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## **EMPLOY MILWAUKEE BOARD OF DIRECTORS**

### **PERSONNEL, FINANCE & AUDIT COMMITTEE**

**December 7, 2023, 8:30A.M. -10:00A.M.**

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

### **APPROVED MINUTES**

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**Members Present:** Andres Gonzalez (Chair), Chytania Brown, Karen Spindler, Carla Cross

**Members Absent:** Alan Perlstein, Molly Gena

**Employ Milwaukee Staff Present:** Annemarie Probst, Julie Cayo

**Guests Present:** None

**Chair Andres Gonzalez called the meeting to order at 8:33 AM.**

**1. Welcome**

Chair Andres Gonzalez welcomed committee members.

**2. Minutes from August 24, 2023**

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

**3. Renewal of Healthcare, Dental, and Vision Insurance**

Chytania Brown provided an overview of Employ Milwaukee's healthcare, dental, and vision insurance recommendations. Staff was able to negotiate the healthcare insurance providers increase down a few percentage points. The vision and dental will be increasing minimally. The committee congratulated staff on the negotiations. Karne Spindler moved to recommend approval to the Executive Committee of the 2024 insurance recommendations. Chytania Brown seconded. Motion carried.

**4. Line of Credit with Milwaukee Economic Development Corporation (MEDC)**

Chytania provided an overview of the proposed MEDC line of credit. The purpose is to provide cash flow for the Earn & Learn, Camp RISE, and Community Resource Navigator programs which are City of Milwaukee (City) programs that require a high level of upfront funding to pay participant wages. City expense reimbursements are not timely, which compounds the issue. Chytania has worked with the City to establish a line of credit with MEDC that is based on documented expense need. A plan for usage has been developed that aligns with when spending occurs in each month, January – December, for the programs. The total amount of the line of credit will be contingent upon the amount of funding the Mayor of Milwaukee raises for each

program. Chytania said this is not an interest based LOC, but a fee-based LOC, which is beneficial. The fees will be built into respect program budgets and adjusted based on what is used. Annemarie Probst commented that this will be a helpful tool for Employ Milwaukee to ensure there is cash flow to run the City programs. Andres asked if Employ Milwaukee would stay within this budget. Chytania does not project going above the amount and it will be monitored and capped. Carla asked for clarification on the table and if the amounts for each month are the limited budgets. Carla asked if each month will be sufficient. Annemarie shared that subsidized payroll is low until July 5th when it drastically increases and this is why the cash flow is structured like this.

Carla moved to recommend approval to the Executive Committee of a MEDC line of credit up to \$1.2M for 3 City projects. Karen Spindler seconded. Motion carried.

## **5. Personnel Status Report**

Chytania stated there have been no significant changes to EMI's Full Time Equivalent (FTE) employee count, but positions are posted and being filled for the new Department of Labor grants. Jovo Potkonjak, who has been with Employ Milwaukee for 24 years, is retiring at the end of the year.

## **6. Fund Development Report**

Julie Cayo provided an overview of new funding which includes two (2) large Dept. of Labor grants supporting employment and training for the hospitality industry in the amount of \$2.6M and infrastructure, manufacturing, and IT (\$4.9M). Julie informed the committee that Employ Milwaukee is a partner in the US EDA Regional Tech Hub Initiative which was chosen along with 30 other projects out of over 300. The project will focus on Biohealth with Madison and Milwaukee partners joining to strengthen Biohealth employers and develop career pathways into good jobs in Biohealth related occupations. Other funding includes State and County funding to support Employ Milwaukee's new Older Worker workforce program and smaller gifts for BankWork\$. Andres and Carla asked staff to send summaries and a list of partners so that Board members can send thanks to partners and reach out to support the initiatives and partnerships.

## **7. Closed Session**

Carla Cross made a motion at 9:02 AM to go into closed session pursuant to Section 19.85 (1)(e) of the Wisconsin Statutes. Karen Spindler seconded. Motion carried. No approvals or official actions were conducted in closed session.

Chair Andres Gonzalez adjourned the meeting at 10:02 A.M. in closed session.

**Next Meeting: February 28, 2024 at 8:30 A.M.**

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