



Meeting Notice

Board of Commission Meeting

Thursday March 21, 2019

**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
March 21, 2019 – 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 March 21, 2019 Agenda | Action |
| 6. Adoption of the March 21, 2019 Consent Agenda | Action |
| 7. Adoption of the Board of Commission April 21, 2019 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. Governance Committee Meeting | Action |
| • District Election Timeline Update | |
| • Annual Meeting Officer Nominating Committee Assignments | |
| B. Program Planning Public Policy | |
| <u>SDC Briefing Papers:</u> | |
| BP2401 | BP2403 |
| BP2402 | BP2404 |

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Sent with less than 48 hours notice



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BP2405

SDC Information Only	Information
<ul style="list-style-type: none"> • None 	
SD Foundation Briefing Paper	Information
SD Foundation Briefing Paper Information Only	Information
<ul style="list-style-type: none"> • BP2406 • BP2407 • BP2408 	
14. Legal Report	Action
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15. New Business	Information
16. Old Business	Action
17. Adjourn	Action



Social Development Commission

Board of Commission Meeting

February 21, 2019 – 5:30pm

SDC 1730 W. North Avenue Board Room

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February 21, 2019

Call to order by Board Chair, Stephanie D. Findley at 5:45p

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

Members Present:

- Stephanie D. Findley Board Chair
- Vincent Bobot
- Daniel Gomez
- ViAnna Jordan
- Alma Ramirez
- Dr. Regina Smith
- Elmer Moore Jr.
- George Matthews
- Craig Sanders
- Sara Van Winkle
- Donna Brown-Martin
- Terese Caro
- Rosemary Holley – TARP

Excused:

- Lelah Huntley
- Nikki Purvis

Absent:

- None

Compliance with Open Meetings Law: Confirmed



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Announcements:

None

Adoption of the February 21, 2019 Meeting Agenda

- Motion to adopt amended and accept the agenda by Vi Anna Jordan
- 2nd by Craig Sanders
- The motion carried

Adoption of the February 21, 2019 Consent Agenda

- Motion to adopt by Vi Anna Jordan
- 2nd by George Matthews
- The motion carried

Adoption of the Board of Commission January 17, 2019 meeting minutes

- Motion to adopt by Daniel Gomez
- 2nd by Vi Anna Jordan
- The motion carried

SDC Chairperson's Report:

Board Chair Findley Thank all Board Members who were able to attend the SDC Strategic Planning Retreat on 1/24-1/25/19. She wanted to ensure that all had received the report out and that all items had been accurately captured. She noted that there were some concerns expressed about operational process and controls in the Finance area. She wanted to ensure that the perception wasn't that it was only her who held these concerns.

Commissioner Terese Caro explained that she initially had concerns with the Finance area's control processes. She wanted to know if there were processes in place that provided the 2nd set of eyes that reviews for accuracy. Mr. Hinton explained that the internal measures in place in the finance area are:

1. All process goes through a series of checks and balances within the operational model of the finance area. There are different levels of checks and balances.
2. There is no one person that completely controls any function.

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3. There is a series of self-auditing that occurs before the final reports are released.
4. Patrick Kirslenohr audits the Finance Departments transactions regularly. He is responsible for ensuring that there is a process in place and that it is as effective as possible.

Mr. Hinton added that this occurs in addition to our annual external audits which occur regularly throughout the year. These audits have been clean for the past 5 years.

Commissioner Donna Brown-Martin added that she and Commissioner Nikki Purvis met earlier in the week with Quality Assurance Manager, Ofelia Mondragon and Executive Support Manager, Abra Fortson to review the processes as they applied to Program Planning and Public Policy Committee. She noted that she is very satisfied with those processes and felt as though she has a clear understanding now.

Commissioner Daniel noted that his concern was that because of the turn over occurring on the board, those members who were newer needed to have clear understanding of the agencies position and know the processes as board members.

Mr. Hinton responded that anytime a board member has a concern his policy is his door is open, as is any other director or manager at SDC. He noted prior to all committee meetings and board meetings a review is provided to the committee chair to ensure that they understand the materials being presented and if there are questions staff can answer them.

Commissioner Vi Anna Jordan stated that this is the process that she'd experienced as well.

SDC CEO Report

CEO Hinton reported that he is in the process of reviewing the Strategic Plan draft document and coordinating staff to translate the information into a work plan.

