



## EMPLOY MILWAUKEE BOARD OF DIRECTORS

---

### EXECUTIVE COMMITTEE MEETING

**December 12, 2018, 2018 – 2:00 – 3:30 p.m.**

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

### MINUTES

---

**Members Present:** Willie Wade, Don Layden (phone) (Chair), John Kissinger, Darryl Morin

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

Committee Chair Don Layden called the meeting to order at 2:01 p.m.

**1. Approval of Minutes from August 30, 2018**

After brief discussion led by Chair Layden, minutes from August 30<sup>th</sup>, 2018 were approved as circulated.

**2. Transition Committee Update**

*Packet Information – Employ Milwaukee Transition Advisory Committee October 2018 – December 2018*

Chair Layden informed members the report would be presented to EM Board of Directors at meeting tomorrow. The fundamental change is to address deeper issues that exist in our community. Next steps – Staff to address issues we want to focus on. Mr. Kissinger remarked it was a visionary and ambitious plan. Mr. Wade will confirm who is presenting this report at Board meeting.

**3. Governance, Compliance & Nominating Committee**

*Handouts – 1) EM Governance Self-Nomination Form, 2) WIOA Title I-A & I-B Policy & Procedure Manual, 3) EM BOD Planning Roster, 4) EM Committee Roster Report, 5) Board and Committee Nomination Report, 6) EM Annual Review of Policies*

Mr. Morin informed committee members that the new Governance, Compliance and Nominating (GCN) committee held two meetings in November. The bylaws and board/committee rosters were reviewed and several motions were made to accept documents and forms created by staff, including an annual review of agency policies report and a board/committee nominations report. The motions to accept the reports and present the information to the Executive Committee were approved. A two-page self-nomination form has been created and will be added to the EMI web site once approved by the Executive Committee.

Responsibilities of the GCN committee include:

Employ Milwaukee is an Equal Opportunity Employer and Service Provider. Auxiliary aids and services are available upon request to individuals with disabilities. If you need this information interpreted to a language you understand or in a different format, please contact Sharron Briggs ([Sharron.Briggs@employmilwaukee.org](mailto:Sharron.Briggs@employmilwaukee.org) or 414-270-1729). Callers who are deaf or hearing or speech-impaired may reach us at Wisconsin Relay Number 711.

- Compliance with law and regulations
- Annually review governing documents
- Apprise Board on best governance practices
- Develop, implement and monitor Board policy for reports to all Committees.
- Assist in identification, screening and interview of potential Board and Committee candidates

Next steps – Chair Layden requested Charlotte Cannon-Sain be added as board member during her interim role at CVI to replace B.G. Cocroft. Add materials from GCN Committee to Board packet for tomorrow.

*Willie Wade motioned for approval of Annual Review of Policies Report, Board and Committee Nomination Report and Nomination form; Darryl Morin seconded. Approved unanimously.*

#### **4. Program Committee Update – Policy Approval**

*Packet info – Pete Coffaro Memo dated December 11, 2018 to EM Executive Committee Re Policy Updates for Consideration at December 12, 2018 Executive Committee Meeting; Attachment A: Local Definition of a Youth Applicant Who Requires Additional Assistance; Attachment B: WIOA Policy 17-02 Change 1: Supportive Services; Attachment C: WIOA Policy 18-01 Follow Up Services*

Program Committee met on November 14<sup>th</sup>, 2018. Committee reviewed Memo and policy updates. Mr. Coffaro explained these are the final versions and Program Committee has already approved. Here is brief description of changes taken from the Memo:

- Priority of Service is mandatory and simply adopted by the state and has no adverse impact to participants or providers.
- Local Plan Section VI.H.16-17 Local Youth, etc., new language was proposed to refine the definition of a youth.
- Supportive Services Policy 167-02, Change 1, EM would like to codify the state expectations related to documentation of supportive services delivery and add category of Needs-Related payments to cover non-training expenses while participating in training.
- Adult & Dislocated Worker Follow-Up Services Policy - EM needs to amend to reinforce the language in State's Supportive Services Policy that prohibits provision of supportive services during the follow up periods of exited Adult and Dislocated Worker participants. Policy has been broadened to ensure that it meets follow up requirements for exited WIOA Youth and YouthBuild participants.

*John Kissinger motioned for approval of all Policy Updates included in the Memo, Darryl Morin seconded; approved unanimously.*

**5. Personnel Finance & Audit Committee Update**

*Packet update – Updated EM Organization Charts*

Patti Porth reported to members that Personnel, Finance and Audit Committee met on August 30<sup>th</sup>, 2018 and the audit was presented by WIPFLI. Willie Wade discussed updated EMI organization chart.

**6. Board Agenda – December 13, 2018**

*Packet Information – EM Board of Directors Agenda for December 13, 2018 and Draft 2019 Schedule of Board and Committee Meetings Dates*

Melanie Ott with WIPFLI will be presenting audit and can field questions. Agenda approved.

**The meeting was adjourned at 2:55 p.m.**

**Next Meeting: Thursday, February 28, 2019**

