



EMPLOY MILWAUKEE BOARD OF DIRECTORS

JOINT PERSONNEL, FINANCE & AUDIT (PFA) COMMITTEE EXECUTIVE COMMITTEE

March 5, 2024, 10:00 A.M. – 11:30 A.M.

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

APPROVED MINUTES

PFA Members Present: Andres Gonzalez (Chair), Chytania Brown, Karen Spindler, Alan Perlstein, Carla Cross

Executive Members Present: Carla Cross (Chair), Andres Gonzalez, Chytania Brown, Dr. Keith Posley

Employ Milwaukee Staff Present: Annemarie Probst, Julie Cayo

Guests Present: None

Chair Andres Gonzalez called the PFA meeting to order at 10:03 AM.

1. Welcome

Chair Andres Gonzalez welcomed the PFA Committee members.

2. Minutes from December 7, 2023

Chytania Brown motioned for approval of December 7, 2023, PFA Committee minutes; Karen Spindler seconded; minutes were approved unanimously.

3. Fund Development Report

Julie Cayo provided the fund development report, highlighting the Earn & Learn and BankWork\$ letter fundraising campaign and Phase II EDA Biohealth Tech Hub \$3,000,000 and \$6.4M NOAA grant applications that are pending. Julie is currently working on a \$2M U.S. Dept. of Labor Pathways Home 5 reentry grant and U.S. Dept. of Labor apprenticeship building grant, amount to be determined.

4. Financial Update

Annemarie provided a financial update, highlighting the Fiscal Year 2024 to date financials, annual audit status, and new fiscal strategies for the agency. New strategies include applying for a federally-approved indirect cost rate, precision grant budget management, and staffing time allocation system. Alan asked if old contracts can be modified with a new indirect cost rate, if approved by the federal government, and if the team has considered how to roll out a new rate for future projects. Annemarie said existing U.S. DOL grant will be locked into the 10% de minimus rate. Carla asked for a status on the agency cash flow and Annemarie indicated she would review it with the committee.

Chair Carla Cross called the Executive Committee meeting to order at 10:16 A.M.

5. Welcome

Chair Carla Cross welcomed the Executive Committee members.

6. Minutes from December 7, 2023

Chytania Brown motioned for approval of December 7, 2023, Executive Committee minutes; Andres Gonzalez seconded; minutes were approved unanimously.

7. Governance, Compliance, and Nominating (GCN) Committee Update

Julie Cayo provided an update of the GCN Committee meeting, highlighting that the WIOA Local and Regional Plans have been posted for 30-day public comment and review and no comments have been received to date. Online surveys of three stakeholder groups were conducted and the Board of Directors and Intergovernmental Cooperation Council will provide final approval on March 22, 2024 and April 8, 2024, respectively.

8. Program Committee Update

Julie Cayo provided an update of the Program Committee meeting, highlighting a change in the Records Retention Policy that would allow programmatic files to be disposed of after three years and a change to the Individual Training Account policy allowing wait lists for training when the 35% spending goal has been met, as well as better alignment with local high demand sectors and credentialed training. Chytania Brown motioned for approval of both policy changes, Executive Committee minutes; Andres Gonzalez seconded; the policy changes were approved unanimously.

9. Youth Committee

Julie Cayo provided an update of the Youth Committee meeting which Dr. Posley's designee, Dr. Katrice Cotton, chairs. Julie said there were no approval items beyond the minutes and the discussions focused on how to make the summer youth employment programs successful.

10. Closed Session

The PFA Committee update was deferred to closed session by the Executive Committee Chair. Chytania Brown made a motion at 10:29 AM for the PFA Committee to go into closed session pursuant to Section 19.85 (1)(e) of the Wisconsin Statutes. Karen Spindler seconded. Motion carried. Chytania Brown made a motion at 10:30 AM for the Executive Committee to go into closed session pursuant to Section 19.85 (1)(e) of the Wisconsin Statutes. Andres Gonzalez seconded. Motion carried. No approvals or official actions were conducted in closed session.

Chair Andres Gonzalez and Chair Carla Cross adjourned the meeting at 10:58 A.M. after leaving closed session.

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