

## **DRAFT MINUTES**

Detroit Employment Solutions Corporation (DESC) Board  
Audit & Finance Committee Meeting  
Wednesday, April 10, 2013

Time: 8:30 a.m. – 10:30 a.m.  
Location: Main Room: 455 W. Fort Street, 4<sup>th</sup> Floor Conference Room #403  
Detroit, Michigan 48226  
Facilitator: David Carroll, Chairman

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Directors Present: David Carroll, Gwen McNeal, and Alice Thompson  
DESC Staff Present: Pamela J. Moore, Kristin Bailey, Alessia Baker-Giles, Jacqueline Kapilango, and Robert Shimkoski

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### **PROCEEDINGS**

The meeting was called to order at 8:38 a.m. by Mr. David Carroll, Chair. The Draft Agenda for April 10, 2013 and the Draft Minutes from the February 21, 2013 meeting were approved.

The Committee reviewed the following four items:

- Request for Proposals (RFP) Funding Recommendations for Employment Services
- RFP Youth Services
- RFP for Demand-Driven Training
- RFP for Janitorial Services

Mr. Robert Shimkoski, Planning Manager at Detroit Employment Solutions Corporation (DESC), discussed the funding recommendations.

#### **RFP for Employment Services**

Employment Services will include one (1) merit-staffed public organization to provide Employment Services (and related Re-Employment services) and TAA services to jobseekers and employers at the One Stop Centers. Only one proposal was received and reviewed by the internal review committee. The Downriver Community Conference (DCC) received a score of 88. A motion was approved to move the recommendations for Employment Services to the Corporation Board.

#### **RFP for Youth Services**

Youth Services will include individual assessments, developing individual youth service strategies, and making available the ten youth program elements required under the Workforce Investment Act (WIA).

Year-round youth contractors will also provide programs and activities that help disadvantaged Detroit youth overcome barriers to academic and employment success. Youth services providers will be expected to successfully achieve WIA performance measures and the outlined youth goals and objectives. Thirteen proposals were received and reviewed by the committee and five were chosen. Midnight Golf Program, Young Men's Christian Association (YMCA) of Metropolitan Detroit, Neighborhood Service Organization (NSO), SER Metro-Detroit's Jobs for Progress, Inc., and Youth Development Commission received the

highest scores, 87, 81.5 86.5, 82, 84.5, respectively. A motion was approved to move the recommendations for Youth Services to the Corporation Board.

Director Gwen McNeal recommended that year-round youth providers partner with Ms. Tracey Miree-Marks from Connections for Deaf Citizens (CDC) to include more youth with disabilities.

### **RFP for Demand-Driven Training**

Work Readiness, Literacy Skills, and Demand-Driven Training will include a comprehensive program that places WIA participants into employment by making them work-ready in a short period of time. This goal is to be accomplished through the provision of literacy and work-related soft skill remediation and training in high-growth, high-demand occupations. Five proposals were received and reviewed by the internal review committee and two were chosen. Focus:HOPE and Southwest Housing Solutions received the highest scores, 85 and 90, respectively. A motion was approved to move the recommendations for Demand-Driven Training to the Corporation Board.

### **RFP for Janitorial Services**

The contractor will provide janitorial services, including all necessary cleaning supplies and equipment for DESC's One Stop Center located at 707 W. Milwaukee Street, Detroit, MI 48202. Six proposals were received and reviewed by the internal review committee. RNA Janitorial, Inc. received the highest score, 95. A motion was approved to move the recommendations for Janitorial Services to the Corporation Board.

## **DISCUSSION: DESC'S FISCAL YEAR 2013 OPERATING BUDGET**

Ms. Alessia Baker-Giles, Director of Finance at DESC, presented a report on DESC's Fiscal Year 2013 Statement of Revenues and Expenditures. With a budget total of \$55,153,369.00, and \$25,617,810.59 disbursed, DESC has a current balance of \$29,535,558.41.

Director Alice Thompson recommended including benchmark percentages for comparison purposes. The committee also recommended converting the budget's line items from highest to lowest in dollar amounts. In addition, Chair Carroll recommended clustering similar line items together.

Ms. Pamela J. Moore, President/CEO of DESC, indicated that the Audit and Finance Committee will need to meet in May 2013 to approve additional Request for Proposals (RFP) Funding Recommendations from DESC's internal review committee. The meeting date will be determined soon.

With no further business to come before the Audit and Finance Committee, the meeting was adjourned at 9:50 a.m.

Prepared by: Jacqueline Kapilango