



EMPLOY MILWAUKEE BOARD OF DIRECTORS

PERSONNEL, FINANCE & AUDIT COMMITTEE

March 1, 2018 – 8:30 a.m.

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

MINUTES

Members Present: Earl Buford, John Kissinger (Chair)
Members Via Phone: Dan Buehrle, Karen Spindler
Members Absent: Mike Fabishak, Alan Perlstein
Staff Present: Scott Jansen, Patti Porth, Tracey Carey, Eileen McMahon
Guest: Renee O'Day (Phone)

Chair John Kissinger called the meeting to order at 8:35 a.m.

1. Approval of Minutes from November 30, 2017

After a brief discussion by the committee, Dan Buehrle motioned and Karen Spindler seconded, November 30, 2017 meeting minutes were approved unanimously.

2. FY2018 2nd Qtr. Financial Report

Handouts – 1) FY2018 Budget vs. Actual by Category thru 12/31/17, 2) FY2018 Budget, 3) FY2018 Financial Activity as of 12/31/18

Patti Porth informed committee the current budget is \$20.3M. As of the 2nd quarter, we have expended 44% of the annual revised budget. Cost categories were reviewed and direct program costs are operating slightly over budget at 52%. Executive team is reviewing organization structure within budgeted dollars to determine what adjustments need to be made.

There are a few grants that are still in start-up phase and should provide more funds to expend in 3rd quarter. Due to Midwest Urban Strategies covering portions of Earl Buford's and Tracey Carey's salaries, we have less cost in indirect expenses and are at 38% of budget for year.

Ms. Porth also gave a brief overview on grant detail and explained that each funding source is reviewed monthly and given a status of green (on track), yellow (needs attention) or red (Immediate attention) for expenditures. A review was done on programs in yellow status in regard to the action plan for the remaining six months to meet program and expenditure goals. Committee briefly reviewed and discussed financial documents provided.

3. FY2018 Fund Development Report

Handout – Fund Development Report

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 Sharron Brown (Sharron.Briggs@employmilwaukee.org or 414-270-1729).

Deaf, hearing or speech impaired callers may reach us by the Wisconsin Relay number 711.

Earl Buford requested members to strongly consider formation of Fund Development Committee. The need arises from diversity of resources coming in and new committee could focus on grants, planning for gaps in organization, and make recommendations to Board of Directors. Will also be recommending formation of this new committee at Executive Committee meeting. Let Mr. Buford know if you would like to volunteer to be on this Fund Development Committee. Karen Spindler expressed interest.

Tracey Carey reported on Fund Development activity. Team has secured over \$1.2 million of new revenue since July 1st, 2017. Midwest Urban Strategies receives \$595,000 of non-federal funds to use for staff time for convening, labor market information for the Midwest, advisory activities, and technology improvements amongst the cities.

4. Employ Milwaukee Employee Handbook – Approval

Handout – Memo Updating Committee on Employee Handbook Updates/Recommendations

Staff updated the Employ Milwaukee Employee Handbook and Patti Porth reviewed the changes and updates. Committee briefly discussed memo and recommendations.

Earl Buford motioned for approval and Karen Spindler seconded, Employ Milwaukee Employee Handbook updates 1-22 of memo, excluding recommendations, approved. Handbook changes were approved unanimously.

5. Employee Benefit Analysis

Handout – Employ Milwaukee Benefit Analysis – February 2018

Employee benefit analysis was done utilizing NRA nonprofit compensation and benefits survey, sorted by number of employees and size of budgets. Over 200 nonprofits responded to this survey. All provide health insurance coverage, 79% provide short term disability, and over 90% of organizations offer long-term disability and life insurance coverages. In addition, 79% offer dental and 24% offer vision, but we consider both low cost benefits and plan to continue these coverages. Most organizations offer 401k benefit, which we will continue offering as well.

Committee questioned how closely time off benefits compare with other nonprofits. 75% of agencies offer 7+ sick days and 5 personal days. We offer 10 days of vacation, 5 personal days and 12 sick in separate buckets. Considering going to one bucket PTO system in future.

Next steps – Patti Porth and Karen Spindler will review employee time off options and will provide a report at May 31, 2018 committee meeting with pros and cons for moving to PTO.

6. Personnel Status Report

Handout – Employ Milwaukee New Hire and Termination Report FY2018 Thru 11/22/17

There were no staff changes at Employ Milwaukee during 2nd quarter of FY2018, however one employee resigned from Business Services in current quarter. Scott Jansen explained some finer points of staff restructuring that is based not merely on cost perspective but rather moving organization to becoming more outcome-focused. Eleven positions have been eliminated, however, some positions have been redesigned with different titles and duties will focus on functional dynamics to help build out capacity.

Mr. Jansen indicated there would be more detail on Employ Milwaukee organization restructure at the March 15th, 2018 Board of Directors meeting.

The meeting was adjourned at 9:44 a.m.

Next Meeting: Thursday, May 31st 8:30 a.m. at Employ Milwaukee offices.

