



EMPLOY MILWAUKEE BOARD OF DIRECTORS

EXECUTIVE COMMITTEE MEETING

December 3, 2020 – 10:00 a.m. – 11:30 a.m.

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

DRAFT MINUTES

(pending Committee approval)

Members Present by phone: Don Layden (Chair), John Kissinger, Chytania Brown, Carla Cross, Andres Gonzalez

Members Absent: Keith Posley

Employ Milwaukee Staff Present: Lowell Raven, Julie Cayo, Eileen McMahon

Guests Present: None

Chair Don Layden called the meeting to order at 10:02 a.m.

1. Welcome

Chair Layden welcomed committee members.

2. Approval of Minutes

- **May 28, 2020**
- **November 4, 2020 Special Meeting**

After brief discussion, the May 28th, 2020 and November 4th, 2020 Executive Committee meetings were approved as circulated.

3. President's Update

Chytania Brown reported that DWD monitoring just concluded and exit interview was last week, however, we will not receive written report for some time. For comparison purposes, in PY19 there were many findings in Fiscal area, but I am happy to report we only had one finding for PY20, which is a significant improvement. The financial report for FY21 shows a surplus. Fiscal has been diligently paying accounts payables debt down and Julie and I have been working hard to bring money inside through fund development efforts including recent award from Bader Foundation.

The sale of the building is going smoothly. There was a contingency in the offer to have bank approval by

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December 16th, 2020 and appraisal was completed and no adjustments to date. Closing date should be by mid-January 2021. At that time, our FY20 Audit can be finalized by early February at Special Executive Committee meeting and will include building sale. Community Resource Navigator program with grants from City of Milwaukee and Milwaukee County is going well with 300 CRNs employed to date. The CARES Act ends on December 31, 2020 and hoping we can extend. The staff continues to work with their Group Norms teams and have been making progress changing our company culture. Julie Cayo was recently promoted to Vice President-Strategic Planning and Performance; previously Director-Planning. The Compliance and Data Departments were moved under her on organization chart and she continues to manage the Planning Department as well. This gives the Program team the ability to focus strictly on programs. Back in August 2019, EMI held their first faith-based summit. It has been difficult to schedule one for this year due to the pandemic but will take place today at 11:00 a.m. via Zoom technology.

For the Board of Directors agenda next week, we have a speaker from WI DWD to give an overview of where the economy is and the impact of the pandemic. A presentation is being created as a recap of activity at EMI since my start in March 2020.

4. Chair Report

Due to large agenda, this item was tabled until next Executive Committee meeting.

5. Committee Report Outs

Packet information – EMI Governance Self-Nomination Forms for Christopher Rowland and Mark Kessenich, WIOA Title 1-A & I-B Policy and Procedure Manual Attachment A: Table 1.4.1: Summary of Workforce Development Board (WDB) Membership Requirements, Memo from Chytania Brown dated November 24, 2020 Re W2W Subcontract Request for Approval, Memo from Chytania Brown dated November 25, 2020 Re Accounting Policies & Procedures Manual – Updates and Request for Approval

- Governance Committee

Andres Gonzalez briefly updated committee on recent Governance Committee activities including recommending approval of nomination of Christopher Rowland (Manpower Group) and Mark Kessenich (AGC). Mr. Rowland has been a leader in our community and was involved in CEO Search Committee as ad hoc member. Mark Kessenich served as Interim CEO at EMI from July 2019 through February 2020 and has a great background in workforce as recent CEO of WRTP and currently CEO of AGC. Both candidates are phenomenal leaders and bring with them a wealth of experience which would bring a great amount of value to the Board of Directors and would make us compliant with business representation. Chair Layden added they are both great additions and excited to have them both join us.

Carla Cross motioned to approve Christopher Rowland and Mark Kessenich as our newest Board of Director members; Andres Gonzalez seconded; approved unanimously.

- Program Committee – Approval Supportive Services Policies

Ms. Brown presented on Windows to Work Subcontract, which is a program currently contracted to Center for Self Sufficiency (CSS) through Department of Corrections and is focused on reentry individuals within 160 days of release and post release. Based on performance and feedback, EMI recommends approving for additional year July 1, 2020 through June 30, 2021. After final year, go out for bid prior to July 1, 2021. The contract allowed for up to two years of renewal. The value of the

contract is \$308,000 but annually ranges between \$186,000 - \$221,000. This year is \$205,000.

Chair Layden asked if there had been any performance issues? Ms. Brown referred him to a report in the packet that shows CSS exceeded most goals except placement/post-secondary education post release and were also below in wage increase. In a pandemic year where the DOC has been in lockdown, achieving these goals was understandably difficult.

Carla Cross motioned for approval of Center for Self Sufficiency (CSS) to continue with subcontract for Windows to Work program July 1, 2020 through June 30, 2021; John Kissinger seconded; approved unanimously.

