



Employ Milwaukee Board of Directors

PERSONNEL, FINANCE & AUDIT COMMITTEE August 29, 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), Julie Cayo, Alan Perlstein

Members Absent: Karen Spindler, Molly Gena

Employ Milwaukee Staff Present: Annemarie Probst, Brenda King

Guests Present: Alex Fisher

Chair Andres Gonzalez called the meeting to order at 8:32 AM.

1. Welcome

Chair Andres Gonzalez welcomed committee members.

2. Minutes from May 23, 2024

Alan Perlstein motioned for approval of May 23, 2024, minutes; Julie Cayo 2nd; minutes were approved unanimously.

3. Finance Updates

Annemarie Probst provided a financial update. Annemarie reviewed the DOL Monitoring regarding the “red alert alarms” from the fiscal 23 audit. This monitoring commenced on August 26, 2024. DOL is seeking detail from the agency regarding origins of our financial issues and plans to overcome them. DWD submitted a request for four years of ITA data. Going forward this will be an annual request for one year of data. This request is not linked to the “red alerts” this is now a requirement that DWD needs to provide to DOL. We have also supplied the City of Milwaukee with a fiscal update.

Preliminary financials are showing an upward trajectory. Our expenses are lower with the WAI grants ending. Fiscal 25 looks very positive but cash position is still a concern. The team is working on reimbursements for Earn & Learn and Camp Rise from the City of Milwaukee that will improve this status. Recommendation from Alan Perlstein that we develop a cash requirement plan with MEDC and develop exactly what we want in a new line of credit and start the negotiating with them in advance, showing the improvements we have displayed in our financial situation. Alan recommended that a cash requirement plan is developed that would say how much the MEDC line of credit needs to be.

Annual Review of Policies, suggested revisions:

- Update Staff Titles
- Updated language reflecting us of ADP for Payroll
- Revised Accounts Payable Process
- Updated Cell Phone Policy

Cleaned up manual to language to reflect current policies and procedures
Reviewed policies against new Uniform Guidance Updates
Employ Milwaukee Handbook
Updated 401K benefits as of 7/1/2024
Updated PTO and Sick leave benefits effective 7/1/2024
Clarified new Cell Phone Allowance effective 10/1/2023

Andres motioned for approving the accounting policies and procedure manual: Alan 2nd the motion, motion carried unanimously.

4. Fund Development Report

The biggest announcement that was also seen in the media is that Employ Milwaukee is part of the Biohealth Tech Hub efforts, it first came with designation and then we received the implementation funding. The total award is \$3.575 million. There is a 15% match requirement across all the funding, which totals to \$40 million, and the legislature approved providing that through the general-purpose revenue for this project.

Other Grants

United Way \$75,000 which partners with BankWork\$ and match for YouthBuild/MEND
US Department of Labor Apprenticeship \$48,600 partnering with South Central Workforce Development Board.

Forest County Potawatomi Foundation, \$35,000 partnering with Camp Rise
Wisconsin Bankers Association, \$15,000, partnering with BankWork\$

5. Personnel Updates

Changes to personnel, we received a resignation from our Planning and Communication Specialist. We will be adding a Grant Analyst that will focus on grant management for the agency. We are looking to backfill for our Compliance Auditor role. Last update for personnel is the change of the merit increase. We are going to give a 2.5% and not 3% in October but we will accelerate the next increase by three months and complete another round of increases July 1, 2025. This will be the schedule going forward.

Motion for adjournment from Julie, seconded by Andres, meeting adjourned.

Chair Andres Gonzalez adjourned the meeting at 9:45 A.M

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