



## EMPLOY MILWAUKEE BOARD OF DIRECTORS

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### EXECUTIVE COMMITTEE MEETING

**December 3, 2019 – 10:00 a.m. – 11:30 a.m.**

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

### MINUTES

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**Members Present by phone:** John Kissinger (Co-Chair), Mark Kessenich, Keith Posley (phone), Ted Matkom (phone)

**Members Absent:** Don Layden, Darryl Morin

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

Committee Co-Chair John Kissinger called the meeting to order at 10:13 a.m.

#### 1. Welcome

Co-Chair Kissinger welcomed committee members and explained late start was due to Personnel, Finance and Audit Committee meeting running over.

#### 2. Minutes Approval

##### a. August 29, 2019

##### b. November 11, 2019 (Special Committee meeting)

Co-Chair Kissinger referred members to packet to review meeting minutes from August 29, 2019 and November 11, 2019. Executive Committee briefly discussed.

*Ted Matkom motioned to approve meeting minutes from August 29, 2019 and November 11, 2019; Dr. Posley seconded, minutes for both meetings approved unanimously.*

#### 3. President's Update

##### a. Midwest Urban Strategies – St. Louis RFP

*Packet information – Kessenich Memo to Executive Committee Dated November 11, 2019 regarding Compete Midwest Workforce Program Service Delivery Contract – St. Louis, MO, Scoring Summary sheet from the proposal review committee*

Mark Kessenich reported that EMI and MUS posted a Request for Proposal (RFP) for Workforce Program Service Delivery in St. Louis, MO on October 1, 2019. The purpose was to retain one service delivery provider for the Compete Midwest TechHire and American Apprenticeship Initiative (AAI) grants in an

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amount up to \$460,000. EMI received two proposals:

- UAW Labor Employment and Training Corporation (LETC)
- America Works of Missouri

Committee members reviewed scoring summary and briefly discussed results. Question was posed if this is a new contract? Response was funds for St. Louis area placed on hold during transition and subsequently executed temporary contract with UAW to provide the time to do full procurement.

*Ted Matkom motioned for approval of authorization for the Interim President/CEO to negotiate and execute a contract with UAW LETC to be a service delivery provider in St. Louis, MO, for the Compete Midwest TechHire and American Apprenticeship Initiative grants, in an amount up to \$460,000 for the period December 4, 2019 through September 30, 2020; Co-Chair Kissinger seconded; motion approved unanimously.*

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

##### **a. CEO Search\***

Co-Chair Kissinger closed session at 10:20 a.m.

Co-Chair Kissinger re-opened session at 10:32 a.m. and reported there were no actions to report.

##### **b. Board Meeting Calendar 2020**

Members briefly discussed meeting dates for Board of Directors and all committees. Question was posed why Fund Development Committee is not included? Response was Fund Development Committee is subcommittee of Executive Committee for now.

*Dr. Posley motioned for approval of 2020 Board and Committee meeting dates calendar; Ted Matkom seconded, 2020 Board Meeting Calendar approved unanimously.*

##### **c. Q2 Board of Directors Meeting**

The December 12, 2019 Board of Directors meeting will be rescheduled after Dr. Martin Luther King Jr. holiday (week of January 20, 2019) to align with CEO search and selection process. Once meeting date and time are determined, meeting notices will be sent.

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

##### **a. Governance Committee**

Mr. Cherry updated members that Governance Committee reviewed updated Conflict of Interest Policy and requested it go back to Counsel with a change to paragraph regarding recusing yourself from voting when you do have a conflict of interest. Plan to approve at next Governance Committee meeting in February. Governance Committee will meet quarterly the hour prior to Program Committee.

**\*Closed Session pursuant to Section 19.85 (1)(b)(c) of the Wisconsin Statutes, the committee may return to open session to act on this matter.**

##### **b. Program Committee**

Ted Matkom reported that Program Committee held Special meeting on October 16, 2019 to review and approve WIOA In School Youth Service Contract with Boys and Girls Club of Greater Milwaukee. They received the highest score and were already providing some services at the same schools. Due to October meeting and no policy updates, the November 13<sup>th</sup>, 2019 Program Committee meeting was cancelled.

Mr. Coffaro outlined plans for WIOA 2020 contracts that will be going out for bid for Adult, Dislocated, Youth and One Stop Operator. A timeline was created to make sure we are on track with a complicated process. There will be greater emphasis to ensure staff and respective leadership teams of contractors reflect customers we serve. There has also been some concern with smaller organizations that would like to submit proposals or partner with EMI in some way. Once proposals are submitted and reviewed, the two highest bidding organizations will be scheduled to present to Program Committee to vet any issues.

Mr. Kessenich added that WOW is potentially going out with a regional one stop operator procurement that would include Kenosha/Racine and Milwaukee workforce boards. The State is on board and regionalized approach could streamline one stop operator function.

**c. Youth Committee**

Committee reviewed eight youth programs and gave feedback on improvements to Earn and Learn process including starting fund development sooner. Youth Committee appreciated being involved and informed on RFP process. Question was posed how many members in Youth Committee? Response was 14 and meetings are well attended.

**d. Personnel, Finance & Audit Committee**

John Kissinger reported that Personnel, Finance & Audit Committee just met prior to this meeting. EMI annual audit has not been completed, so reviewed with auditor preliminary financials that raised some concerns. Committee had lengthy discussion. Mr. Kissinger will schedule Special Committee meeting for deeper dive once audit is finalized.

Mr. Kessenich added that EMI went from 65 full time staff to 53 after layoff in July. The staff changes have made organization more efficient. Interviews are being scheduled for Finance Director role with two internal and two external candidates and expect to fill in January 2020. Patti Porth has been consulting with EMI 16 hours per week, after her resignation August 1, 2019, to assist with audit preparations. The separation agreement with Patti Porth will end on December 31, 2019 and we will be transitioning financial controls. The MRA HR consultant contract with Sharlie McCain has been extended. EMI Contract Compliance Manager, Liz Jankowski, who resigned October 31, 2019 is now contracting with us at her new employer, Andrea and Orendorff for contract and compliance activities.

**e. Fund Development Committee**

Rob Cherry informed members that a major development in the past 60 days was a request from the Mayor's office that EMI take more control over Earn and Learn fundraising. The idea would be that EMI would send more people to meet with Mayor Barrett so he can request funding to help have a larger Earn and Learn program. Mr. Kessenich added that in the past, fundraising has been done at a

staff level and EMI would like to move to Board level as well as with local philanthropic foundations. This new approach could begin as early as the next Board meeting.

**The meeting was adjourned at 11:07a.m.**

**Next Meeting: February 27, 2019**

**Next Board of Directors meeting: Week of January 20, 2020 – Date TBD**

