



## EMPLOY MILWAUKEE BOARD OF DIRECTORS

### PROGRAM COMMITTEE MEETING

Wednesday, August 19, 2020 – 9:00 – 10:30 a.m.

Via Zoom

### MINUTES

**Members:** Carla Cross (Chair), Chytania Brown, Bevin Christie, Laura Bray, Lea Collins-Worachek, Pam Fendt, Eduardo Garza, Tasha Jenkins, Tracy Lubber, Ted Matkom, Parker Rios, Joni Theobald

**Members Excused:** Randy Crump, Brian Levins, Gene Manzanet, Lois O’Keefe, Wallace White

**Guests:** Beth Norris, Waukesha County Department of Administration

**Employ Milwaukee Staff:** Pete Coffaro, Toni White, Eileen McMahon

**Chair Carla Cross called meeting to order at 9:01 a.m.**

#### 1. Committee Business

##### a. Approval of Minutes from May 20, 2020 Program Committee meeting

Members briefly reviewed and discussed May 20<sup>th</sup>, 2020 meeting minutes.

*Tasha Jenkins motioned for approval of minutes from May 20, 2020 Program Committee meeting; Ted Matkom seconded; meeting minutes approved unanimously.*

#### 2. Workforce Innovation and Opportunity Act (WIOA) Local Plan Updates

*Packet information – Coffaro Memo dated August 17, 2020 Re Annual Review of Policies, EMI Policy 20-03 OJT, EMI Policy 20-04 Incumbent Worker Training, WIOA Policies and Procedures 2017 Attachment X, EMI Policy 19-02 Veterans and Eligible Spouses Priority of Service Policy; EMI Policy 17-03 Youth Incentive Policy, Attachment A Youth Incentives, EMI Policy 18-02 Definition of Youth Who Need Additional Assistance, EMI 17-01 ITAs, EMI Policy 18-01 Follow-Up Services, EMI Policy 20-05 Limited English Proficiency, EMI Grievance Procedure*

- a. On-the-Job Training (OJT)
- b. Incumbent Worker
- c. Customized Skill Training
- d. Veterans Priority of Service
- e. Youth Incentive
- f. Youth ‘Requires Additional Assistance’ Definition
- g. Individual Training Account (ITA)
- h. Follow-Up Services
- i. Limited English Proficiency (LEP)
- j. Grievance Procedure

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Pete Coffaro reported that all policies in packet are reviewed on an annual basis. Several policies did not have substantive changes. The Youth Incentive Policy went before Youth Committee last week. Language that limited ability to serve all youth has been removed. Table was created that outlines incentive criteria (Attachment A). Youth Committee approved resoundingly and felt encouraged that WIOA partners will have more tools to achieve milestones. ITA policy was adjusted to increase maximum threshold from \$7,000 to \$10,000 per individual.

Mr. Coffaro requested recommendation to move forward to Executive Committee for their November meeting.

*Tracy Luber motioned to approve all Local Plan updates and send to Executive Committee for approval; Pam Fendt seconded, approved unanimously.*

### **3. Regional One Stop Operator Report**

Pete Coffaro reported on the great working relationship with Regional Partners from WDA1 and WDA3. EMI issued an RFP in April on behalf of this regional collaborative. Three proposals were received, and Waukesha Department of Administration had the highest ranked proposal. Beth Norris is managing the OSO program and she gave a brief recap of her planning activities and strategy moving forward to cover the wide landscape of Milwaukee and surrounding seven county area. She will continue to work to build relationships by convening partners on a regular basis to meet program requirements and get vision out.

Mr. Coffaro explained that American Job Centers (AJC) were closed by end of March. By mid-July, the resource rooms were reconfigured to allow for social distancing and would be able to serve people with appointments only between 10 am and 2 pm.

Question was posed on statistics from virtual Drive-Thru Job Fair, how many attended, etc.? Ms. Norris responded that it was an international platform that included the India time zone. It was held in April and for a job seeker it was like moving in a virtual gaming environment. There were 48 entities in online booths and 2,000 registrants with 1,000 logged in. This was a pilot and there were some minor issues, but customer satisfaction analysis saw a solid range with an average of satisfaction. The next one will be in the Fall at the regional level.

