



## EMPLOY MILWAUKEE BOARD OF DIRECTORS

### SPECIAL EXECUTIVE COMMITTEE MEETING

**November 11, 2019 – 8:00 a.m. Conference Call**

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

### MINUTES

**Members Present by phone:** Don Layden (Chair), Mark Kessenich, John Kissinger, Keith Posley, Darryl Morin, Ted Matkom

**Employ Milwaukee Staff Present:** Pete Coffaro, Rob Cherry (phone), Eileen McMahon

**Guests Present:** None

Committee Chair Don Layden called the meeting to order at 8:01 a.m.

#### 1. Welcome

Chair Layden welcomed committee members.

#### 2. Minutes Approval

##### a. August 29, 2019

No discussion. This item will be tabled until quarterly meeting on November 21, 2019.

#### 3. Committee Chair Report Outs

*Packet information – Coffaro Memo dated October 15, 2019 to EMI Program Committee RE Recommendation to approve WIOA In-School Youth Services Contract Execution*

Chair Layden turned discussion over to Pete Coffaro to provide background information on the recommendation. Mr. Coffaro reported (per the Memo in your packets) due to significant staffing challenges, EMI is no longer able to self-perform In School Youth activities. The decision was made to go out for bid with a simplified procurement process that is allowed when the contract would be under the Federal \$250,000 threshold. Four responses were received by the October 14, 2019 deadline. The next day, the evaluation team scored responses looking for organization with the best ability to provide In School Youth Services with a budget NTE \$185,000. Boys and Girls Club of Greater Milwaukee scored the highest of the four and are also uniquely positioned due to currently running programs in high schools we operate in. In addition, they can leverage funds from AmeriCorps Tutors, etc., and recognize the same 14 Youth Program Elements as per Wisconsin DWD. The Program Committee approved and is recommending

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contract to Boys and Girls Clubs of Greater Milwaukee, NTE \$185,000 for the period November 1, 2019 through June 30, 2020 for Executive Committee approval.

Question was posed what caused the lack of staffing for In School Youth (ISY) activities at Employ Milwaukee? Response was EMI had five ISY staff and one was reassigned to CHC last Fall, one was laid off in July, one took a job with City of Milwaukee in August, and one is currently on FMLA leave. Thus, EMI was unable to provide services to students. With no further questions, Chair Layden requested a motion for approval.

*Ted Matkom motioned for approval of authorization for the Interim President/CEO to negotiate and execute a contract with the Boys and Girls Club of Greater Milwaukee, in an amount not-to-exceed \$185,000, to provide WIOA In-School Youth Services from November 1, 2019 through June 30, 2020; Chair Layden seconded; motion approved unanimously.*

#### **4. Other Business**

No other items were discussed.

**The meeting was adjourned at 8:09 a.m.**

**Next Meeting: November 21, 2019**  
**Next Board of Directors meeting: December 12, 2019**

