

Chytania Brown, President & CEO
Employ Milwaukee
2342 North 27th Street
Milwaukee, WI 53210
Phone: (414) 270-1700
Fax: (414) 225-2375
Website: <http://www.employmilwaukee.org>



Tom Barrett, Mayor, City of Milwaukee
Chief Elected Official

Donald W. Layden, Jr.
Chair

EMPLOY MILWAUKEE BOARD OF DIRECTORS

GOVERNANCE, COMPLIANCE & NOMINATING COMMITTEE MEETING

Wednesday, May 19th, 2021 – 8:00 a.m. – 9:00 a.m.

2342 North 27th Street, Milwaukee, WI 53210 – Via Zoom Technology

Members Present Virtually: Andres Gonzalez (Committee Chair), Chytania Brown, Tasha Jenkins, Saul Newton

Guests: Renee O'Day, WI DWD, Jakeim Jackson, Milwaukee Bucks

Employ Milwaukee Staff Present: Julie Cayo, Eileen McMahon, Sharlie McCain, Markesha Hollins

Chair Andres Gonzalez called meeting to order at 8:03 a.m.

I. **Minutes from February 17th, 2021 Meeting – (Approval)**

Committee members briefly discussed minutes from November 11, 2020 meeting.

Tasha Jenkins motioned for approval of November 11, 2020 meeting minutes as circulated; Saul Newton seconded; approved unanimously.

II. **Compliance**

Packet information – Chytania Brown Memo Dated February 22, 2021 Re: Employ Milwaukee Handbook, Employ Milwaukee Handbook Update February 2021, Employee Handbook January 2021

- Employ Milwaukee Employee Handbook Review and Discussion
Sharlie McCain, MRA HR Consultant, led this discussion and went over items added and updated. Here are some important but not all-encompassing changes to the EMI Handbook:

Additions:

- Vacation update exempt minimum is ½ vs. hourly
- No call/No show language
- Visitor protocol
- Workplace violence protocol
- Pandemic language
- Workplace bullying
- Harassment statement

If you need this printed material interpreted to a language you understand or in a different format, or if you require other accommodations, please contact Carrie Hersh (Carrie.Hersh@employmilwaukee.org or 414-270-1726).
Deaf or hearing or speech impaired callers may reach us by the Wisconsin Relay number 711.

- Bereavement leave policy updated to include adoptive child
- New 30, 60, 90-day orientation, training and review period
- Performance Management changed to all employees same annual review date.

Updates:

- EMI overtime and social media policies
- Confidentiality statement and annual form signature
- Disability/religious accommodations
- Parking/Auto damage
- Reasonable suspicion checklist for managers
- Inspections and searches
- Nursing mother's information
- FMLA policy
- Background investigation

Items still being discussed for modification:

- PTO policy – one bucket or separate
- Reference and documentation tool for discipline
- Work from home permanent policy

Question was posed if background investigation policy should include self-reporting to disclose DUI within 48-72 hours? Question was further posed if parking policy includes vehicles of visitors damaged in parking lot or should signage be added EMI not liable for damage? Response was Ms. McCain will discuss with CEO and decide on further changes to background investigation policy and parking lot policy before finalizing handbook. Ms. McCain reported that once handbook is approved it will be housed on employee intranet site. Recommending handbook be reviewed every 24 months to keep current. Chair Gonzales expressed kudos to HR and Chytania for great work knowing many hours were spent meeting and revising the outdated Employee Handbook.

III. Committees

Packet Information – Board Review and Committee Nomination Report including BOD Standing Committees, current Board of Directors Roster

• **Review Board and Committee Nomination Report**

- Vacancies
 - Ted Matkom (June 30, 2021)
 - Kareeda Chones-Aguam (Milwaukee Bucks)
Long-time EMI Board of Directors and Program Committee Chair and member Ted Matkom will be retiring from BOD effective June 30th, 2021. Kareeda Chones-Aguam has stepped down from BOD and Milwaukee Bucks will nominate a replacement.
- Nominations
 - Self-Nomination Forms Received – Jakeim Jackson-Bell (Approval)
Chair Gonzalez introduced Mr. Jackson-Bell by informing members that his background was in IT, electronics and healthcare and recently worked with Atlanta Hawks and is new to the area. Mr. Jackson-Bell stated he was highly grateful for this opportunity and is looking forward to working with EMI BOD and giving back to his new community of Milwaukee.

After brief discussion regarding nomination of Jakeim Jackson-Bell, Chair Gonzalez stated he was supportive of his nomination and thanked him for his willingness to serve on EMI BOD. He may be interested in joining one of our committees including Governance, Compliance and Nominating committee, which deals with compliance issues, or Program or Youth Committees.

Saul Newton motioned for a recommendation to Executive Committee to approve Jakeim Jackson-Bell to become a member of Employ Milwaukee Board of Directors; Tasha Jenkins seconded; approved unanimously.

IV. Other Items

No further discussion was held.

The meeting was adjourned at 8:50 a.m. by Chair Gonzalez.

