



EMPLOY MILWAUKEE BOARD OF DIRECTORS

EXECUTIVE COMMITTEE MEETING

August 29, 2019 2019 – 10:00 – 11:30 a.m.

Employ Milwaukee – 2342 N. 27th Street, Milwaukee, WI 53210 – Conf. Rm. B

MINUTES

Members Present: Don Layden (Chair) (Phone), John Kissinger, Keith Posley, Mark Kessenich, Darryl Morin (phone), Ted Matkom (phone)

Employ Milwaukee Staff Present: Pete Coffaro, Rob Cherry, Eileen McMahon

Guests Present: Renee O'Day (DWD)

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

1. Welcome

Chair Layden welcomed committee members.

2. Minutes Approval

a. May 30, 2019

After brief discussion, minutes from May 30, 2019 were approved as circulated.

b. July 19, 2019

After brief discussion, minutes from July 19, 2019 were approved as circulated.

3. President's Update*

Packet information – Executive Memo to DWD, MRA Human Resources Proposal dated July 23, 2019, Kessenich Memo for Consortium Grant Management Services Procurement, Consortium Grant Management Services scoresheet for responses

Mark Kessenich updated committee on results of transition as he assists organization in moving forward. Through Management Resources Associates (MRA), Sharlie McCain has been hired to serve as HR consultant to Executive Team three days per week. Ms. McCain will be completing a full HR audit that will include assessing policies and practices as well as finalizing CEO and Budget Director position descriptions. The results will be available by next Executive Committee meeting.

Chair Layden closed session at 10:37 a.m.

**The committee may go into closed session pursuant to Section 19.85 (1)(b)(c) of the Wisconsin Statutes.*

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Chair Layden re-opened session at 11:05 a.m.

Employ Milwaukee posted a Request for Proposals for Consortium Grant Management Services. The grants included are: DOL Compete Midwest (American Apprenticeship Initiative, TechHire, and America's Promise). Two proposals were received; one from Midwest Urban Strategies (MUS) and one from an excellent organization in Indiana. The evaluation team met and scored proposals and based on that are recommending approval with MUS. We are seeking approval from this committee and then will complete the procurement process. Question was posed how big is contract? Response was NTE \$ 400,000 over 18 months. Rob Cherry and Julie Cayo will be managing. TechHire is sunsetting in 10 months, America's Promise in September, and American Apprenticeship December 31, 2020.

John Kissinger motioned to approve Midwest Urban Strategies for Consortium Grant Management Services, Ted Matkom seconded; approved unanimously.

4. Chair Report

a. CEO Search

Packet information – EMI CEO Search Timeline, Kessenich Memo Re EMI CEO Search Committee, CEO position description

Chair Layden reported that competitive bid process for search firms resulted in responses from MRA and CCI. He noted that MRA is cheaper and they have been retained. Staff will be taking the lead on search and will move forward with the goal of having a new CEO in place by December 1st, 2019. Search Committee will be comprised of other Board members (not on Executive Committee) and non-Board members and will be holding regular meetings. Mark Kessenich is on loan to us from WRTP until December 31, 2019.

Members reviewed CEO position description and had a brief discussion.

Darryl Morin motioned to approve CEO position description and post today; seconded by Ted Matkom; approved unanimously.

5. Committee Chair Report Outs

a. Governance Committee – Approval

Packet information - Cherry Executive Summary of 08/12/19 Re EMI Conflict of Interest Policy, Board and Committee Nomination Report August 12, 2019

Darryl Morin updated members on Board of Directors nominations. Eduardo Garza has been approved by the ICC and waiting for approval and letter from the Mayor's office. Molly Gena has been referred by Dave Pifer to appoint as a non-Board member to serve on Personnel, Finance and Audit Committee. Ms. Gena was approved by Governance Committee and would like approval for her to be considered for approval at Board meeting. WIOA is requiring non-Board members on committees.

John Kissinger motioned to approve Molly Gena as non-Board member, Keith Posley seconded; approved unanimously.

Mr. Morin informed members that slight modifications were made to Conflict of Interest policy to reflect same language State would use. EMI Counsel is reviewing currently.

Next steps – Distribute Conflict of Interest policy to this committee and approve at next meeting.

b. Program Committee – Approval

Packet information – Coffaro Memo of 08/26/19 Re Recommendation to Approve Windows to Work Subcontractor, Youth Committee Executive Summary,

Mr. Coffaro reported the results of the RFP for Windows to Work (W2W). Email notification was sent to 19 organizations that provide reentry services. Employ Milwaukee received three proposals on August 20, 2019. The evaluation team reviewed the proposals according to program description, plan and implementation, organizational capacity, performance outcomes, project budget/organizational finances. The Center for Self Sufficiency (CFSS) is the highest ranked proposer. The proposal review team highlighted the following strengths of their proposal:

- Concise program flow and knowledge of working with the DOC
- Experience working with the pre and post release populations
- Their holistic approach in working with the reentry population which leverages other internal resources to strengthen their service delivery strategy

The Center for Self Sufficiency is the current provider of the services and has performed well for W2W. This would be a 9 month contract.

Ted Matkom motioned to approve CEO to sign contract with Center for Self Sufficiency for Windows to Work with 1 year extension option based on performance, Darryl Morin seconded.

John Kissinger motioned to amend motion above to match language in Coffaro August 26th Memo:

...Recommending authorization of the Interim President/CEO to negotiate and execute a contract with the Center for Self Sufficiency in an amount not-to-exceed \$186,000 to provide case management services for the Windows to Work Program from October 1, 2019 to June 30, 2020 and with the option to extend the contract for two 1-year terms, contingent upon demonstrated performance and availability of funds.

Darryl Morin seconded; approved unanimously.

Mr. Coffaro informed members that Program Committee reviewed and approved Veterans Priority of Service that was reformatted to be in line with State standards. In addition, on the Individual Training Account policy, removed the requirement that final 20% payment to the training vendor is contingent upon proof of participant attaining Economic Self-Sufficiency Wage. There is no change to the requirement for 30 days of retention in unsubsidized employment for the remaining 20% payment. Mr. Matkom added the Program Committee is 100% on board to make policy change more equitable to the vendor since economic self-sufficiency is not under their control.

John Kissinger motioned to approve Veterans Priority of Service and updated Individual Training Account policy, Ted Matkom seconded; both policies approved unanimously.

c. Youth Committee

Packet information – Youth Committee Report Executive Summary
Member briefly discussed Youth Committee Executive Summary.

d. Personnel, Finance & Audit Committee

Packet information – EMI Tenancy Profile as of August 2019

Committee reviewed tenancy profile as of August 2019. ResCare's lease ends on September 30, 2019 and they are currently occupying 8% of building. WCS increased rental space from 3% to 16% of building and signed lease through August 31, 2024. Beginning October 1st, 2019 monthly rent from all tenants equals \$12,345.00 and monthly mortgage payment is \$12,488.63.

e. Fund Development Committee

Packet information – EMI Fund Development Report July 1, 2019 thru August 25, 2019

This update was tabled due to lack of time.

f. Board of Directors Meeting

Mark Kessenich reported that Secretary Frostman will be in attendance at next Board meeting In September.

6. Other Business

No other items were discussed.

The meeting was adjourned at 11:23 a.m.

Next Meeting: November 21, 2019
Next Board of Directors meeting: September 12, 2019

