Meeting Notice

Board of Commission Meeting

Thursday December 18, 2018

Social Development Commission
1730 W. North Avenue – Board Room

Milwaukee, WI 53205

5:30pm

If you are unable to attend this meeting, please call Abra Fortson @ 414-906-2720.

*NOTICE is hereby given that the Commission may convene in closed session to consider item(s) above pursuant to Section 19.85 (1) (b), (c), (e), (f), and (g) Wisconsin statutes, and may reconvene in open session to take action on items discussed.
Board of Commission Meeting  
December 20, 2018 – 5:30pm  
SDC 1730 W. North Avenue Board Room  
Milwaukee, WI 53205

Agenda

1. Call to Order  
   Board Chair, S. Findley

2. Roll Call

3. Compliance with the Open Meetings Law

4. Public Comments  
   Information

5. Adoption of the December 18, 2018 Agenda  
   Action

6. Adoption of the December 18, 2018 Consent Agenda  
   Action

7. Adoption of the Board of Commission November 15, 2018 meeting minutes  
   Action

8. SDC Chairperson Report  
   Action

9. SDC CEO Report  
   Action

10. SD Foundation Report  
    Action

11. SD Properties Report  
    Action

12. Financial Update  
    Information

13. Committee Reports
   A. Program Planning Public Policy
      • BP2384
      • BP2385
      • BP2386
   SDC Information Only  
      Information
      BP2381
      BP2382

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SD Foundation Briefing Paper  
- BP2383

SD Foundation Briefing Paper Information Only  
- BP2388
- BP238

B. Governance Committee  
Action

14. Legal Report  
Action

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15. New Business  
Information

Aldermanic Request from Chantia Lewis, 9th District  
Action

16. Old Business  
Action

17. Adjourn  
Action

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Meeting November 15, 2018

Call to order by Board Chair, Stephanie D. Findley at 5:43p

Roll Call: A quorum was confirmed by Executive Support Manager, Abra Fortson

Members Present:
Stephanie D. Findley – Board Chair, Daniel Gomez Jr., Vi Anna Jordan – Secretary, Donna Brown-Martin, Terse Caro, Elmer Moore Jr., Nikki Purvis, Matthew Boswell, Dr. Regina Smith

Excused:
Dr. Gary Williams
Vincent Bobot
Alma Ramirez
Sara Van Winkle
Lealah Huntley
George Matthews
Craig Sanders
Rosemary Holley – Technical Access Resource Person

Absent:
None

Compliance with Open Meetings Law: Confirmed

Announcements:
None

Adoption of the November 15, 2018 Meeting Agenda
- Amended to include the HR Committee Report
- Motion to adopt amended and accept the agenda by Dr. Regina Smith
- 2nd by Nikki Purvis
- The motion carried

Adoption of the November 15, 2018 Consent Agenda
- Motion to adopt by Dr. Regina Smith
- 2nd by Nikki Purvis
- The motion carried
Adoption of the Board of Commission October 18, 2018 meeting minutes

- Motion to adopt by Daniel Gomez
- 2nd by Nikki Purvis
- The motion carried

SDC Chairperson’s Report:

Chair Findley asked that all Board of Commission members please save the dates for January 24th – 25th 2018 for the SDC Board of Commissioners retreat.

Chair Findley reminded everyone that 2019 is an election year for the commission and that district elections would occur. She reported that Legal Counsel had submitted the request to adjust the ordinance to not make the election process so cumbersome given the historical voter turnout and cost to SDC.

Chair Findley thanked Commissioner Vincent Bobot for stepping in and purchasing lanes and securing lane sponsors. She thanked SD Foundation Manager, LaToya Jones for her hard work in coordination for Strike out Poverty.

She reported that Budget Review time is upon us. She reported that a draft budget will be presented at the December 13, 2018 Budget meeting. She encouraged all Board members to review and ask questions as SDC Finance Director; Patrick Kirsenlohr would be sending the draft to all via e-mail. She encouraged all who wanted to know more to reach out with questions and or attend the Budget Committee meeting on December 13th.

Chair Findley reported that she is the recipient of The Wisconsin Inno 50 on Fire Leadership Award.

