**Employ Milwaukee Board of Directors**

**EXECUTIVE COMMITTEE MEETING**

**May 26, 2022 – 10:00 a.m.**

Employ Milwaukee – 2342 N. 27th Street, Milwaukee, WI 53210 – via Zoom Technology

**APPROVED MINUTES**

**Members Present:** Don Layden (Chair), John Kissinger, Chytania Brown, Carla Cross, Andres Gonzalez

**Members Absent:** Keith Posley

**Employ Milwaukee Staff Present**: Lowell Raven, Julie Cayo, Brenda King

**Guests Present:** None

John Kissinger called the meeting to order at 10:03 a.m. due to Chair Don Layden being delayed unexpectedly.

1. **Welcome**

Don Layden welcomed committee members.

1. **Minutes from February 24, 2022, and May 6, 2022 - Approval**

*Carla Cross motioned for approval of February 24, 2022, and May 6, 2022, minutes; Chytania Brown seconded; minutes were approved unanimously.*

1. **President’s Update**

Chytania informed regarding special program that will be work base learning between the age of 10-14 males. Working with Voices of the Elders, they will run the project, but EMI will oversee the entire program. Received approval and waiting on Milwaukee Public Schools Board Meeting that will take place this evening. Continue with Earn & Learn, the state will be giving additional dollars, MPS will give funds and will confirmation from the state tomorrow. Earn and Learn has 2600 people applied and 160 worksites. Working on fundraiser campaign this fall to do a luncheon. Received 3rd allotment from Kohls, fund development reports remain strong.

1. **Chair Report**

Don Layden stated that he has spoken with the Acting Mayor Cavalier Johnson and his staff who indicated they are very pleased with the work of Employ Milwaukee.

1. **Committee Report**

* **Governance, Nominating, and Compliance Committee**

Don Layden went over the renewals of the chair’s, Carla Cross agreed to continue to Chair, Andres Gonzalez agreed to continue to Chair, John Kissinger agreed to continue to Chair.

Andreas Gonzalez revising of the contract for WTW, this should be finalized by the end of June, it is currently with City Legal. No vacancies on the committee in good standings.

* **Program Committee (Approval)**

Chair Carla Cross as a renewal for the One Stop Shop and WIOA. Extending all the provider contracts for the year. RFP will be completed to seek new service providers for the next year. John Kissinger motioned for approval of the One Stop Shop Operator and WIOA Title 1B Service Provider, Andreas Gonzalez seconded; No concerns raised regarding the operators. Chytania did inform that the structure of the RFP will be redesigned; contracts were approved unanimously

* **Youth Committee**

Chytania Brown provided an update on the Youth Committee in the absence of Dr. Posley and designee Dr. Cotton, no approval items.

* **Personnel, Finance & Audit Committee**

Chair John Kissinger provided an update of the FY’23 Budget. He noted that the overall budget was $22.749M with $15M for direct program costs related to contractual and participants, $5M that were budgeted for EMI staff salary and fringes, $1.6M budgeted for administrative costs and the balance of $1M budgeted for contingency costs. John noted the 34% increase in the budget compared to FY’22. John noted the $1M contingency is spent on direct services. John also discussed the $2.5M development goal and stated that the amount was reasonable. Don inquired if there were any concerns with the budget and John responded that there were none and it was a good budget. Don noted that FY’23 budget had been recommended for approval from the Personnel, Finance and Audit Committee and the FY’23 budget was then unanimously approved by the Executive Committee. John Kissinger then summarized the discussion re: the request for $200K transfer of funds and informed the committee that this was not approved as there needed to be a deeper drive into the cost structure of EMI related to the indirect costs. Chytania discussed the CDBG programs which require significant cash outlays before EMI has contracts signed and then can invoice for reimbursements which is why the line of credit had been used in the past. John informed the Executive Committee that there was going to be a special committee meeting to discuss the indirect cost rate structure as well as review the retirement plan. Don Layden asked that the Executive Committee be included in the meeting. John Kissinger shared that Jon Mariano had asked if the Personnel, Finance & Audit Committee should only review the annual audited financial statements or also review compliance audits from funding sources. Chytania noted that annually there is an audit from DWD and there had been compliance audits from DOL while EMI had more DOL contracts; however, on occasion, there are still other program compliance audits. Chytania and Don Layden both noted that the compliance audits go to both the Program Committee and the Governance Committee, thus compliance audits are being reviewed. Chytania will send communication stating that the compliance audits are being reviewed by Program and Governance Committees.

1. **Other Items**

Don Layden will schedule a meeting to complete Chytania’ s annual review.

Chair Don Layden adjourned the meeting at 10:42 a.m.

**Next Meeting: August 25, 2022, 10:00 a.m.**



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