He reported that he was currently working with community on the following:

- Supporting North Division in stabilizing its student population and providing supportive services.
- Early Childhood issues
- Neighborhood Development



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- Spoke at the National Christian Foundation (NCF) State of Milwaukee Poverty Symposium. He noted that as a result many clergy members have reached out wanting to know how they can support SDC's work.

SD Foundation Report:

SD Foundation President Elect, Al Smith reported that SD Foundation has secured Leroi Butler as keynote speaker for the Plated! Event. The event will happen on April 25th. He appealed for contacts for invites. The event will occur at the Hilton Garden Inn/Park Place and the cost will be \$150.00 per person.

Commissioner Alma Ramirez said she hoped that SD Foundation members can expect to see all Board of Commission members in attendance.

SD Properties Report:

SD Properties Chairman, Vincent Bobot reported that he'll be scheduling a meeting to discuss moving the process forward of re-financing the main office building 1730 W. North Avenue. He noted that the roof is leaking and needed replacing. He also reported that he received a suggestion from former Chairman, Gerard Randall who suggested including windows in the refinance.

Financial Update:

CEO, George Hinton provided the financial update on behalf of Finance Dir. Patrick Kirslenlohr in his absence.

Mr. Hinton reported the following:

The next Finance Committee Meeting will occur in March or Early April.

The Finance Department Implemented a new software package that is cloud based. This prompted an upgrade to the Raisers Edge product which is a valuable volunteer and funder database. This new product also bridges payroll and improves performance measurement processes.

Mr. Hinton reported that there was a \$68,000 error that had been made to SDC from the State of Wisconsin for Weatherization.

Commissioner Matthew Boswell asked what is being done to ensure that this doesn't happen again.



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Mr. Hinton responded that this was an error that was caught as a result of an internal audit. That Finance Director Patrick Kirslenlohr found the error and notified the state. He reported that this was in fact part of his internal auditing process.

Elmer Moore Jr. asked who is SDC's Audit Firm, Abra Fortson responded Clifton Larsen Allen.

Commissioner Boswell asked how long they'd been in place, Mr. Hinton responded at least 5 years.

Sara Van Winkle asked how weatherization is doing. Mr. Hinton responded that they are pushing to meet or exceed their goals. He noted that this is a new process for them that don't necessarily fit into the model flow of the work. He reported that because this is an abundant earning season for vendor/contractors that projects like ours are low on their priority meter due to the bureaucratic process of reimbursement. That in seasons where other higher ticket construction opportunities present themselves SDC loses. He noted the reason other for profit agencies aren't as impacted is due to the fact that they employ the laborers internally.

He also noted that the regional division of work puts SDC at a greater disadvantage as well because the housing stock is older and most people's incomes don't allow them to afford the repairs that need to occur before the weatherization needs can be met. He reported that typically SDC catches up during the warm season. He also noted that he had shared this hindered process with the state for future consideration of natural work flows. He also reported that as an added measure, SDC is holding additional vendor recruitment sessions and stressing the urgency in keeping committed to current projects with existing vendors.

He also noted that Quality Assurance is in process of assembling outcome indicators. Ofelia Mondragon added that Quality indicators are in place but felt that a couple more were necessary. She noted that she'd shared the reporting process with the Program Planning and Public Policy Co-Chairs. She'd outlined the reporting process which included benchmarks set in collaboration with the granting requirements and outcomes.

Ofelia Mondragon reported additionally that the new implementation measure would also require that all programs including weatherization make sure their audit reports come through Quality Assurance before they are released.

The question was asked if SDC should re-activate the audit committee. Mr. Hinton responded that all audit review, approval and oversight runs through Budget Finance and Resource Development. As well, the internal audits that occur, occur thorough our Quality Assurance processes and have



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proven extremely valuable at preparing the agency internally so that we do well on our external audits.

She further discussed the internal risk process. Ofelia noted that the agency is required by all of its funders including its largest funder Community Service Block Grant (CSBG) to report on specific goals and outcomes. The measurements created are based on those requirements which keep making the case for why SDC gets funding by measuring how successfully we hit our targets.

Commissioner Gomez stated that essentially the goal was to re-state from the compliance side of things that programs are in compliance and making sure they are executing grants. Ofelia responded yes.

