**Employ Milwaukee Board of Directors**

**EXECUTIVE COMMITTEE MEETING**

**May 27, 2021 – 10:00 a.m. – 11:30 a.m.**

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

**MINUTES**

**Members Present by phone:** John Kissinger, Chytania Brown, Carla Cross, Andres Gonzalez, Katrice Cotton

**Members Absent:** Don Layden (Chair), Keith Posley

**Employ Milwaukee Staff Present:** Lowell Raven, Eileen McMahon

**Guests Present:** None

Chair Don Layden was not able to join due to travel. John Kissinger chaired the meeting in his absence.

Vice Chair John Kissinger called the meeting to order at 10:07 a.m.

1. **Welcome**

Vice Chair Kissinger welcomed committee members.

1. **Minutes from February 25th, 2021, and March 29th, 2021 - Approval**

Executive Committee briefly discussed the February 25th, 2021, and March 29th, 2021 minutes.

*Carla Cross motioned for approval of February 25th, 2021, and March 29th, 2021, meeting minutes; Andres Gonzalez seconded; minutes were approved unanimously.*

1. **President’s Update**

Ms. Brown reported on highlights for the past quarter. The agency audit and FY 22 budget are complete and American Job Centers are open. The American Rescue Plan (ARP) Act includes $394.2 million in direct local recovery assistance for the City of Milwaukee. Mayor Barrett is working with City Departments and EMI to allocate the ARP payments under strategies to build on Milwaukee’s momentum to bring the COVID 19 pandemic under control; address the urgent needs of residents, families and neighborhoods hardest hit by the COVID-19 public health emergency; and make investments to catalyze broader economic recovery and rebuilding. Employ Milwaukee has submitted requests to support skills training, transitional jobs, digital equity, and EARN and LEARN.

The Compete Midwest grant is closing out its successful $13 million portfolio of Department of Labor H-1B Skills Training Grants. Successes include new partnerships, innovative training programs, and stronger post-secondary partnerships with MATC, UW-M, MSOE, and Marquette. During the grant, 2,716 individuals served, 2,023 completed training, 1,792 placed with average wage of $16.85 hour.

Post pandemic opportunities include an acceleration of existing job growth trends including healthcare, IT, and Automation/ADV Manufacturing. Stimulus funding may accelerate training and job needs in green jobs, infrastructure and public health and safety. EMI will meet the challenge by expanding industry partnerships, investing in short-term, industry-recognized training models that connect to Registered Apprenticeships. In addition, funding paid work experiences for youth and adults, including transitional jobs, and providing a virtual platform with basic IT skills training, devices and connectivity to ensure no job seeker is left behind.

1. **Chair Report**

On behalf of Don Layden, Vice Chair John Kissinger acknowledged the great job Ms. Brown and Mr. Raven have done with EMI finances and everything looks positive. Great pivot!

1. **Committee Report Outs**

* **Governance Committee (Approval)**

*Packet information – EMI Governance Self Nomination Form for Jakeim Jackson-Bell, Milwaukee Bucks,*

Mr. Gonzalez reported that Governance Committee met on May 19, 2021. Of note, committee approved nomination of Jakeim Jackson-Bell, Manager, Diversity, Inclusion and Equity for the Milwaukee Bucks, to EMI Board of Directors. Mr. Jackson recently relocated from Dallas and brings great experience in workforce as well as human resources. Governance Committee is recommending Mr. Jackson-Bell to Executive Committee for review and approval to replace Kareeda Chones-Aguam on EMI Board of Directors.

