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

Donald W. Layden, Jr.
Chair

EMPLOY MILWAUKEE BOARD OF DIRECTORS

EXECUTIVE COMMITTEE MEETING

May 28, 2020 – 10:00 a.m. – 11:30 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, MelissaKaye Shekoski, Eileen McMahon

Guests Present: Renee O'Day (DWD), Tori Conley (America Works), Beth Norris (Waukesha County-Department of Administration)

Chair Don Layden called the meeting to order at 10:15 a.m.

(Note: Personnel, Finance & Audit Committee went until 10:15 causing late start for this committee)

1. Welcome

Chair Layden welcomed committee members.

2. Approval of Minutes

- **February 25, 2020**
- **May 1, 2020 Special Meeting**

After brief discussion, the February 25, 2020 and May 1, 2020 Executive Committee meetings were approved as circulated.

3. President's Update

Chytania Brown reported COVID-19 quarantine began on March 16th, 2020, her first day in the CEO role. On Day 1 management staff created COVID 19 work plan and were 95% ready as far as equipment staff would need to work from home. Additional Zoom licenses were purchased for managers. The receptionist received all building calls that were auto transferred to her phone. EMI held numerous calls on a weekly basis with participants and partners as well as kept constant dialog with DOL and WI-DWD. Soon after we were approved for PPP loan, which helped prevent any layoffs due to this serious health crisis. No employees have been diagnosed with COVID 19 as of this meeting. Per the plan, we will be opening in stages with second stage beginning next week and will include management, fiscal and all Earn and Learn

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team members. Building will only be open to scheduled Earn and Learn participants. All staff and visitors will be required to wear face masks and use hand sanitizer. IT and Facilities Director is using building checklist that follows CDC guidelines to keep staff and external visitors safe.

WCS has expressed interest in purchasing the building but first would like to lease more square footage. EMI in the process of working with PNC Bank in order to have an appraisal issued for our building which we expect to have issued by mid-June 2020. Question was posed if EMI would remain in the building? Response was not long term but at least 3-5 years after sale. Committee briefly discussed positive and negative impacts of selling the building.

Leadership Team have been working on strategic planning to map out how EMI moves forward. How can we help people get trained and back to work? Recent DWD humanitarian grant focused on dislocated worker and unemployed and we expect to receive significant portion of the grant funding. Started partnership with City of Milwaukee for humanitarian efforts. Added COVID-19 space on website in late March and are constantly updating as we get information on resources to help individuals impacted. Podcasting series will start airing in June 2020. Some guest speakers will include DWD Unemployment Insurance Secretary, our own Don Layden, and Tim Sheehy, a local employer. Ms. Brown thanked Pete Coffaro and Lowell Raven for their long hours and hard work to get us to where we are today.

4. Chair Report

Chair Layden shared that he could not be more pleased with EMI program and Ms. Brown's ability to keep agency properly directed. Chytania and her whole team pulled together nicely particularly considering that she assumed CEO duties at start of pandemic quarantine and working remotely.

5. Committee Report Outs

Packet information – EMI Draft Policy 20-02 Re Conflict of Interest, Coffaro Memo dated May 22, 2020 Re Youth Supportive Services Policy & Adult Supportive Services Policy, EMI Policy 20-01 Youth Supportive Services, EMI WIOA Policy 17-02 Adult & Dislocated Worker Supportive Services

Governance Committee – Approval COI Form

Darryl Morin briefly updated committee on EMI Conflict of Interest policy 20-02 and that a few minor changes had recently been made. Mr. Morin requested Executive Committee vote to approve and send on to Board of Directors.

EMI Conflict of Interest policy 20-02 approved as circulated and will be part of Board of Directors packet.

Program Committee – Approval Supportive Services Policies

Pete Coffaro presented stating that EMI has revised the existing supportive services policy to focus on Adult and Dislocated Workers and created a new separate Youth Supportive Services policy. DOL had highlighted the need for EMI to have a supportive services policy that is specific to youth. The two policies help to ensure they are not unduly restrictive. Committee briefly reviewed materials and discussed.

Executive Committee approved Adult & Dislocated Worker Supportive Services Policy and Youth Supportive Services Policy unanimously.

