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

Don Layden  
**Chair**

## EMPLOY MILWAUKEE BOARD OF DIRECTORS

### EXECUTIVE COMMITTEE MEETING

May 31, 2018 – 10:00 a.m.

Employ Milwaukee – 2342 N. 27<sup>th</sup> Street, Milwaukee, WI 53210 – Conf. Rm. B

### MINUTES

**Members Present:** Earl Buford, Don Layden, John Kissinger, Ted Matkom, Darryl Morin (phone), Karen Spindler

**Members Absent:** Lupe Martinez; Alan Perlstein

**Guests Present:** Renee O'Day (DWD) (phone)

**Employ Milwaukee Staff Present:** Scott Jansen, Patti Porth, Pete Coffaro, Rob Cherry and Eileen McMahon

Committee Chair Don Layden called the meeting to order at 10:08 a.m.

#### 1. Approval of Minutes from March 1, 2018

After brief discussion led by Chair Layden, minutes from March 1, 2018 were approved as distributed.

#### 2. Board Membership and Committee Update

*Packet Information – EM June 2018 Board Membership Checklist, June 2018 Board Committee Lists*

Committee was informed of seven members whose terms are expiring this month. The following members term will be renewed for a 3-year term: Don Layden, Randy Crump, Ted Matkom, Alan Perlstein, Pam Fendt, Lupe Martinez, and Carla Cross. Members will receive a letter from Mayor's office by the end of June 2018. New members who are being appointed this month: Deshea Agee, Executive Director of Historic King Drive Bid and Steve Martin, Vice President of Human Resources, Marcus Corporation. Sheila Cochran will also rejoin the Board. We will also appoint Keith Posley to replace Dr. Driver.

The following committee appointments are as follows:

Executive Committee: Don Layden (Chair), John Kissinger, Ted Matkom, Darryl Morin and EM CEO/President (TBD).

Personnel Finance & Audit Committee: John Kissinger (Chair), Dan Buehrle, Mike Fabishak, Alan Perlstein, Karen Spindler, EM CEO/President (TBD), and two non-Board members per WIOA and Bylaws.

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Program Committee: Ted Matkom (Chair), Brig. Gen (Ret.) Robert Cocroft, Randy Crump, Lupe Martinez, Steven Xiong, Lea Collins-Worachek, Dr. Vicki Martin, Lois O'Keefe, Wallace White, EM CEO/President (TBD), and two non-Board members per WIOA and Bylaws.

Governance, Compliance and Nominating Committee: Darryl Morin (Chair). Need to appoint two board members and two non-board members.

Youth Committee: Wendell Willis (Chair), Wade Woodworth. Need to appoint one additional member and two non-Board members.

Fund Development Committee: Don Layden (Chair). Need additional Board members. Please contact Don Layden, Earl Buford, or Rob Cherry if you are interested.

### **3. Program Committee – FY19 Contracts – Approval**

*Packet Information – Program Committee Recommendations from May 16, 2018*

Committee members reviewed contracts for FY19 program year for WIOA and Windows to Work. Providers include: Maximus, America Works, UNCOM, Dynamic Workforce Solutions and Center for Self Sufficiency. Pete Coffaro informed committee of the following contracts needing approval:

#### Windows to Work - Approval

The Executive Committee authorizes the President/CEO to negotiate and execute a contract with the Center for Self Sufficiency in an amount not to exceed \$221,898 to provide workforce services per the Windows to Work program as directed by Employ Milwaukee.

#### Adult, Dislocated and One-Stop Operator Contracts - Approval (all seven contracts with a single motion)

The Executive Committee authorizes the President/CEO to negotiate and execute contracts with WIOA Title I B service providers for Adult, Dislocated, Out of School Youth, and One-Stop Operator services for the not-to-exceed amounts for each provider as identified in table in your packets and totaling \$1,925,000.

#### Rapid Response Grant – Approval

The Executive Committee authorizes the President/CEO to negotiate and execute a contract with Maximus Human Services, Inc. in an amount not to exceed \$75,000 and with America Works of Wisconsin in an amount not to exceed \$75,000 to provide Rapid Response Services as directed by Employ Milwaukee.

#### 2018 Earn & Learn Worksite Agreements – Informational

The Program Committee authorized the President/CEO to proceed with worksite agreements for the 2018 Earn & Learn Program.

*Ted Matkom motioned for approval of all contract negotiation and execution; John Kissinger seconded; all contracts approved unanimously and will not need Board approval since no abstention.*

### **4. WIOA Local Plan Update – Approval**

*Packet Information - WDA2 WIOA Local Plan PY18 Modification Summary*

Members reviewed modifications to the WIOA Local Plan for the next program year. Staff plans to submit to Wisconsin DWD on June 1<sup>st</sup>, 2018.

*John Kissinger motioned for approval of Local Plan modifications; Ted Matkom seconded; WIOA Local Plan Update approved unanimously.*

**5. Personnel, Finance & Audit Committee Update - Approval**

*Packet Information – FY2019 Budget & Fund Development Report, EM Annual Budget FY2019, Budget Comparison FY 2019 vs. FY2018, EM Pending Grant Applications*

The FY2018 budget is \$20.8 million as of the 3<sup>rd</sup> Quarter and EM has expended 61% of the annual revised budget. PF&A Committee discussed why the spending levels of cost categories are significantly lower than 70%. Ms. Porth explained the contractual dollars are obligated for multiple years, and EM is encouraging contractors to timely spend and invoice for services. Staff project the year will end around 90% expended with any unspent funds carried over to FY2019.

Patti Porth presented the FY2019 Budget. The proposed budget is \$19 million, which is a decrease from the current year of \$1.8 million (-9%).

*After a brief discussion of FY19 Budget, John Kissinger motioned; Karen Spindler seconded; FY2019 Budget approved unanimously and will go to Board of Directors.*

**6. Board Agenda – June 14, 2018**

After a brief discussion of draft agenda for June 14, 2018 Employ Milwaukee Board meeting, committee agreed agenda ready for upcoming Board meeting with no changes or additions.

**7. Midwest Urban Strategies Update**

Mr. Buford updated committee that Midwest Urban Strategies added its 13th city with the addition of Pittsburgh, and an Addendum was added for that city.

**8. CEO Search Update**

Sixteen applications were received, and EM CEO Search Committee plans to meet on June 4<sup>th</sup>, 2018.

Mayor will be provided with a status prior to Interviews, which will begin on June 19<sup>th</sup>. Board and ICC will be updated after that. Next ICC meeting is June 11<sup>th</sup>.

**The meeting was adjourned at 10:58 a.m.**

**Next Meeting: Thursday, August 30, 2018 – 10:00 a.m.**