*Carla Cross motioned to approve nomination of Jakeim Jackson-Bell to Board of Directors, Andres Gonzalez seconded; approved unanimously.*

* **Program Committee (Approval)**

*Packet Information – Wylbur Holloway memo Re Windows to Work (W2W) RFP Process, 2021-22 Proposal Review for W2W Case Management Program Services, W2W Proposal Scoring*

Carla Cross reported Program Committee met on May 20th, 2021 . Ms. Cross reported that some staff were working on one-pager to work with companies that may be looking for employment and EMI to assist with filling openings. She recommended to committee that EMI work with Milwaukee 7 to assist with this effort. Ms. Brown is planning on working with Jim Pace and have scheduled a call with him on June 3rd, 2021. *Milwaukee 7* magazine featured interview recently with John Kissinger and Chytania Brown, which increases visibility for Employ Milwaukee.

Program Committee is recommending approval of Windows to Work RFP. Two proposals were submitted: Center for Self-Sufficiency (CSS) and America Works with CSS scoring highest. Question was posed regarding value of contract? Ms. Brown responded the total contract is $308,000 with $100,00 for programming. Scoring of responses was done by staff.

*Carla Cross motioned for approval of Center for Self Sufficiency for contract for Windows to Work case management services; John Kissinger seconded; approved unanimously.*

* **Youth Committee**

Dr. Cotton reported that Youth Committee met on May 12th, 2021, and had a report out of programs. The deadline for the EARN & LEARN program is today. Over 1,500 youth have completed at least Part I of application and over 2,200 youth have completed applications to date. Still trying to get a few more worksites. Ms. Brown added that the Mayor has increased hourly wage to $11.65. Question was posed what is funding for additional wages? Ms. Brown responded it will come from ARP money and would be part of the $5 million specifically for EARN & LEARN.

* **Personnel, Finance & Audit Committee**

Mr. Kissinger reported PF&A Committee met earlier this morning and committee discussed

1. Employee Handbook (Approval)

John Kissinger reported that at Personnel, Finance & Audit Committee meeting earlier today, Sharlie McCain, HR consultant with MRA, presented the EMI handbook changes that were emailed to committee on May 14, 2021, including all additions and updates. Ms. McCain is recommending EMI Handbook be reviewed every 24 months minimally. The committee approved the revised EMI Employee Handbook and is recommending that Executive Committee approve today.

Andres Gonzalez m*otioned for approval of EMI Employee Handbook revisions with slight modifications; Carla Cross seconded; approved unanimously.*

1. FY22 Budget Discussion (Approval)

FY22 proposed budget reflects $17 million of budgeted revenue and expense, which includes projected contract funding of $14.5 million and $2.5 million of projected fund development revenue. Lowell noted that EMI had three large DOL grants sunset for a decrease of $2.4 million; however, Ms. Brown informed members that pending awards (including DOL) amount to over $5 million. Lowell also noted that the Milwaukee County CRN contract of $3.8 million was awarded after the FY21 budget was approved and was fully expended in FY21, therefore it was not included in the FY22 budget. Lowell reviewed all the major sources of contractual revenue including those from the State of Wisconsin, City of Milwaukee including CDBG grants, County of Milwaukee, Federal Government, and other projected sources of revenue. Lowell reviewed the budget comparison of costs categories and noted that the $17 million of costs were presented in 3 cost categories, direct program costs for contractual and participants are budgeted at $9.9 million, direct program costs of EMI staff are budgeted at $5M, and EMI indirect administrative costs are budgeted at $1.1 million. Lowell noted that the percentages for these 3 categories were comparable between FY22 and FY21. Lowell noted that like FY21, there were contingency costs of $1 million included in the FY22 budget and that these represented unexpected costs that cannot be foreseen when preparing the FY22 budget and were included to account for uncertainty and allow for EMI to be able to better manage the FY22 budget. Lowell answered all questions that were raised associated with the FY22 budget.

*Andres Gonzalez motioned for approval of PY22 Budget; John Kissinger seconded, approved unanimously.*

1. **Other Items**

No further discussion was held.

Vice Chair Kissinger adjourned the meeting at 10:55 a.m.

**Next Meeting: August 26, 2021 10:00 a.m.**

**Next Board of Directors meeting: June 10th, 2021 8:30 a.m.**