



EMPLOY MILWAUKEE BOARD OF DIRECTORS

GOVERNANCE, COMPLIANCE & NOMINATING COMMITTEE MEETING

Wednesday, February 17, 2021 – 8:00 a.m. – 9:00 a.m.

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

MINUTES

Members Present Virtually: Andres Gonzalez (Committee Chair), Chytania Brown, Tasha Jenkins, Maysee Herr

Member Excused: Saul Newton

Employ Milwaukee Staff Present: Julie Cayo, Eileen McMahon

Chair Andres Gonzalez called meeting to order at 8:11 a.m.

I. Minutes from November 11, 2020 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; Chytania Brown seconded; approved unanimously.

II. Compliance

Packet information – EMI Seventh Amended and Restated Bylaws

- Employ Milwaukee Annual Review of Policies
 - Employee Handbook – Discussion

In 2020, our MRA consultant was tasked with reviewing EMI employee handbook. This document (not full) includes updates in compliance, visitors, nursing mothers, as well as pandemic language. After thorough review, MRA is compiling recommendations. Sections that are still being written include paid time off, language on full-time and part-time. Plan to have PTO options discussion with Personnel, Finance and Audit Committee to get their recommendations. Still working on temporary work from home policy after discussions with other workforce boards. A 30-60-90 review for new employees has been instituted. Question was posed regarding the next steps. Response was that the Employee Handbook will be complete and ready for final approval at June 2021 Board of Directors meeting.

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.

- Agency Bylaws – Discussion
Ms. Brown has been working with EMI legal counsel at Michael Best to determine if any major changes in nonprofit realm that should be considered for our agency bylaws and learned no changes. Adding language around meeting frequency with flexibility included, i.e., may be more often or less often, etc. Julie Cayo reported that Employ Milwaukee’s new Compliance Manager will be drafting a memo on bylaws that will include direct and indirect language. Important that conflict of interest form covers any potential conflict. To be clear, bylaws changing but COI form will remain the same.

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

- Lois O’Keefe and Eugene Manzanet

Long-time EMI Board of Directors and Program Committee member Lois O’Keefe has retired from board. Gene Manzanet has left his position at U.S. Bank to work on his Doctorate and thus stepped down from BOD.

- Nominations

- Self-Nomination Forms Received – Maysee Herr (Approval)

After brief discussion regarding nomination of Maysee Herr, Chair Gonzalez stated he was supportive of her nomination and thanked Ms. Herr for her willingness to serve on EMI BOD. She has expressed interest in serving on Personnel, Finance & Audit committee as well.

Andres Gonzalez motioned for a recommendation to Executive Committee to approve Maysee Herr to become a member of Employ Milwaukee Board of Directors; Chytania Brown seconded; approved unanimously.

- Board Member Recruitment, Selection, and Development - Discussion

Chair Gonzalez hopes Governance Committee can nominate two to three more BOD members this year. Possibility that not all board members coming up for renewal in June will opt to stay on.

Next steps - Chair Gonzalez asked members to email him any new self-nominations or suggestions for candidates to EMI Board of Directors.

IV. Other Items

No further discussion was held.

The meeting was adjourned at 8:41 a.m. by Chair Gonzalez.