- **Youth Committee**

Dr. Cotton informed members Youth Committee met on November 4th, 2020. Information on WIOA Local Plan was presented. Youth programs discussed included EARN & LEARN, In School Youth, Out of School Youth, Brighter Futures, YouthBuild, and MAP. The next Youth Committee Meeting is set for February 10, 2021.

- **Personnel, Finance & Audit Committee – Account Policies and Procedure Manual Approval**

John Kissinger reported Personnel, Finance & Audit Committee did not approve revised Accounting Policies and Procedure Manual because members had additional questions and requested a red lined version showing a comparison of previous version and current version. Ms. Brown informed members a Special Personnel, Finance & Audit Committee meeting will be scheduled for next week prior to the BOD to approve the revised Accounting Policies and Procedures Manual thus this will not be an approval item for this Executive Committee meeting.

Other items discussed include:

- EMI improved financial position
- Audit approval delayed so building sale can be included
- Agency is switching health insurance providers for a savings of \$65,000 annually
- Structure around paid time off including carryover is being modified to include limits and deadline for use.
- Fund development goal of \$1 million has been surpassed and optimistic could reach \$3.5 million this PY.

6. Other Items

Packet information –Memo from Chytania Brown dated November 25, 2020 Re Annual Review of Policies, EMI Policy 20-03 On the Job Training, EMI Policy 20-04 Incumbent Worker Training, WIOA Policies and Procedures 2017 Attachment X – Policy on Customized Skills Training, EMI Policy 17-03 Change 1: Youth Incentive Policy; Attachment A: Allowable Youth Incentives, EMI Policy 17.01, Change 2: Individual Training Accounts, EMI Policy 20-05 Limited English Proficiency Policy, EMI Grievance Procedure, Employ Milwaukee Policy 20-06: Reasonable Accommodations, EMI Policy 20-07 Alternate Dispute Resolution, EMI Affirmative Action Plan July 1, 2018 through June 30, 2021, Wisconsin Affirmative Action Plan Contractor Data, Wisconsin Workforce Analysis: Contractor and Subcontractor List, EMI Equal Opportunity and Civil Right Compliance Plan, EMI Policy 20-08 Medical and Disability-Related Information Collection and Storage, EMI Seventh Amended & Restated Bylaws

Approval of Annual Review of Policies –

Committee reviewed memo and policies in packet and briefly discussed. Chair Layden asked if there were any changes that are more material than small rule changes and modifications other than the training reimbursement schedule? Ms. Brown responded the ITA was adjusted from \$7,000 maximum to \$10,000 cap. The \$10,000 would be only in exceptional cases. Question was posed when Employee Handbook would be updated? Response was Sharlie McCain, MRA HR Consultant, has done the bulk of revisions including WAH policy and Return to Work policy with three phases. There are still a few sections that need modification, i.e., paid time off policy. It should be complete soon. Committee had no further questions on policies.

Carla Cross motioned to approve EMI Policy 20-03 On the Job Training, EMI Policy 20-04 Incumbent Worker Training, WIOA Policies and Procedures 2017 Attachment X – Policy on Customized Skills Training, EMI Policy 17-03 Change 1: Youth Incentive Policy; Attachment A: Allowable Youth Incentives, EMI Policy 17.01, Change 2: Individual Training Accounts, EMI Policy 20-05 Limited English Proficiency Policy, EMI Grievance Procedure, Employ Milwaukee Policy 20-06: Reasonable Accommodations, EMI Policy 20-07 Alternate Dispute Resolution, EMI Affirmative Action Plan July 1, 2018 through June 30, 2021, Wisconsin Affirmative Action Plan Contractor Data, Wisconsin Workforce Analysis: Contractor and Subcontractor List, EMI Equal Opportunity and Civil Right Compliance Plan, EMI Policy 20-08 Medical and Disability-Related Information Collection and Storage; John Kissinger seconded; approved unanimously.

Approval of Bylaws Review -

Committee reviewed EMI Seventh Amended and Restated Bylaws and briefly discussed. Julie Cayo reported that no modifications have been made and seeking approval for document as is. Chair Layden expressed his wish for the bylaws to be as up to date as possible per Wisconsin Law. Let's not approve today and have legal review and give us their opinion. Committee then discussed net proceeds after building is sold and how they would be invested. Chair Layden recommended investment policy discussion be added as agenda items to next Personnel, Finance and Audit Committee meeting. Ms. Brown added once the investment policy is finalized it would become part of the Accounting Policies and Procedures Manual.

Next steps – Ms. Brown will forward EMI Seventh Amended and Restated Bylaws to our legal counsel to have them reviewed. Mr. Gonzalez will add an agenda item to next Governance Committee a discussion on long-term BOD members becoming honorary board members (could come to occasional meetings and still contribute) to determine how the process would work. Lowell Raven will add Investment Policy Discussion as agenda item to next Personnel, Finance and Audit Committee scheduled for February 25, 2021.

Chair Layden adjourned the meeting at 10:55 am

Next Meeting: February 25, 2021
Next Board of Directors meeting: December 10, 2020