

DRAFT MINUTES
Detroit Workforce Development Board Meeting
Friday, June 14, 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: David Baker Lewis, Dr. Karl Gregory, Yvette Harris, Malinda Jensen, Dr. Veronica Madrigal, Gwen McNeal, Larry Steward, Dr. George Swan, Alice Thompson
Directors Excused: Calvin Sharp, Lena Barkley, and Robert Troutman
Guests Present: Anne Menefee (Ross, I.E.S.), Alexis Krot, Kelly Cumberworth, Betty Pulliam (Payne Pulliam School of Trades), Veronica Sanchez Peavey (SER Metro), Anne Nenefee (Ross, I.E.S.), Betty Pulliam and Angela Jackson (Midnight Golf), Jon Waller
DESC Staff Present: Pamela J. Moore, Jose Reyes, Stephanie Nixon, Kristin Bailey, Robert Shimkoski, Alessia Baker-Giles, Robin Johnston, L'Tanya Clegg, and Eleanor Dodd
One Stop Staff Present: Doug Cotter and Richard Acosta

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 March 15, 2013 minutes were tabled due to the absence of a quorum.

CEO REPORT

Ms. Pamela Moore, President/CEO of Detroit Employment Solutions Corporation (DESC), stated that she will provide a year-end review and thanked the DESC team, the One Stop partners and the Detroit Workforce Development Board for their support.

She stated that there is a greater need to solicit private dollars with the sequestration and program cuts averaging 12% across all programs, (\$5MM decrease for the 2013-2014 budget) with TANF/PATH cuts coming in at 5%. She discussed some of the benefits of the organization’s transition away from the city: DESC went from staffing 48 FTEs to 34 FTEs; fringe benefits went from 94% to 30%; vendor payment processing time went from 60+ days down to 15 days; contract approval time went from 180+ days down to 90 days; and overall operating cost reduced by 30%.

DESC completed the City of Detroit Comprehensive Annual Financial Report (CAFR) in December 2012. The Single Audit (KPMG) was completed in January 2013 with no penalties, fines or disallowed costs. The Cycle I Audit was completed March 18, 2013 with no penalties, fines or disallowed costs. The Cycle II is currently underway, auditors are on site and the Cycle III Audit is scheduled for October 2013.

DESC’s three main strategic priorities (Youth, Work Readiness and Employer Solutions) are all on target.

Butzel Long received a call from IRS with no determination date on the pending 501(c)(3) reinstatement application. DESC continues to solicit the assistance of legislators and elected officials.

DESC is currently working with the Governor's Office, WDA, USDOL, DEGC, MSHDA and local partners to address talent demand for the Build Detroit infrastructure jobs coming to Detroit in the next 2-10 years.

Ms. Moore noted that a large demand for skilled trade jobs does not currently exist, but discussions are beginning pertaining to the expansion of the D-RAP program on other apprenticeable training occupations. DESC is working to merge D-RAP with "Access for All" (partnership of MDOT, MITA, HRDI and community-based organizations in Detroit) who created a hard and soft skill curriculum (240 hours). On June 27, 2012, DESC will participate in a national webinar to discuss the success of its D-RAP program.

DESC has been involved with the State of Michigan's Leadership Symposiums which focus on addressing the problems residents face in securing sustainable employment in Saginaw, Flint, Pontiac and Detroit.

DESC was granted a Wayne State University Fellow, Ms. Ciara Ginyard, who will begin July 1, 2013 and whose primary focus will be to oversee the Detroit Future City (DFC)/DESC collaboration. DESC is also aligning its workforce strategies and resources with DFC's 50-year revitalization plan.

Ms. Moore briefly discussed the new initiative "15 B4 15" which will form partnerships of workforce agencies throughout Detroit and will track and measure job placements of the unemployed and underemployed. The goal is to have placed 15,000 customers before 2015. The short-term goal is to place 20% by December 31, 2013.

Ms. Moore provided a brief profile narrative of the average WIA One Stop customer/jobseeker, which is a 34-year old unemployed African-American female with no documentable income who likely drives her own vehicle. The average customer/jobseeker also has a high-school diploma, has taken some college classes but functionally operates at a 9th-grade level, and is also likely to be single and has no children.

She noted that DESC has served 38,000 customers and plans to train 171 by June 30, 2013. She also announced Detroit's PATH Work Participation Rate has reached 50%

Through the Enhancing Community Health Outreach (ECHO) initiative, nine churches will serve as access centers for workforce program activities.

CSW Consultants reviewed DESC's Year-Round Youth program and determined that DESC is on the right track based on best practices in Baltimore and Philadelphia. Youth Development Commission, Neighborhood Services Organization, SER-Metro, Midnight Golf and YMCA are the 2013-2014 Youth Service Providers.

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 has a meeting with the City of Detroit's Emergency Manager Kevyn Orr's Chief of Staff Shani Penn on Monday, June 17, 2013 to communicate the programs and services DESC has available for Detroit residents.

