



EMPLOY MILWAUKEE BOARD OF DIRECTORS

PERSONNEL, FINANCE & AUDIT COMMITTEE

August 29, 2019 – 8:30 a.m. – 10:00 a.m.

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

MINUTES

Members Present: John Kissinger (Chair), Mark Kessenich, Alan Perlstein, Karen Spindler, Jon Mariano
Members Absent: Mike Fabishak
Staff Present: Rob Cherry, Pete Coffaro, Eileen McMahon
Guests Present: Renee O'Day (DWD)

Chair John Kissinger called the meeting to order at 8:32 a.m.

1. Welcome

Chair John Kissinger welcomed committee members.

2. Approval of Minutes from May 30, 2019

After a brief review and discussion by the committee, Mark Kessenich motioned for approval and Karen Spindler seconded; May 30th, 2019 meeting minutes were approved unanimously.

3. Financial Activity Report – 4th Quarter Ending June 30, 2019

Packet Information – FY2019 July 1, 2018 – June 30, 2019 Budget vs. Actual by Category as of June 30, 2019
Mark Kessenich presented the Financial Activity Report for quarter ending June 30, 2019. Employ Milwaukee expended \$16.8 million (93%) of the \$18 million budget for the year. Staffing and indirect costs expended appropriately. After accounts payable audit by DWD, will close out financials by September 30th, 2019.

4. Fund Development Report

Packet information – EMI Fund Development Report July 1, 2019 thru August 25, 2019, Fund Development Grant Detail 2019-20 - Quarter 1

Rob Cherry, Chief Fund Development Officer, provided this report. Mr. Cherry reported that EMI has a \$1 million operating goal. Even with the adjustments in budget, this goal was met. Recently started Fund Development Committee in part due to slow down of grants coming out of DOL. Invites will go out in September to selected board members and the focus will be on raising private dollars. How we balance federal/private funding ratio affects support we can provide to the community.

Mark Kessenich added that Chair Layden has given us three charges:

- Work with the Mayor on Earn and Learn and streamline this process
- Work with Workforce Funding Alliance philanthropies to raise money
- Work on initiatives and gaps where EMI is struggling

Question was posed why is there a disconnect with MWFA? Response was the alignment of leadership not on same page. It's time to bring efforts closer together. Good time for us to step in and see how we want to partner or not partner.

5. Building Update

Packet information – Tenancy Profile August 2019

Committee members reviewed tenancy profile as of August 2019. ResCare's lease ends on September 30, 2019 and they are currently occupying 8% of building. WCS increased rental space from 3% to 16% of building and signed lease through August 31, 2024. Beginning October 1st, 2019 monthly rent from all tenants equals \$12,345.00 and monthly mortgage payment is \$12,488.63. There remains 10,000 sq. ft. of space available to lease on s. side of building that CHCSEW has expressed an interest in renting for a training location.

Question was posed how does EMI pay for building maintenance? Response was corporate accounts as grants are separate funding. Committee discussed and recommend a five year plan for new roof and other major items. Start reserving funds for these expenses. If too expensive then we should investigate selling the building. Mr. Kessenich added that one development organization sent a proposal. Idea was to sell to two or three organizations and enter into an agreement to remain anchor tenant for period of time. We will continue to cultivate this conversation so that we can provide a report to new CEO so he can be part of this decision.

Next steps – For next meeting, identify on budget what reserves on building, ongoing building expenses, allocate to reserve.

6. Personnel Status Report*

Packet information – EMI New Hire and Termination Report FY20 July 1, 2019 to July 31, 2019

Chair Kissinger closed session at 9:18 a.m.

Chair Kissinger reopened session at 9:58 a.m.

Chair Kissinger reported no action to be taken after closed session.

7. Other Business

No other items were discussed.

The meeting was adjourned at 9:59 a.m.

Next Meeting: Thursday, November 21st, 2019 at 8:30 a.m. at Employ Milwaukee offices.