Are there opportunities that come with scaling due to regional approach? How do you balance meeting needs in certain areas? What is your team paying special attention to? Ms. Norris responded a lot of focus is on regional approach amid a pandemic. The goal is to be mutual facilitator across all areas. Currently bringing together all tech college folks in workforce systems to determine what is working well and where opportunities are. Included are WCTC, MEPC, MATC and others.

Chytania Brown added that the Regional OSO design is a best practice and DOL is excited to see results. This gives us the ability to leverage resources and opportunities working with employers. Will continue to learn and document as we go.

**Next steps** – Laura Bray and Beth Norris will schedule a meeting to discuss foundation work in Tech College system.

### **4. WIOA and Core Combined State Plan Partner Status Reports**

**a. WIOA Negotiated Performance Goals**

**b. Workforce Research & Labor Market**

As of March 2020, Q4 related performance is strong. Measurable skills gain for 2020 seeing additions. In July 2020, proposed goals from DWD did not take into consideration impacts from COVID. This may be adjusted later.

Ms. Brown added that it is difficult to predict goals for 2020-21 and the impact of COVID on performance. Unemployment rate cannot capture full impact of discouraged workers. We do have openings and Drive Thru hiring events that have been very successful.

**5. Employer Engagement Reports**

EMI has received 57 Warn Notices through the end of April, which is a huge upswing as prior years 15 notices for the entire year. Thousands of workers have been impacted with hospitality sector hit the hardest and construction sector more resilient. Recently had Drive Thru Job Fair with City of Milwaukee and DWD on July 15<sup>th</sup>, 2020. There were two locations; EMI and Serb Hall. 500 job totes containing flyers from 70 employers were shared. Another job fair was held at Potawatomi Hotel and Casino where 1,600 employees were furloughed in July. Last week, virtual sessions with employers were held. Upcoming Drive Thru Job Fairs will be held on August 20<sup>th</sup> and September 17<sup>th</sup>, each with three sites.

Last year placements were based on goal of 3,000. Due to pandemic, we are at 2,161. We had been on track to achieve the goal prior to COVID. Wages have increased year over year with \$14.56 last year and up to \$15.89 this year (unaudited numbers).

**6. Standard Program Reports**

*Packet information – Youth Committee Presentation*

**a. Youth Committee Update**

Mr. Coffaro reported that Youth Committee met on August 12, 2020. Agenda included review and approval of Youth Incentive Policy, which was approved by the Committee. This past summer's EARN & LEARN program was also reviewed. Committee was happy with results considering the pandemic and were interested in assisting with fundraising for next year earlier than usual in hopes to drive up the number of students who can participate.

EARN & LEARN update – Due to pandemic, placements were at 420 and down from last year. All applications had to be electronic and required many follow up calls by staff to complete. All with completed applications were offered a slot. In January, estimate from employers for worksites for EARN & LEARN was 1,500 – 1,700. By May, that number had dwindled as half of employers did not feel they could continue with program with social distancing measures in place. Mr. Coffaro offered thanks to Toni White, Program Director and Suzanne Reinstein, E&L Program Manager for the great job in a tough year. They met last week with Mayor Barrett and one of the participants to record a video.

**b. Community Resource Navigator Program**

Toni White informed committee about the new Community Resource Navigator (CRN) program. EMI CEO Chytania Brown was able to secure funds of \$1.3 million from the City of Milwaukee to

run this program. Information has also been included in packet. Due to COVID, everyone applied online. There were a total of 800 applications and EMI team is identifying and working to place people in organizations throughout the city. We are hoping to expand this program and have requested \$3.5 million in additional funding from Milwaukee County Cares Act. Response has been overwhelmingly positive by the public.

c. Recent grant awards

Two grants were received from United Way. The first was jointly funded by DeLoitte and the funding will serve 25 African American males annually and offers paid training for the next two years while attending. Second grant is to help with transportation where WIOA funds cannot be used. Working with MCTS for M-Card passes. EMI also received a State Disaster grant to fund 25 contact tracers at health departments in Milwaukee County. Recruitment will begin in September, 16-18 hours paid weekly and include supportive services such as childcare, transportation, uniforms, etc.

d. Monitoring updates

EMI is waiting to the results of several monitoring responses from DWD and DOL.

**7. Other Business**

No further discussion was held.

Chair Cross adjourned meeting at 10:27 a.m.

**Next Program Committee meeting is November 11, 2020**

**Next Board of Directors meeting is December 3, 2020**