It was suggested to Ms. Moore that DESC should consider doing a press release on its one-year anniversary.

Ms. Mary Kramer, a recently-resigned board member, was invited to attend today's meeting to be presented with a plaque expressing DESC's appreciation for her dedicated service over the years. Unfortunately Ms. Kramer was unable to attend, so the plaque will be delivered.

The floor was opened for questions. Chair Lewis inquired if there were any issues pertaining to the CAFR Audit. Ms. Baker-Giles responded in the negative.

Chair Lewis also asked if there were any communications from the IRS which mention DESC going back on the exempt organization list. Corporation Board Member Art Dudley stated that no commitments have taken place as of yet.

CORPORATION BOARD UPDATE

In the absence of Corporation Board Chairman Calvin Sharp, Director George Swan provided a brief update regarding operational matters.

OPEN MEETINGS ACT

Attorneys Kelly Cumberworth and Alexis Krot from Allen Brothers PLC presented some information on the Open Meetings Act (OMA) and their research pertaining to the Board's compliance with the Act. After reviewing the statute as well as the Board's by-laws, they concluded that DESC, the Detroit Workforce Development Board, and the Corporation Board must all comply with the OMA. Compliance was strongly recommended since they are governmental functions and their primary funds are from the government and are public dollars. The general rule is that non-profits are not subject to the OMA but due to public funding, DESC must comply. She also noted that the OMA and the Freedom of Information Act (FOIA) go hand-in-hand. Written documents are subject to release under public request. She then responded to questions presented by board members.

COMMITTEE REPORTS

- Strategic Planning Committee: Director Swan noted that DESC's Strategic Plan is on target. He also stated he was pleased with DESC's progress with strategic goals.
- Program Services: Director Malinda Jensen provided an overview on the purpose of the Program Services Committee. She explained that the committee reviews performance standards and data and also provides recommendations. The committee also focuses on all of DESC's programs and how they are serving customers as well as employers. They also focus on veterans and returning citizens.
- Disability Advisory Council: Director Gwen McNeal stated that the Council is focused on One Stop centers and their accommodations for persons with disabilities. The One Stop Centers should be disability-friendly with needed equipment. In addition, students with disabilities should be able to enter the Year-Round Youth program. The committee is also focused on getting the word out that candidates with disabilities are good candidates for employment.
- Audit and Finance: Director Alice Thompson reported in the absence of Audit and Finance Chairman David Carroll. The committee came together twice in order to review funding recommendations. She mentioned that staff was absolutely thorough and she wanted to commend them on a job well done.
- Education & Youth Council: Director George Swan reported that the Year-Round Youth recommendations went before the Council for approval. The Council approved all recommended providers.

APPROVED FUNDING

Mr. Robert Shimkoski, Planning Manager at DESC, provided a summary of the proposals that were approved by the Corporation Board.

The recommendations brought forth today for approval are five (5) youth providers: Midnight Golf, Neighborhood Service Organization (NSO), Youth Development Commission (YDC), SER Metro-Detroit, Jobs for Progress, Inc. (SER) and Young Men's Christian Association (YMCA) of Metropolitan Detroit, all of which are incumbents with the exception of NSO.

RNA Janitorial, Inc. was recommended for Janitorial Services and Downriver Community Conference (DCC) was recommended for Wagner-Peyser Employment Services and Related Re-Employment Services and Trade Adjustment Assistance, both of which are incumbents.

Director Swan asked Chair Lewis if the Policy Board should ratify the recommendations of the Corporation Board. Chair Lewis called for a vote and all present voted in favor of the recommendations presented to the Board. There were no oppositions or abstentions.

OLD/NEW BUSINESS

Chair Lewis opened the floor to the Board for any old and/or new business. Director Swan recommended that the Board should review the Workforce Board Development Series Self-Assessment tool provided in the packets packet. The self-assessment tool was created by the National Association of Workforce Boards in order to assess their success in the governing of the nation's new workforce development system. Director Swan recommended that the process should be completed before the next Policy Board meeting (September 13, 2013). Chair Lewis thanked Director Swan and stated that he is in agreement of performing a self-evaluation of the Board since DESC are crossing the first anniversary threshold.

Chair Lewis opened the floor to the public for any questions or comments. Betty Pulliam, President of Payne Pulliam School of Trade and Commerce, asked if guests have access to the reports distributed at the board meetings. Chair Lewis responded in the affirmative, noting that all requests must be submitted and answered per FOIA guidelines.

Director Swan moved to approve all written committee reports as presented to Board. All present voted in favor of approving the board/committee minutes presented before the Board for this meeting. There were no oppositions or abstentions.

GOOD AND WELFARE

Director Veronica Madrigal commended the DESC staff for going above and beyond and their responsiveness and willingness to be accessible.

ADJOURNMENT

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

Prepared by: Eleanor Dodd