Youth Committee

Mr. Coffaro requested all members visit EMI website and review Draft Local Plan that was posted to website May 1st through June 1st, 2020. The narrative is 45 pages with Youth Elements addressed. YouthBuild, a nine-month construction training program, will be having their next cohort in July. The Earn and Learn Program will be held with 550 students from 1,000 applications. Next week E&L participants will be attending Job Readiness training with Sydney Moncrief. Chair Layden commented that although Earn & Learn program is with smaller group this year, EMI can be proud that program continued and did not cancel considering everything involved with the pandemic.

Personnel, Finance & Audit Committee

John Kissinger reported committee is strong and the non-Board members Jon Mariano and Molly Gena have been very helpful and objective. At the previous Executive Committee, we discussed the audit and the issues that caused the going concern. With Finance Director Lowell Raven joining in January and CEO Chytania Brown in March, should make a positive impact after last year's turnover issues at the executive level. Thus far, \$182,000 has been paid down on the \$500,000 line of credit. EMI was approved and received funding for PPP loan in the amount of \$1,112,150. EMI will reach out to and obtain expert assistance in order to ensure that the PPP loan is forgiven at the appropriate time. . Discussed Budget for 2021 which is \$16.861M and noted that the proposed budget was less than the current year's budget due to the sunsetting of 3 large DOL grants that wrap up in the first half of fiscal year 2021. . PF&A Committee approved budget with fund development goal increased from \$500,000 to \$1 million. After lengthy discussion regarding retention of WIPFLI, decision was to retain WIPFLI for an additional year with the request for an additional layer of review at the partner level separate from the current partner on the engagement. In addition, the audit would be put out to bid next year regardless of the performance of WIPFLI and that Chytania and Lowell would touch base with the current audit partner to inform her of the feedback from the Personnel, Finance and Audit Committee.

Question was posed on projected cash flow for rest of year. Mr. Raven responded that PPP funding was helpful and should have good cash flow through June 30th, 2020 and beyond.

6. Other Items

Packet information – Coffaro Memo Dated May 22, 2020 Re Selection of Regional One Stop Operator, Coffaro Memo Dated May 26, 2020 Re EMI Monitoring Policy and Procedure, Employ Milwaukee Subrecipient Monitoring Policies and Procedures Draft

Approval of Regional One Stop Operator (OSO)

The Regional Workforce Alliance (WOW, Employ Milwaukee, SE Wisconsin workforce boards) conducted a competitive procurement process for the provision of Regional One Stop Services. The Regional One Stop Operator will provide a dual role of addressing the local service needs of each individual WDA, as well as convening system-wide partners and providers in the 7-county area to address regional service needs.

The OSO RFP was posted in April with a deadline of May 1st, 2020. Three proposals were received from Dynamic Workforce Solutions (DWFS), America Works, and Waukesha County – Department of Administration. Committee reviewed proposals on the criteria of experience, success, regional

collaboration, and staffing design. The two highest scoring proposers presented last week. Waukesha County – Department of Administration was selected for a contracted amount NTE \$90,000.

Question was posed if any conflict with Waukesha firewall? Response was no conflict and EMI is serving as fiscal agent. Waukesha County is direct service provider, will not be competing for Title I and can remain neutral. Ms. Brown added that we are first in the country doing a regional approach for OSO and it falls in line with our regional efforts. It was vetted by both DOL and DWD. DOL is excited that could become a best practice. Question was posed who is current OSO provider? Response was Maximus Human Services is OSO provider until June 30, 2020 and they did not submit proposal this time.

Committee approved with majority approval for Waukesha County-Department of Administration to be awarded the Regional One Stop Operator contract. Chytania Brown was only abstention due to participation on evaluation committee.

Approval of Program Monitoring and Procedures

Committee reviewed Coffaro Memo dated May 26, 2020 on Employ Milwaukee Monitoring Policy and Procedure. These procedures were created to resolve a finding from DOL received on March 20, 2020 that EMI does not have formal monitoring policies and procedures in place. The response to DOL will include EMI's Board approved Fiscal Policies and Procedures regarding EMI's annual audit requirements.

John Kissinger motioned to approve Employ Milwaukee Monitoring Policy and Procedure; Darryl Morin seconded; approved unanimously.

7. Adjourn

Executive Committee briefly discussed if June 11th Board of Directors meeting should be held virtually. Chair Layden recommended holding virtually since not enough space to socially distance. Executive Committee members can join in person and attend in one room collectively and adhere to CDC guidelines.

Chair Layden adjourned the meeting at 11:25 a.m.

Next Meeting: August 27, 2020
Next Board of Directors meeting: June 11, 2020