



Employ Milwaukee Board of Directors

PERSONNEL, FINANCE & AUDIT COMMITTEE

May 23, 2024, 8:30 A.M. - 10:00 A.M.

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

Via Videoconference (MS Teams)

APPROVED MINUTES

Members Present: Andres Gonzalez (Chair), Chytania Brown, Alan Perlstein, Molly Gena

Members Absent: Karen Spindler

Employ Milwaukee Staff Present: Annemarie Probst, Julie Cayo, Brenda King

Guests Present: None

Chair Andres Gonzalez called the meeting to order at 8:35 AM.

1. Welcome

Chair Andres Gonzalez welcomed committee members.

2. Minutes from March 5, 2024

Chytania Brown motioned for approval of March 5, 2024, minutes; Alan Perlstein seconded; minutes were approved unanimously.

3. Fund Development Report Update

Julie Cayo provided a fund development report highlighting new awards. The focus is on smaller corporate and philanthropic that provide on-federal match for U.S. DOL federal grants. Employ Milwaukee received CDBG funding for Camp RISE and Earn & Learn. Julie stated that there are quite a few grants pending that will give the agency a good start on next year's funding. Andres asked what the likelihood is to receive the pending grants so the agency can project future budget. Julie said it is difficult to predict what will be awarded, but staff will attempt to highlight those that are more likely based on past awards. Chytania said it is hard to predict even with considering other applicant's geography and other factors. Julie said that she used to write most of the grants, but now has built a solid team of grant writers so the agency is able to pursue a greater quantity of grants, which is probably the best approach to being more certain about obtaining awards.

4. Finance Updates

Annemarie Probst provided a financial update. Annemarie reviewed 401K changes including eliminating 3% safe harbor, making contributions to the 401(k) on a bi-weekly basis with payroll, and requiring employees to contribute up to 4% to receive an employer matching contribution. Alan asked if staff would receive training on why retirement contributions are important, and Annemarie replied that they will via a financial advisor. The 401(k) changes were unanimously approved upon a motion by Chytania Brown, seconded by Alan Perlstein.

Annemarie reviewed personal time off policy changes which include combining personal and sick time together into one PTO account for each employee that is 64 hours per year. There will be no carryover or payout for unused PTO hours. Andres recommended adding “bank” after PTO to reflect that fact that the sick and personal time is bundled and to educate staff accordingly. Andres asked if Employ Milwaukee’s time off policies are like other boards. Annemarie was unsure about other boards, but stated that based on her past employers, Employ Milwaukee’s time off policies have been very generous. Members discussed FLMA and short-term and long-term disability, which are all offered by Employ Milwaukee. The time off policy changes were unanimously approved upon a motion by Chytania Brown, seconded by Alan Perlstein.

Annemarie reviewed the FY25 projected budget which is projected to be higher than FY24’s actual budget. This year’s budget is more realistic as Annemarie has learned more about how Employ Milwaukee operates. WIOA will remain the agency’s foundational budget and ARPA funds are sunseting, but new U.S. DOL grants will be backfilling those reductions. Alan inquired about the status of the federally approved indirect cost rate and Annemarie responded that approval is imminent. Alan asked if we could rebid old contracts to get the increased indirect rate. Annemarie said U.S. DOL indicated they would accept budget modifications. The City of Milwaukee has agreed to apply the new indirect rate as soon as it is received. Annemarie said the new indirect rate will be included in the FY25 budget expense calculations. Andres said that diversification of funding sources will be important for the agency moving forward to ensure stability. The FY25 budget was unanimously approved upon a motion by Chytania Brown, seconded by Andres Gonzalez.

5. Closed Session – 9:06 A.M.

The committee entered Closed Session pursuant to Section 19.85 (1)(c)(e) at 9:14 A.M. upon a motion from Chytania Brown, seconded by Andres Gonzalez.

The committee exited Closed Session at 9:27 A.M. pursuant to Section 19.85 (1)(c)(e) upon a motion from Chytania Brown, seconded by Andres Gonzalez.

Chair Andres Gonzalez adjourned the meeting at 9:29 A.M

Employ Milwaukee is an Equal Opportunity employer and service provider. If you need this information or printed material in an alternate format, or in different language, please contact us at (414)-270-1700. Deaf, hard of hearing, or speech impaired callers can contact us through Wisconsin Relay Service at 7-1-1.