislocated Worker and Out-of-School Youth also helps expand our network.

Mr. Matkom added that he did have a concern about diversity at proposers' top and ground levels. The RFP was very direct about the importance of diversity, but the Program Committee remains disappointed that the leadership ranks do not reflect the diversity of the customers we serve. This will remain a key concern and Mr. Coffaro was directed to relay these concerns to the awarded organizations.

Mr. Matkom requested approval of the following:

Requested Action:

- Authorization for the President & CEO to negotiate and execute contracts with Maximus Human Services and ResCare Workforce Services for the provision of WIOA Title 1B Adult and Dislocated Worker Services from July 1, 2020 through June 30, 2021.
- Authorization for the President & CEO to negotiate and execute contracts with United Neighborhood Centers of Milwaukee and Dynamic Workforce Solutions for the provision of WIOA Title 1B Out-of-School Youth Services from July 1, 2020 through June 30, 2021.
- Authorization for the President & CEO to negotiate and execute a contract with the Boys & Girls Club of Greater Milwaukee for the provision of WIOA Title 1B In-School Youth Services from July 1, 2020 through June 30, 2021.

Chair Layden informed members that due to approval coming from Program Committee, a motion will not be necessary. WIOA Adult and Dislocated Worker Services contracts to Maximus Human Services and ResCare Workforce Services approved unanimously. WIOA Out-of-School Youth Services contracts to United Neighborhood Centers of Milwaukee and Dynamic Workforce Solutions approved unanimously. WIOA In-School Youth Services contract to Boys and Girls Clubs of Greater Milwaukee approved unanimously.

5. Other

Chytania Brown gave a brief status update on operations at EMI during Safer at Home quarantine which mandated office closure except for essential staff. At the start of quarantine, Ms. Brown participated in many calls with federal and state agencies around service continuity and being creative and innovative in serving public stakeholders. Additional updates include:

- DWD approved technology grants for WDBs and EMI will be receiving \$56,000 to cover costs associated with COVID 19 expenses.
- EARN and LEARN summer work program is pushing forward with extended deadlines for worksites and for youth applications to May 8th at 4PM and May 9th at 3PM, respectively. DWD is going through applications to get \$422,000 in funding for the program.
- EMI is in the process of creating a COVID 19 return to work plan for coming back while meeting the social distancing requirements and how to address external community meetings, opening job centers to provide access and assistance, etc.

Question was posed on how EMI will handle all the dislocated workers when quarantine is over? Ms. Brown responded that individuals are already coming to us and that the Rapid Response team is handling calls and emails. Any individuals coming to our website will see our new COVID 19 web page. Resources include unemployment information as well as small portal for hiring for individuals who want to see what is available right now. In addition, Employ Milwaukee anticipates receiving funding from DWD and the City of Milwaukee to employ job seekers to assist with local humanitarian projects.

The meeting was adjourned at 8:28 a.m.

Next Meeting: May 28, 2020
Next Board of Directors meeting: June 11, 2020