



EMPLOY MILWAUKEE BOARD OF DIRECTORS

PERSONNEL, FINANCE & AUDIT COMMITTEE

August 24, 2023, 8:30A.M. -10:00A.M.

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

APPROVED MINUTES

Members Present: John Kissinger (Chair), Chytania Brown, Alan Perlstein, Karen Spindler, Molly Gena

Members Absent: Jon Mariano

Employ Milwaukee Staff Present: Annemarie Probst, Julie Cayo, Brenda King

Guests Present: None

Chair John Kissinger called the meeting to order at 8:35AM.

1. Welcome

Chair John Kissinger welcomed committee members.

2. Minutes from May 25, 2023 - Approval

Request to review all compliance audit reports. Will be included in minutes going forward.

Karen Spindler motioned for approval of May 25, 2023, minutes; Chytania Brown seconded; minutes were approved unanimously.

3. Finance Updates:

a) 401k transition update

The agency will complete the transition of the 401k plan from John Hancock to the Standard on September 30, 2023. The Fiduciary and administrative responsibilities will change from EMI to The Standard beginning on October 1, 2023. The current policy includes a provision that all employees are to be auto-enrolled with a 1% employee contribution to their 401(k) unless they actively opt out. This has not been done in the past and that provision will be taken out of the plan at the earliest option, January 1, 2024. With the new plan, there will be a 2-month waiting period before employees can contribute to their accounts. Important dates: September 25, 2023, Blackout begins, Liquidation of funds October 2, 2023, Wire transfer October 3, 2023, Blackout ends October 23, 2023, Last payroll with John Hancock will be September 15, 2023, and first payroll with Standard will be September 29, 2023. We did learn that the John Hancock's Stable Value Fund requires a market adjustment. The Standard will contact anyone that has balances in that fund. Going forward, EMI's responsibility will be reduced, and both EMI and our employees will see lower costs.

b) Audit update

The audit has been rescheduled from September to November, therefore the audit report will not be released until the spring 24 meeting. This delay will not harm the agency in any way.

c) Financials

Because of the continued impact from the ADP implementation, June financials have not been closed. We have already implemented new procedures so we will not have this issue again.

d) Indirect Cost Rate Update

An Indirect Cost Rate proposal continues to be explored. A federally approved indirect cost rate of greater than 10% would benefit the agency. The team has been working on other items that would benefit the agency's financial position including reviewing grant budgets and allocation of personnel. We will be able to devote more attention to the indirect cost rate for the agency now that the summer programs have ended. Alan has volunteered to help the agency where it is needed.

4. Personnel Status Report

There have been no significant changes to EMI's Full Time Equivalent (FTE) employee count, although the agency hired seasonal employees to staff the summer youth programs.

5. Fund Development Report

EMI received a \$611,7000 contract through Milwaukee County from the State of Wisconsin ARPA allocation. The funding will allow EMI to work with MATC to provide welding occupational skills training for residents of the Community Reintegration Center. EMI also received \$75K from United Way for Fresh Coast Tech Up and PepsiCo donated \$10K for Camp Rise. Wisconsin DWD received a federal dislocated working grant to implement the QUEST program, which will in turn fund all 11 Workforce Development Boards (\$1.7 million to EMI). QUEST will fund paid work experience at daycares and occupational skills training for new workers to build up the early childhood education system after the negative impacts from the COVID pandemic. Staff is currently pursuing a US DOL Building Pathways to Infrastructure grant for \$5 million and a US DOL job quality grant to support the hospitality industry.

6. Other Discussion

There was also discussion about the \$600K that was utilized from the money market of which \$400K went to the line of credit, and \$200K went to cashflow of the agency. The initial agreement was that half of the amount will be paid back by the end of year. We did not do a RFP for an investment plan for the balance of the funds given the amount utilized by EMI and the market being unpredictable. Payments from the city have not been timely but the plan is still to have it paid back by the end of the year. Annemarie will send out the financials prior to the December meeting.

Chair John Kissinger adjourned the meeting at 9:42 A.M.

Next Meeting: December 7, at 8:00 A.M.

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