SDC CEO Report

SDC CEO, George P. Hinton reported that they’d experienced some lag time in residential services projects due to seasonal business flows. Keep the commitment to accurate, aggressive and realistic action plan. He noted that there is also a plan to gather new contractor talent with the idea that SDC would host a training to educate potential vendors. Daniel Gomez asked if SDC was exploring the contractor pipeline. Mr. Hinton replied yes and named sources SDC would pull from.
Matthew Boswell questioned whether or not SDC could explore breaking the needs assessment down into a reduced number of questions i.e., five (5) per quarter. It was explained that by virtue of CSBG requirements there are certain key questions that must be asked. Mr. Hinton said that he and QA are willing to take a look at the existing questions for fit and to examine duplicity.

SD Foundation Report:

SDC Commissioner Alma Ramirez gave the SF Foundation report on behalf of SD Foundation Chairman, Al Smith. Commissioner Ramirez reported that corporate sponsors as well planning for the Strike out Poverty Event scheduled for November 18th and J.B.’s on 41. She encouraged everyone to participate. She also reported that the SD Foundation expected to onboard a very strong slate of new board members soon.

SD Properties Report:
No Report

Financial Update:

SDC Finance Director, Patrick Kirsenlohr provided a financial update. He noted that there were no significant changes since last report.

Mr. Kirsenlohr introduced the 2019 budget process timeline. He reminded Commissioners that the Budget Finance and Resource Development Committee would meet in December. He encouraged everyone to attend that meeting as the board meeting would be designed for approval. He stated that all work and questions will be fielded mostly in committee with respect to the commissioner’s time.

Committee Reports:
(All Reports were approved under the consent agenda)

A. Program Planning and Public Policy Committee

Briefing Papers Approved Under Consent Agenda:

- BP2384-BP2386
- Information only BP2381 & BP2382

SD Foundation Briefing Papers:
- BP2383
SD Foundation Briefing Papers Information Only

- BP2388 & BP2389

Human Resource Committee Report
Pamela Johnson also reviewed the 2019 Employee Benefits Plan. A motion was made by Stephanie D. Findley made the motion to move the recommendation forward for approval to the full Board of Commissioners. The motion was passed under consent voting.

Legal Counsel –
Legal Counsel James Hall provided a statutory update regarding the request to update the ordinance pertaining to SDC’s voting process requirements.

New Business
None

Old Business

Motion to Adjourn: The meeting adjourned at 7:30p
**December 2018 Briefing Papers for Action/Information**

<table>
<thead>
<tr>
<th>BP</th>
<th>Funder</th>
<th>Services/Program</th>
<th>Request</th>
<th>Refunding/New</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action Items</strong></td>
<td></td>
<td></td>
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<td></td>
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<td><strong>Total</strong></td>
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**Information only**

| BP2390 | Corporation for National and Community Services (CNCS) | CNCS Surge Augmentation- Foster Grandparent | $4,000 | New |
| BP2391 | Corporation for National and Community Services (CNCS) | CNCS Surge Augmentation-Senior Companion  | $5,400 | New |
| **Total** |  |  |  | **$9,400.00** |

**Requests through the Social Development Foundation**

<table>
<thead>
<tr>
<th>BP</th>
<th>Funder</th>
<th>Services/Program</th>
<th>Request</th>
<th>Refunding/New</th>
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<td>0</td>
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**Information Only**

|  |  |  |  |  |
| **Total** |  |  |  | 0 |

**2018 Grant Request Status- To Date**

<table>
<thead>
<tr>
<th>Agent</th>
<th>Total # of requests</th>
<th>Total $ requested</th>
<th>Total # awarded</th>
<th>*Total amount awarded</th>
<th>*New awarded</th>
<th>Total pending</th>
<th>Amount pending</th>
<th>Total denied</th>
<th>Amount denied</th>
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</thead>
<tbody>
<tr>
<td>Agency-wide</td>
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<td>33</td>
<td>$7,544,376</td>
<td>$497,297</td>
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<td>SDF only</td>
<td>27</td>
<td>$750,500</td>
<td>8</td>
<td>$150,000</td>
<td>$113,000</td>
<td>8</td>
<td>$195,000</td>
<td>11</td>
<td>$377,500</td>
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*Award of $76,638 from Wisconsin Fast Forward was declined by SDC administration.
Program Planning & Public Policy Committee November 14, 2018

Call to order by Committee Chair, Vi Anna Jordan at 5:45 pm

Roll Call: Abra Fortson confirmed a quorum.

