



## EMPLOY MILWAUKEE BOARD OF DIRECTORS

---

### SPECIAL PROGRAM COMMITTEE MEETING

Tuesday, August 27, 2019

2342 North 27<sup>th</sup> Street, Milwaukee, WI 53210 - Room 116

### MINUTES

---

**Members Present:** Ted Matkom (Chair) (Phone), Laura Bray (Phone), Bevin Christie, Lea Collins-Worachek, Randy Crump, Carla Cross, Michael Daily, Pam Fendt, Gene Manzanet, Lois O'Keefe, Joni R. Theobald, Wallace White, Tracy Lubber, Parker Rios

**Members Excused:** Lupe Martinez

**Employ Milwaukee Staff Present:** Pete Coffaro, Wylbur Holloway, Rob Cherry

**Guests Present:** Rachel Zietlow (Maximus)

Meeting was called to order at 12:05 by Chair Matkom

#### I. Recommendation to approve Windows to Work Subcontractor (Action Item)

Pete Coffaro provided a summary based on the memorandum sent on August 26, 2019 (see attached).

Employ Milwaukee conducted a competitive procurement process for case management services, specifically pre and post-release services, for a total caseload of 84 participants, with a minimum of 72 participants at the Racine Correctional Institution (RCI) and the Milwaukee Secure Detention Facility (MSDF). Windows to Work (W2W) program works with returning citizens regarding their employment, housing, medical and psychological needs including instruction in financial literacy, housing competencies, conflict resolution, stress management, and problem solving to build the ability to reintegrate successfully.

Employ Milwaukee provided the required public notices of the procurement opportunity, posted the Request for Proposal (RFP) to the Employ Milwaukee website, and sent an email notification to nineteen (19) organizations that provide re-entry services. Employ Milwaukee received three proposals on August 20, 2019. The proposal evaluation team evaluated the proposals according to program description, plan and implementation, organizational capacity, performance outcomes, and project budget and organizational finances.

The Center for Self Sufficiency (CFSS) was the highest ranked proposer. The proposal review team highlighted the following strengths of their proposal: concise program flow and knowledge of working with the Department of Corrections, experience working with the pre and post release populations, their holistic approach in working with the reentry population while leveraging other internal resources to strengthen their service delivery strategy.

Mr. Holloway was asked who responded to the proposals. Response was Second Chance Staffing, Partners in Hope, and Center for Self-Sufficiency. Discussion followed on their current performance.

**Next steps** - Mr. Coffaro was asked to send the list of organizations that had been notified of the RFP to the Program Committee members.

*Program Committee motioned to authorize Interim President/CEO to negotiate and execute a contract with the Center for Self-Sufficiency in an amount not-to-exceed \$186,000 to provide case management services for the Windows To Work Program from October 1, 2019 to June 30, 2020 and with the option to extend the contract for two, one-year terms, contingent upon demonstrated performance and availability of funds; members seconded. Approved unanimously for consideration by the Executive Committee.*

Chair Matkom adjourned the meeting at 12:26 p.m.

If you need this printed material interpreted to a language you understand or in a different format, or if you require other accommodations, please contact Sharron Briggs ([Sharron.Briggs@employmilwaukee.org](mailto:Sharron.Briggs@employmilwaukee.org) or 414-270-1729). Deaf or hearing or speech impaired callers may reach us by the Wisconsin Relay number 711.

