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

Donald W. Layden, Jr.  
**Chair**

## EMPLOY MILWAUKEE BOARD OF DIRECTORS

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### PERSONNEL, FINANCE & AUDIT COMMITTEE

November 29, 2018 – 8:30 a.m. – 10:00 a.m.

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

### MINUTES

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

**Chair John Kissinger called the meeting to order at 8:31 a.m.**

**1. Approval of Minutes from August 30, 2018**

After a brief review and discussion by the committee, Alan Perlstein motioned for approval and Mike Fabishak seconded, August 30, 2018 meeting minutes were approved unanimously.

**2. FY2018 Audit - Approval**

*Packet Information – EM Financial Statements and Supplementary Information prepared by WIPFLI*

Jean Christensen presented the FY2018 Audit to the committee. Ms. Christensen stated audit type for FY2018 was uniform guidance single audit and result of this audit was a clean opinion. Members reviewed the report and had a brief discussion.

Ms. Christensen informed members there would be a new financial statement change for 2019 that includes liquidity disclosure. Net assets temporarily restricted are not in ratio. Purchase of EMI building is driving this deficit and should be addressed.

**Next steps** – Chair Kissinger requested a deeper dive to discuss advantages vs. negatives of owning the building at the next Personnel, Finance & Audit Committee meeting on February 28, 2018.

***Alan Perlstein motioned to approve FY 2018 Audit; Mike Fabishak seconded; FY2018 Audit approved unanimously.***

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### 3. Financial Activity Report – 1<sup>st</sup> Quarter Ending 09/30/18

*Packet Information– EMI FY2019 Budget Vs. Actual by Category as of September 30, 2018, EMI FY2019 Budget July – September 2018 Financial Activity Report, EMI FY2019 Annual Budget Pending Grant Applications,*

Ms. Porth presented the Financial Activity Report for quarter ending September 30, 2018. The annual budget is \$19.08 million with 23% or \$4.4 million in expenditures for the first quarter. She stated that contracted services at 17% are a bit low but can be a challenge receiving invoices timely.

DOC reduced funding of \$200,000, which resulted in a reduction of one staff person and training funds. \$1 million was awarded by DOL to serve 188 youth residing in high crime/high poverty neighborhoods over three years. EMI received a community impact grant for \$1 million over 5 years to address the social and community context of incarceration.

### 4. FY2019 Fund Development Report

*Packet Information – Q2 2018-19 Secured Grants report; EMI Fund Development Report*

Rob Cherry presented on fund development activity. Employ Milwaukee currently has \$2.235 million in pending grants and \$1.948 million in secured grants this quarter. Secured grants include:

- JP Morgan Chase \$ 150,000
- Bankwork\$ \$ 60,000
- Wisconsin Partnership Program \$ 998,491
- DOL – Second Chance \$1,000,000
- Brighter Futures \$ 400,000
- Tommy Thompson Center for Leadership \$ 56,675

The purpose of the Bankwork\$ training program is to connect individuals from low-income areas to the finance industry. Journey House will be partnering on this project. EMI will be hiring a Bankwork\$ instructor. All six secured grants are included in the budget.

### 5. Insurance Renewal Information

*Packet Information – Patti Porth Memo to PF&A Committee dated November 29, 2018 Re Insurance Renewal*

EMI was informed by United Healthcare of a 16% increase from last year's health insurance premium beginning January 1, 2019 so we have requested bids from other health insurance providers. In addition, we are searching for a new dental provider to ensure better customer service. Committee agreed this was a good plan and continue moving forward with improving quality of service for employees while keeping costs down.

### 6. Personnel Status Report

*Packet Information – EMI New Hire and Termination Report*

Ms. Porth presented Personnel Status Report for Employ Milwaukee. Currently have 69 FT staff and 1 PT intern. New hires since last meeting include Reentry Job Developer and Fund My Future Project Manager.

Internal moves include promotion of Community Relations Coordinator to Manager-Administrative Services and former Director for MAWFA reassigned to Manager-Community Relations.

Due to WIOA budget cut in June of \$1 million, an accounting specialist and workforce specialist associated with that funding were laid off. The Brighter Futures grant will allow us to add staff. We will be recruiting for HR position and determining what level. Ms. Porth will be adding funding source information to vacancy list.

**7. Other**

No additional discussion.

**The meeting was adjourned at 9:55 a.m.**

**Next Meeting:** Thursday, February 28<sup>th</sup>, 2019 at 8:30 a.m. at Employ Milwaukee offices.

