

The Workforce Development Reform Team shall, by April 1, 2016:

1. Rationalizing the provisions of the Milwaukee Code of Ordinances relating to the Small Business Enterprise, Local Business Enterprise and Residents Preference Programs, and the City's other various workforce development and economic participation initiatives, including the correction of errors, removal of outdated provisions, verification of legality, and the clarification and standardization of administrative responsibilities.
2. Developing a plan for and ensuring implementation of the recommendations of the November 2014 Audit of Public Works Contract Administration and the November 2015 Audit of Resident Participation in Development Agreements by the City Comptroller's Office.
3. Evaluating and improving the procedures and practices of the City's workforce development and economic participation initiatives, including the Small Business Enterprise, Local Business Enterprise and Residents Preference Programs, in accordance with the work timeline attached to this file.

In addition to the above responsibilities the WDRT will work to:

1. Strengthen internal controls.
2. Revise and expand evaluation metrics.
3. Determine whether current resources are adequate to meet the demands of the Mayor and Common Council for these programs.
4. Identify opportunities for future enhancements of the City's workforce development and economic participation initiatives.

The Commissioner of Public Works and other department heads will provide updates on reform efforts to the Common Council each Common Council cycle.

### **Work Timeline**

#### November 2015

- Mayor issues a directive to DOA, DCD, DPW, and DNS of WDRT led by a person appointed by the Commissioner of Public Works.
- The Common Council President shall designate a representative and the City Clerk's Office shall provide staff assistance to the WDRT.
- First meeting to discuss the scope of work and expectations, as provided in the resolution creating the WDRT.

#### December 2015

- WDRT review of the recommendations of the Comptroller's November 2014 and November 2015 Audits.
- WDRT reports to the Common Council its plan for implementation of all Comptroller recommendations.

#### January 2016

- WDRT team meetings continue, including identification of a plan for reform of policies, procedures, and processes and administrative responsibilities.

- Review of existing technology and capacity to report on impacts of RPP, SBE, LBE and other economic participation initiatives.
- WDRT reports to the Common Council.

#### February 2016

- WDRT team meetings continue.
- Team review and analysis of the Milwaukee Code of Ordinances.
- WDRT reports to the Common Council.

#### March 2016

- Finalize uniform policies, procedures and processes.
- Brief the Mayor and Council members on proposed policy, process, and ordinance changes, and expectations for implementation.
- Introduce, by April 1, legislation to create and document uniform policies, procedures and practices.

#### April 2016

- Communication to Common Council regarding future steps to improve/enhance RPP, SBE and LBE administration and reporting.
- Upon enacting legislative changes, uniform policy, practices and procedures will be communicated and circulated to all relevant departments and posted on the MINT.
- Plan for meetings with partner organizations and representatives for input and ideas on program administration. These should include contractors, developers, workforce training organizations, trades and community organizations.