

DRAFT MINUTES
Detroit Workforce Development Board Meeting
Friday, March 15, 2013

Time: 8:00 – 10:00 a.m.
Location: Detroit Employment Solutions Corporation
455 W. Fort Street, Detroit MI 48226
Facilitating: David Baker Lewis, Chairman

Directors Present: Byron Carter, Art Dudley, Dr. Karl Gregory, Yvette Harris, Dwayne Haywood, Jannette Howard, Malinda Jensen, Tina Lessnau, Gwen McNeal, Dr. Veronica Madrigal, Dr. George Swan, Alice Thompson, Robert Troutman

Directors Excused: Lena Barkley, Shawn Crump, Mary Kramer, Al Nelson, Calvin Sharp, Larry Steward and Elizabeth Sullivan

Guests Present: Eva G. Dewaelsche (SER Metro), David Gamlin (Midnight Golf), Larry Good (CSW), Terri W. Henderson (TWW Employment Solutions), Janet Howard (WDA), Anne Nenefee (Ross, I.E.S.), Betty Pulliam (Payne Pulliam School of Trades), Anthony Stinnette (Marygrove)

DESC Staff Present: Pamela J. Moore, Jose Reyes, Kristin Bailey, Alessia Baker, Joyce Barnes, L'Tanya Clegg, Robin Davis, Eleanor Dodd, Becky Eloby-Edwards, Lester Gayden, Robin Johnston, Michael T. Koralewski, Joycelyn Malcolmcarr, Cynthia Mubiru, Stephanie Nixon, Cassandra Ricks, Lynnette Robinson, Lynne Scully, Robert Shimkoski, Rose Wilson

One Stop Staff Present: Doug Cotter, Richard Acosta, Kenyetta Walker

The meeting of the Detroit Workforce Development Board (“Policy Board”) was called to order by Chair David Baker Lewis at 8:10 a.m. The approval of the agenda and November 30, 2012 minutes were tabled due to the absence of a quorum.

CEO REPORT

Ms. Moore welcomed new board directors and introduced new Detroit Employment Solutions Corporation (DESC) staff: Mr. Robin Johnston, Communications Manager, Ms. Becky Eloby-Edwards, Human Resources Manager and Ms. Kristin Bailey, Administrative Manager who will serve as high-level administrative support to the board. She acknowledged all DESC staff by asking them to stand. Ms. Moore then informed the board of the contents of the two packets which were disseminated, with one containing information pertaining to today’s board meeting, and the

other containing DESC program descriptions and data, the board/committee meeting calendar, and contact information for board directors and DESC staff.

Ms. Moore stated that the organization has a new logo and that the tagline will be “Detroit Employment Solutions: It’s What We Do.”

Ms. Moore explained that the state is bracing for an 8-10% sequestration funding cut which will affect DESC, anticipating it would have minor impact on staff and may not go into effect until July 1, 2013. She also mentioned that DESC’s financial software has been implemented, and that staff directors are fully trained and reports are available. Also, DESC has no current auditing issues. We are awaiting confirmation from the IRS regarding its 501(c)(3) status.

Ms. Moore informed the board of her involvement in the planning meetings with the Governor’s office and the Workforce Development Agency (WDA) to address the future of the 25,000 - 60,000 infrastructure jobs (Bridge Project, M1 Rail Project and Transportation System) coming to Detroit in the next 2-10 years. DESC submitted a proposal to the Governor to be the lead workforce agency. The WDA has expressed its confidence in DESC to implement the plan and take the lead based on the proven successful Detroit Registered Apprentice Program (D-RAPP) model.

Detroit is one of four focus cities of the Urban Strategies Initiative where key stakeholders have convened to discuss priorities, challenges, and service gaps as well as form collaborative partnerships. The next Urban Strategies meeting is scheduled for April 7, 2013, which will focus on training providers, education institutions and a workforce environmental scan.

Ms. Moore met with Detroit Economic Growth Corporation’s (DEGC) George Jackson and Director Malinda Jensen, to discuss DESC’s role in the workforce activities outlined in the Detroit Future City plan. In addition, DESC is considering creating a presence in more areas of Detroit (in alignment with the seven DFC hubs) with the soon-to-be released Lease Request for Proposal (RFP).

DESC has partnered with the Education Achievement Authority (EAA) to offer high school students (specifically, 11th and 12th graders) the opportunity to earn 60 credit hours through Wayne County Community College (WCCC) before graduating high school, receive 120 hours of career readiness and preparation and a paid internship in a high-growth/high-demand field.

Ms. Moore stated that Director Jensen, D.B. Grant Associates’ Doug Cotter and DESC staff Mr. Jose Reyes all attended the National Association Workforce Boards (NAWB) Conference March 9-12, 2013 in Washington, D.C.

Ms. Moore informed everyone about the upcoming publication of DESC’s first newsletter, titled “Solutions”, and provided a brief overview of some of its highlights, such as Meijer’s plan to hire four-hundred Detroiters in the near future, DESC’s recruitment efforts with Detroit Manufacturing Systems, Summer Youth Employment and other relevant information.

In addition, DESC's application for three Wayne State Research Fellow candidates was accepted and DESC will begin the selection process soon.