Committee Members Present:
- Vi Anna Jordan
- Alma Ramirez - Via Phone
- Nikki Purvis
- George C. Matthews
- Lelah Huntley – Via Phone
- Dr. Regina Smith

Excused Absent
- Donna Brown-Martin
- Craig Sanders
- Lelah Huntley
- Vincent Bobot
- Terese Caro

Compliance with Open Meetings Law: Confirmed by Abra Fortson

Adoption of the November 14, 2018 Meeting Agenda
- Motion to approve was made by Dr. Regina Smith
- Motion 2nd by George Matthews
  The motion carried.

Approval of October 10, 2018 Meeting Minutes
- A motion was made by Nikki Purvis to approve
  The October 10th, 2018 meeting minutes.
- The motion was 2nd by Regina Smith
  The motion carried.
Planning:

Presentation of Briefing Papers:

Discussion:
Nikki Purvis asked how many students the Chef Program would be able to accommodate. Pamela Johnson reported that Chef Feker currently has the capability for 12 spots but that capacity is being assessed.

Vi Anna Jordan asked what the young gang diversion funds are addressing. Pam Johnson responded court referrals and on site workshops in select MPS schools.

A motion was made by George Matthews to approved briefing papers BP2384 – BP2386. The motion was 2nd by Regina Smith. The motion carried.

- BP2387 was presented as information only.

Program Reports:

# Nutrition Services:
SafeServ – Food Manager Certification- The City of Milwaukee requires only 1 Person need to be certified or available within a specific timeframe on the job site. However, SDC Program Manager believes that Educating Staff from Top to Bottom is extremely important because we want to make sure that we protect the children that we serve.
Also, all Monitors need some knowledge of proper food handling since they are required to visit the sites that receive the meals every day – All of the SDC monitors are SafeServ Certified. Critical staff that oversees meal preparation is certified, but SDC should consider to always expand the opportunity for more staff.

Youth and Family Services:
Funder Report: Objective 3-1 Organize and promote recreational activities for 650 youth, their peers, and their families.
Reporting at 81%
Explanation: The summer recreation ended in July due to the youth returning to school in August. There weren’t any new recreation started in August due to youth returning to school. The fall activities started in September. We currently have 50 youth scheduled for activities in November and 50 scheduled in December. As of this program year there are 228 youth have participated in physical health activities.
Counseling and Wellness Action Plan

ROMA Report: SRV 5y,z,aa: Other Women’s Support Group Below Target- Getting women to sign-up for this has been a struggle however, I have met with several of the women in our educational and job training to introduce the support group. In addition, we meet with parents twice per month on Saturday’s and many of our parents have conflicts when we are offering these services. We will continue to market this service at schools and on Saturday.

Funder Report: SDC Objective 2-2: 175 youth/families will reduce substance use while attending counseling services. Our Milwaukee Juvenile court referrals have decreased over the past quarter. We are marketing our services in schools and in the community at our basketball events. This is an ongoing process and we are now sending letters to other court municipalities to introduce our services and possibly increase referrals into our counseling and youth services.

Funder Report: 200 youth have new or reduced contact with justice system. Our actual should have been 11 for September. Again, this number reflect a decrease in court referrals and the process in item #2 is what we are doing to assist us in accomplish our goals

Career Service:

US Bank Funder Report for Career Enhancement:

Enrollments
- 90 participants projected and 71 enrolled
- Please note the enrollment numbers for the Absolute Advantage program reduced to 5 participants per cohort for 2018. So the expected enrollment for 2018 is actually 15 students for AA
- The ChefStart program is projected at 45 students for 2018.
- So the total training enrollments should reflect 60 students for 2018
- As a result, the last class of ChefStart enrolls on 10/8.
- We had total of (8) enrollments for this class.

45 day retention
- The Workforce Development team will complete an end of the year review of placements for all the training programs.
- We will contact all participants to verify their employment status.
- We also will offer $10 gift card or gas card for individuals that report their employment status by December 31st
- In addition, we will provide a holiday event for all prior graduates. We will capture employment status at this event.
**Absolute Advantage:**

Number of Individuals who obtained credentials or certificates
- 12 totals projected and 10 reported for September
- However, two additional certificates were obtained in October
- This will bring the total to 100%

Number of Individuals who obtained financial capability training
- 12 totals projected and 10 reported for September
- However, two additional certificates were obtained in October
- This will bring the total to 100%

**Skills Enhancement:**

- No new participants were enrolled during the new contract year (2018-2019); however, we currently have 9 active participants that will be completing the training.
- The Skills program has (9) active students. Please see below chart for detail.
- We also have a pending waiting list future training.
- As, we are currently working on a pilot program (ProTech) with Cornerstone Manufacturing
- The goal is to enroll Skills Enhancement participants into this training program for 2019.

