

Employ Milwaukee  
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Tom Barrett, Mayor, City of Milwaukee  
Designated Chief Elected Official

Donald W. Layden, Jr.  
Chair

## EMPLOY MILWAUKEE BOARD OF DIRECTORS

### PERSONNEL, FINANCE & AUDIT COMMITTEE

February 28, 2019 – 8:30 a.m. – 10:00 a.m.

Employ Milwaukee • 2342 N. 27<sup>th</sup> Street • Milwaukee, WI 53210

### MINUTES

**Members Present:** John Kissinger (Chair), Alan Perlstein, Willie Wade, Dan Buehrle (phone), Karen Spindler  
**Members Absent:** Mike Fabishak  
**Staff Present:** Scott Jansen, Patti Porth, Pete Coffaro, Rob Cherry, Eileen McMahon

Chair John Kissinger called the meeting to order at 8:34 a.m.

#### 1. Approval of Minutes from November 29, 2018

After a brief review and discussion by the committee, Karen Spindler motioned for approval and Alan Perlstein seconded, November 29<sup>th</sup>, 2018 meeting minutes were approved unanimously.

#### 2. Financial Activity Report – 2<sup>nd</sup> Quarter Ending 12/31/18

*Packet Information – EMI FY2019 Budget – July 2018 thru December 2018, EMI Compete Midwest Budget Analysis*

Ms. Porth presented the Financial Activity Report for quarter ending December 31, 2018. Employ Milwaukee has secured \$18.3 million of funds for the current program year and expended \$8 million (44%). The committee reviewed Compete Midwest Grants, which total \$13 million over five years. The current budget includes \$3.1 million. Of the \$13 million, half is subcontracted to other workforce boards in the Midwest Region, 22% is for direct services in Milwaukee and 28% is expended on project management and monitoring of the regional programs. Spending is on track for American Apprenticeship and Americas Promise. The TechHire program is currently underspent, however, EMI team has a plan through June 2020 to meet goals and expenditures.

Center for Healthcare Careers of SE Wisconsin (CHCSEW) incorporated as of January 1<sup>st</sup>, 2019 and formed own 501 (C3). EMI Fiscal will continue to be the fiscal agent for CHCSEW and they will continue to rent space at EMI location.

#### 3. FY2019 Fund Development Report

*Packet Information – EMI FY2019 Fund Development Report Summary and Spreadsheet, EMI Secured Grants by Affiliation*

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Rob Cherry presented the 2<sup>nd</sup> quarter report. New grants included award of:

**Youthbuild** - \$990,000 to serve 72 youth in the construction sector. This is the 5<sup>th</sup> consecutive Youthbuild grant we have received for a total of \$5 million.

**BankWork\$** - Employ Milwaukee has raised close to \$100,000 from area banks to support the BankWork\$ program in Milwaukee. This included a \$15,000 Corporate Sponsorship and \$20,000 coming.

**Wisconsin Partnership Program – Community Impact: Milwaukee Reentry Alliance**

--This is a 5-year planning grant led by EMI and Dr. David Pate.

Mr. Cherry explained that Employ Milwaukee partners with our community-based organizations, who may be the lead applicant, which has led to \$3.4 million in awards to the community, in addition to the \$4.4 million directly awarded to Employ Milwaukee for multi-year grants. Funds received are included in the FY2019 budget based upon estimated funding per year.

Question was posed who provides BankWork\$ training?

*Response was EMI hired trainer and training will be held at Journey House.*

#### **4. Liquidity Disclosure**

Committee discussed current liquidity and future disclosure requirements in audit. Currently our current assets cover current liabilities, however, Employ Milwaukee does not maintain an operating reserve. Committee requested Patti to meet with PNC to inquire on a restricted line of credit secured by the building, which could be accessed in an emergency and authorized by Finance Chair John Kissinger.

*Alan Perlstein motioned to approve exploring application for restricted line of credit secured by the building; Karen Spindler seconded; approved unanimously.*

#### **5. Personnel Status Report**

*Packet Information – EMI New Hire and Termination Report*

Ms. Porth reviewed the current Personnel Status Report, which includes five vacancies. All of the following are budgeted positions:

- Reentry Program Manager
- Human Resources Manager
- Three Workforce Specialists (Reentry, Youth and TechHire programs)

All positions are posted on Indeed and Employ Milwaukee websites.

#### **6. Other**

No additional discussion held.

**The meeting was adjourned at 9:57 a.m.**

**Next Meeting:** Thursday, May 30, 2019 at 8:30 a.m. at Employ Milwaukee offices.