DETROIT WORKFORCE DEVELOPMENT BOARD/DESC STRATEGIC PLAN 2013

Ms. Moore introduced Mr. Larry Good, Consultant from Corporation for a Skilled Workforce, who provided an overview of the Board's two-day Strategic Session which he facilitated on November 30, 2012. During that session, board directors worked on needed strategies and adopted an action plan to reach certain goals as a board and corporation. The information from the session was pulled together, organized and put in a Power Point document as the Strategic Plan 2013 communications tool. DESC will report out quarterly to the board on its progress. Ms. Moore provided an overview of DESC's progress to date using the "traffic lights" system, reflecting the organization's success with keeping on track with the plan and fulfilling the organization's priorities, goals and outcomes.

Ms. Moore stated that the Strategic Plan was sent to the board, the Strategic Planning Committee and the Education and Youth Advisory Council for feedback, and the following comments were received:

- a. Assure that the Strategic Plan is aligned with the 5-Year Plan
- b. Post the Strategic Plan on the organization's website for public commentary
- c. Create an executive summary of the Strategic Plan (about 2-3 pages)
- d. Include metrics and a balanced scorecard of the Strategic Plan
- e. Obtain feedback from the Education & Youth Advisory Council

Director Karl Gregory discussed the usage of acronyms throughout the Strategic Plan and suggested that explanations of each acronym should be provided at the end of the document. Director George Swan expressed his concern about pages 6-10 of the Strategic Plan, which are the operational elements that should be the specific charge of the DESC Corporation Board. Chair Lewis asked for a motion to adopt the Strategic Plan. A motion was moved for approval of the Strategic Plan by Director Veronica Madrigal and seconded by Director Gregory, with one abstention by Director Swan.

Chair Lewis revisited the draft agenda and minutes and asked for a motion for approval of the March 15, 2013 Agenda and the November 30, 2012 Minutes. A motion was moved for approval of both documents by Director Madrigal. The motion was seconded by Director Gwendolyn McNeal.

ONE STOP REPORT

Mr. Doug Cotter, Vice President of D. B. Grant Associates and Director of DESC's One Stop Service Center, provided a brief update and presentation. The presentation provided the foot traffic and job placement volume from July 2012 – February 2013. Mr. Cotter shared the success of the Business Services Division, which has partnered with Meijer, Quicken Loans, Henry Ford Health Systems and Faygo to bring many jobs to Detroiters.

Mr. Cotter stated that training dollars are not yet being utilized due to DESC's attempt to gain an understanding of the employers' needs. DESC will soon open training opportunities to customers based on the needs of the employer.

Director Gregory asked whether DESC developed a method to reach out to employers who are reluctant to hire ex-offenders. Mr. Cotter replied that working with MEDC's Community Ventures, DESC offers a \$5,000 grant for special populations and that DESC convinced Meijer to hire ex-offenders even though the store historically did not do so. Director Madrigal stated that DESC should follow up with ex-offenders whom the organization has placed with employers as a success story.

COMMITTEE REPORTS

- Strategic Committee: Director Swan stated the work on the Workforce Development Board By-Laws is not yet complete and efforts to update are ongoing.
- Education & Youth Committee: Mr. Henry McClendon and Ms. Shawna Forbes are the newly appointed chairs. The next committee meeting is scheduled for April 12, 2013.
- Corporation Board: Mr. Shimkoski reviewed the funding recommendations for three (3) Requests for Proposals that were approved by the Corporation Board: Audit - Abraham & Gaffney; Internet - Groundwork Zero; and Copier Services - Michigan Office Solutions. Chair Lewis asked for a motion to ratify the Corporation Board's decisions. The motion was moved for approval by Director McNeal and seconded by Director Alice Thompson.

Mr. Shimkoski recommended an amendment to the DESC procurement policy to add the Federal procurement language based on the recommendation of the auditor. Chair Lewis asked for a motion to adopt the amendment to the policy. A motion was moved for approval by Director Gregory and seconded by Director Yvette Harris.

CORPORATION BOARD AND PUBLIC MEETINGS REQUIREMENT

Chair Lewis opened the discussion on whether the Corporation Board meetings are open to the public under the Open Meetings Act. The matter was referred to outside council, which provided a legal opinion that the Detroit Workforce Development Board, the DESC Corporation Board, and the committees of both boards are all subject to the Open Meetings Act which was verbally read by Ms. Kristin Bailey. In such an event where a closed meeting is necessary, the matter will be brought before legal counsel first in order to ensure compliance with the Open Meetings Act's closed meeting requirements.

OLD/NEW BUSINESS

Ms. Moore shared that Ms. Mary Kramer resigned from the Policy Board to accept an offer to sit on the Board of Trustees of Grand Valley State University. However, Ms. Kramer stated that she will be available to support DESC's efforts. Ms. Moore wished her well.

GOOD AND WELFARE

Chair Lewis thanked Ms. Janet Howard, the Deputy Director of Workforce Development, for her assistance throughout DESC's transition. Ms. Howard stated that she is pleased with DESC, explaining that there are huge projects on the horizon and that DESC will be Detroit's hub for workforce development.

Director Gregory questioned whether DESC will be impacted in the event that the City of Detroit receives an Emergency Financial Manager (EFM). Chair Lewis stated that he does not foresee an impact on DESC but that DESC should watch how matters unfold regarding the installation of the EFM. Chair Lewis agreed with Director Madrigal, who suggested that instead of waiting to receive a reaction from the EFM, DESC should schedule a meeting to introduce DESC and provide an overview of the services that DESC provides to the city.

Ms. Moore invited all present to visit the renovated space on the first floor of 455 W. Fort Street after the conclusion of the meeting.

ADJOURNMENT

With no further business to come before the board, the meeting was adjourned.

Prepared by Eleanor Dodd