Commissioner Martin Brown that the same type of training provided to her and Commissioner Purvis could be very valuable to other board members. She suggested that it occur maybe in the form of a webinar. Ofelia responded that this opportunity is on the horizon. She also informed the commission that their annual ROMA training would occur as well. She stressed the requirement of 100% board participation.

SDC Public Policy & VITA Program Manager, Diane Robinson provided an overview of the 2019 VITA program. Ms. Robinson reported a brief delay due to the government shut down. She reported that the season is fully operational. She reported that SDC has a partnership with United Way to provide a Homestead only site at their headquarters. She also outlined a few major changes in tax code that have impacted everyone filing this year, not just SDC customer base.

Ms. Robinson also reported that Super Saturday is being planned and will include the south location. She reported that hours of operation had been extended to 3 late nights and Saturday hours.

Committee Reports:

(All Reports were approved under the consent agenda)

Program Planning and Public Policy Committee

Briefing Papers Approved Under Consent Agenda:

SDC Briefing Papers:



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- | | |
|--------|--------|
| BP2392 | BP2395 |
| BP2393 | BP2396 |
| BP2394 | |

SDC Information Only

- BP2397
- BP2398

SD Foundation Briefing Paper

- None

SD Foundation Briefing Paper Information Only

- BP2399
- BP2400

Governance Committee

Governance Committee Chair Sara Van Winkle reported voted to recommend approval of the Timeline for the 2019 District Election Process.

Legal Counsel James Hall reported on the ordinance changes. He reported that the City of Milwaukee Judicial approved the changes on February 22nd. He also reported that he was waiting for the approval date for Milwaukee County.

Legal Counsel –

A motion was made that Commission 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 by George Matthews and was 2nd by Daniel Gomez.

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Board of Commissioners Meeting
1730 W. North Avenue Milwaukee, WI 53205
Meeting minutes

A roll vote was taken:

Stephanie D. Findley Board Chair – Yes	Elmer Moore Jr. – Yes
Vincent Bobot – Yes	George Matthews – Yes
Daniel Gomez - Yes	Craig Sanders – Yes
ViAnna Jordan – Yes	Sara Van Winkle – Yes
Alma Ramirez – Yes	Donna Brown-Martin – Yes
Dr. Regina Smith – Yes	Terese Caro – Yes
	Rosemary Holley – TARP – Yes

The meeting reconvened in open session at 7:14p. The following was reported out

New Business

Mr. Hinton asked the commissions support in joining with Community Action Agencies and Health Care providers across the state to support the Dental Therapist initiative. Paul Nannis was on hand to review the initiative’s importance to people who experience poverty.

A motion was made to that SDC officially support the Dental Therapist initiative. The motion was 2nd by Vi Anna Jordan. The motion passed with 1 abstention by Commissioner Daniel Gomez.

It was suggested that the legislation also be submitted to the city clerk’s office

Old Business

None

Motion to Adjourn: The meeting adjourned at 7:20p



March 2019 Briefing Papers for Action/Information

BP	Funder	Services/Program	Request	Refunding/New
Action Items				
BP2401	Corporation for National and Community Services (CNCS)	Senior Companion Program	\$305,760	Refunding
BP2402	CNCS	Foster Grandparent Program	\$213,273	Refunding
BP2403	Wisconsin Department of Public Instruction	Summer Food	\$60,000	Refunding
BP2404	Milwaukee County- Dept of Health and Human Services	Health- Community Access Points	Request for Information	New
BP2405	Milwaukee County Dept of Health and Human Services	Health- Recovery Support Coordination	Performance-based	New
Total			\$579,033.00	
Information only				
Total				

Requests through the Social Development Foundation

BP	Funder	Services/Program	Request	Refunding/ New
Action Items				
Total			0	
Information Only				
BP2406	American Family	Education/Career Services	\$20,000	New
BP2407	We Energies Foundation	Education	\$2,000	Refunding
BP2408	US Bank Foundation	Career Services	\$5,000	Refunding
Total			\$27,000.00	

2019 Grants Status- To date

Agent	Total # of requests	Total \$ requested	Total # awarded	*Total amount awarded	New awarded	Total pending	Amount pending	Total denied	Amount denied
Agency-wide	17	\$1,151,113	6	\$804,138	\$24,741	9	\$360,000	2	\$45,000
SDF only	6	\$50,000	1	\$25	\$25	3	\$43,000	1	\$5,000