



EMPLOY MILWAUKEE BOARD OF DIRECTORS

PERSONNEL, FINANCE & AUDIT COMMITTEE

May 31, 2018 – 8:30 a.m. – 10:00 a.m.

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

MINUTES

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

Chair John Kissinger called the meeting to order at 8:39 a.m.

1. Approval of Minutes from March 1, 2018

After a brief discussion by the committee, Karen Spindler motioned and Dan Buehrle seconded, March 1, 2018 meeting minutes were approved unanimously.

2. FY2018 3rdnd Qtr. Financial Report

Handouts – FY2018 Budget vs. Actual by Category thru 3/31/18, FY2018 Financial Activity as of 3/31/18
Patti Porth presented the 3rd quarter report. The current budget is \$20.8M. As of the 3rd quarter, EM expended 61% of the annual revised budget. Committee discussed why spending levels of cost categories were significantly lower than 70%. Patti explained the contractual dollars are obligated for multiple years. EM is encouraging contractors to timely spend and invoice for services. Staff projects the year will end around 90% expended with any unspent funds carried over to FY2019.

Committee engaged in brief discussion on spending. It was agreed that spending 90% of budget was a reasonable goal.

Mr. Jansen informed committee of two major dislocations in the past quarter with JCPenney and Bon Ton. Employ Milwaukee applied to DWD for Rapid Response Grant, which was recently approved. Mr. Coffaro explained that individuals enrolled in our dislocated program can be counted as placements and we are estimating 70.

3. FY2018 Fund Development Report

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Handout – Fund Development Report

Committee reviewed Fund Development report, which indicated EM grants approved to date are \$1.235 million against a goal of \$2 million. This is typical of amount received versus applied for and Ms. Porth added that Rob Cherry, newly promoted to Chief Fund Development Officer, would be giving this update at future meetings.

Mr. Buford informed committee that a Fund Development Committee was being formed that Don Layden will chair. He also announced that Jerry Roberts has been appointed as Director-MUS Corporate Engagement and will serve as main contact for MUS Board.

4. FY2019 Budget – Approval

Patti presented the FY2019 Budget. The proposed budget is \$19 million, which is a decrease from the current year of \$1.8 million (-9%). The budget report is presented in three major cost categories to reflect how grant funds are budgeted and accounted for under Uniform Guidance:

- Direct Program Costs (contractual and participant services)
- Direct Costs (EM Staff and Operations)
- Employ Milwaukee Administrative Costs

Employ Milwaukee will review the budget in November 2018 to determine if any adjustments are necessary based upon actual awards. There are four grants pending for a total of \$4.423 million that could favorably impact the FY2019 budget.

Dan Buehrle motioned to approve FY2019 Budget; seconded by Karen Spindler. FY2019 budget approved unanimously.

5. Personnel Status Report

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

Committee had brief discussion on EM personnel changes. Reorganization effective April 2nd, 2018 impacted nine positions. 11 of 12 previously compliance staff recategorized to workforce specialists. Current staffing is 77 full-time and 9 part-time. CEO is only open vacancy currently and Don Layden will provide updates on status of CEO search.

6. Other

No update on this topic.

The meeting was adjourned at 9:47 a.m.

Next Meeting: Thursday, August 30th, 2018 at 8:30 a.m. at Employ Milwaukee offices.