



## EMPLOY MILWAUKEE BOARD OF DIRECTORS

### PERSONNEL & FINANCE COMMITTEE

August 31, 2017 • 8:30 a.m. – 10:00 a.m.

Milwaukee Walker's Square American Job Center • 816 W. National Ave, Milwaukee, WI 53204

### MINUTES

**Members Present:** John Kissinger (Chair), Earl Buford, Alan Perlstein, Mike Fabishak, Karen Spindler, Daniel Buehrle

**Staff Present:** Scott Jansen, Pete Coffaro, Patti Porth, Willie Wade, Mildred Coby, Mary Foy, Eileen McMahon

**Guest:** Renee O'Day (DWD)

**Committee Member Dan Buehrle called the meeting to order at 8:31 a.m.**

**1. Approval of Minutes from March 13, 2017 and May 31, 2017**

After a brief discussion by the committee, Dan Buehrle motioned and Karen Spindler seconded, both March 13<sup>th</sup>, 2017 and May 31<sup>st</sup>, 2017 meeting minutes were approved unanimously.

**2. Approval of Employ Milwaukee Cost Allocation Plan**

*Handouts – Packet including information on all agenda topics.*

CFO Patti Porth presented EM Cost Allocation Plan to members. All costs fit into allocated, direct or indirect cost pools. Ms. Porth informed committee that the plan has been reviewed by Department of Labor and our auditor.

Dan Buehrle motioned and Mike Fabishak seconded, EM Cost Allocation Plan was approved unanimously.

**3. FY 2017 June 30<sup>th</sup> Financial Report**

As of June 30, 2017, \$17.3M for actual expenditures against a balance of \$20.4M, leaving a balance of \$3.1M. In the administrative category, we are operating at less than 10% of program cost. EM is scheduled for an audit in October with WIPFLI. After audit is complete, committee will be provided with a final financial report at next committee meeting in November.

**4. FY2018 Budget Revision**

Significant changes to individual program budgets have occurred due to updated information from government agencies and carryover from previous budget. Programs with increases include: WIOA Youth,

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

American Apprenticeship WAGE\$, Rapid Response, EPA Construction, DOL Summer Jobs and Beyond, Milwaukee Fatherhood Initiative and Mayor's Community Fund.

#### **5. FY2018 Fund Development Report**

EM Fund Development Goal was set at \$2M but has been adjusted to \$1.75M. New grants approved to date total \$238.5k and submitted grants pending of \$742k. Grants declined to date total \$5.5M. By next committee meeting, Fund Development Report will be updated with additional grants currently being applied for but not yet submitted and any pending grant results.

#### **6. Personnel Status Report**

EM currently has 76 full-time employees and 9 part-time employees, including interns.

EM recently hired two student interns from Milwaukee Institute of Art and Design (MIAD) that are working 10-15 hours per week and report to Marketing and Public Relations Manager, Jill Lintonen. They have top-notch graphic design skills and will assist with flyers, invitations, and website updates.

Current vacancies include:

- Business Intelligence Manager
- Compete Midwest Project Manager
- Contract Compliance Specialist – Compete Midwest
- Contract Compliance Coordinator – Compete Midwest
- Fund Development & Planning Associate
- Sr. Contract & Training Manager – Office of Career Exploration

#### **7. Leases & Financing Update**

- MPS has moved out of their space, leaving a gap in their lease (\$2,500/month and halfway through). More to come on this.
- Wisconsin Community Services (WCS) runs a transition school and they plan to sign a lease today and start school on September 5<sup>th</sup>.
- Refinancing mortgage not until 2022 (20-year note).

**The meeting was adjourned at 9:41 a.m.**

**Next Meeting:** Thursday, November 30, 2017 8:30 a.m. – 10:00 a.m.