



EMPLOY MILWAUKEE BOARD OF DIRECTORS

PERSONNEL & FINANCE COMMITTEE

May 31, 2017 • 8:30 a.m.

2342 North 27th Street, Milwaukee, WI 53210

MINUTES

Members Present: John Kissinger (Chair), Earl Buford, Alan Perlstein

Members Absent: Dan Buehrle, Michael Fabishak, Karen Spindler

Staff Present: Pete Coffaro, Patti Porth, Willie Wade, Eileen McMahon

Committee Chair Don Layden called the meeting to order at 9:34 a.m.

Chair John Kissinger called the meeting to order at 9:34 a.m.

1. Minutes from March 13, 2017

Add March 13th, 2017 minutes' approval to next agenda since did not have quorum at today's meeting.

2. FY2017 Q3 Financial Activity Report

Handouts – Packet including information on all agenda topics.

CFO Patti Porth presented 3rd quarter Financial Activity Report included in the packet. She anticipates % Spent Total to increase from 60% to 85% of 2017 budget (\$20,460,427) by June 30th. Any unspent funds will carry over into 2018 budget. The last quarter of the year is typically bigger as invoices for training, etc., come in prior to year-end.

Adult and Dislocated-Worker is running on tight margin. Due to this, Scott Jansen requested \$500k in additional funding from DWD.

3. FY 2018 Budget - Approval

The budget for FY2018 is presented in three major cost categories:

- Direct Program Costs
- Direct Costs (Staff and Operations)
- Administrative Costs

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.

Patti briefly outlined that EM was able to secure \$20M in funding (compared to last year secured \$17M and needed to raise \$3M). EM should receive grant notices in the next three months for grants written earlier this fiscal year and is currently proposing raising additional \$1.75M due to change in administration. There has been a delay in receiving WIOA allocations for 2018, and we are projecting a 6-10% reduction in WIOA funding and will update with final amount.

There are two new positions in budget: 1) Policy Liaison and 2) School-based Coordinator. Patti added that DOL grant funds four in-school coordinators. Recommending 3% increase for staff with completion of performance evaluation. Employ Milwaukee plans to review the budget in November 2017 to determine if any adjustments are necessary based upon actual awards.

Motion:

Recommendation to Carry to full Board **FY2018 Budget:** Alan Perlstein; Second John Kissinger
Approved Unanimously

4. FY2018 Fund Development Report

Application has been sent to DOL for \$4.5M Compete Midwest Reentry Alliance (CMRA), which is a MUS partnership for Reentry programming. Nine cities are participating and Milwaukee portion is at the flexibility of grant administrators. If this grant is awarded, budget will be in great shape.

Committee briefly discussed other grants in the packet.

5. Auditor Selection - Approval

Patti directed members' attention to Employ Milwaukee's current auditor selection process. As an agency, we go out for bid every three years and Wegner has been auditor for last nine years. EM received bids from four firms:

- Wipfli, LLP
- Reilly, Penner & Benton LLP
- Wegner, LLP
- CliftonLarsonAllen LLP

We are recommending Wipfli for next three years (FY2017 – FY2019). Besides bidding lowest, they have an impressive amount of experience with nonprofits.

Question was posed if they have offices in States with grant? Patti will get list and research website and follow-up with members.

Motion:

Recommendation to Carry to full Board **Auditor Selection of Wipfli:** John Kissinger;
Second Alan Perlstein
Approved Unanimously

6. Personnel Status Report

Committee had brief discussion on new Employ Milwaukee organization chart. Members then reviewed New Hire and Termination Report, which indicates staff at 70 full-time and 10 part-time (interns).

7. Other

Building Update:

- EM currently owns building and leases 10,000 sq. ft. to MPS, 2,500 sq.ft. to H&R Block and 3,600 sq.ft. to ResCare. MPS gave verbal notice they will not be coming back in September and we have asked for written notice. ResCare has expressed interest in additional 15 cubicles. They are willing to take additional space in July or August and lock in for three years. They pay \$27/sq. ft. versus MPS paid \$14/sq. ft. for their space.
- EM mortgage is currently up for refinance in December 2017 and this topic will be added to next agenda.
- Brief discussion was held on Century City. Currently 6,000 sq. ft. available downstairs. 19 slots for companies that want to market and leverage. America's Promise could fit right into it.

The meeting was adjourned at 9:50 a.m.

Next Meeting: Thursday, August 31, 2017, 8:30 – 10:00 a.m.