**YouthBuild:**

- Enrollment is projected at 62 students for 2018
- The total enrollments are 34 students
- However, the total of (62) students are needed overall for the 3yr contact.
- Therefore, SDC will be offering 3 additional cohorts for 2019 to reach this project goal.
- We will enroll 10-20 students for each cohort
- In addition, we continue work with current students on completions of HSED/GED
- As we had (4) additional students complete their HSED in October.
- We also will include the Youthbuild graduates in our follow up process.
- We will contact each graduate to review their employment status.
- We also are working on special expansive projects to increase our enrollment for 2019
- This includes a contract with Employ Milwaukee.
- This pilot project includes increasing the number of women and underserve populations in construction training and employment
- In addition, we have proposed possible partnerships with MPS (James Groppi HS), Center for Veterans Issues, and YWCA of Milwaukee to increase our recruitment of special populations.
• We also started completing Lunch/Learn events at SDC to community agencies, schools, employers and potential participants.

**Youth Employment Program**

**Youth opening checking accounts**
• 54 projected/8 reported.
• This continues to be ongoing issues.
• We offer financial literacy to all active students
• SDC currently completes (10) hours of financial literacy for each cohort
• During, the sessions SDC brings in a local bank that offers free enrollment/incentives for opening a checking account.
• However, must students decline to start checking accounts, and select alternative means for cashing their checks (family, check cards)
• SDC will look to additional banking partners that offer additional incentives when opening checking accounts.

**Retention**
Also, retention at McDonalds continues to be a concern for our students.
• As a result, SDC will seek to add additional food service employers to the YEP
• Our students continue to complaint of lack of hours at McDonalds, as the main reason for not retaining their positions.
• Our effort would include additional employers that would offer employment opportunities for our YEP clients.

**Weatherization:**

Regarding the production goals lagging:
• We have attributed this to the contractor slow turn around in the field. We have taken steps to rectify this situation by holding brain storming sessions with the contractors on a trade by trade basis.
• We have taken steps to assist in their performance by opening better communications and rapid deployment of field staff to help in determining on site blocks that may slow the production and the duration of the project.
• Since implementation we have our numbers increase in the electrical trade weekly production of units turned.
• We have diversified our shell contractors to incorporate venting of fans and have paired some of these contractors with the Absolute Advantage Program to acquire labor from
this program to increase their production. Residential Services is monitoring these changes and meets weekly to assess production trends based on the modifications to our protocols and those of our tradesmen.

- **Policy Reports:**

  It was reported that 2019 is an election year for all elected commissioners. The SDC Governance committee is scheduled to meet in December, more information will follow.

**New Business**

**Old Business**

**Adjournment**-

The meeting adjourned at 6:51pm
Human Resource Committee
Meeting Minutes
Tuesday November 13, 2018
5:30p – Conf. Executive Room

Committee Members:
Chair, Lelah Huntley, Vice Chair, Craig Sanders, Stephanie D. Findley, Dr. Regina Smith

1. CALL TO ORDER
   Chair Huntley called the meeting to order at 5:35pm

2. Roll Call
   Members Present:
   Lelah Huntley, Craig Sanders, Stephanie D. Findley
   Committee Members Excused:
   Dr. Regina Smith
   Members Absent:
   None
   Board Members Present:
   None

3. Compliance with Open Meetings Law
   It was confirmed by Abra Fortson, that the meeting was in compliance with Wisconsin Open Meetings Law.

4. Adoption of the November 13, 2018 Meeting Agenda
   A motion was made by Stephanie D. Findley to approve the November 13, 2018 meeting minutes. The motion was 2nd by Craig Sanders. The motion carried.

5. Approval of the January 17, 2018 Meeting Minutes
   Craig Sanders made the motion to approve the meeting minutes from January 17, 2018. The motion was 2nd by Stephanie D. Findley. The motion carried.
6. **Old Business – None**

7. **New Business**
   Pamela Johnson also reviewed the 2019 Employee Benefits Plan. A motion was made by Stephanie D. Findley made the motion to move the recommendation forward for approval to the full Board of Commissioners. The motion was 2nd by Craig Sanders. The motion carried.

8. **Announcements – None**

9. **10. Adjournment**

10. The meeting adjourned at 6:15p

    *Meeting minutes respectfully submitted by Abra Fortson*