

DRAFT MINUTES

Detroit Employment Solutions Corporation (DESC) Board
Program Services Committee Meeting
Friday, March 21, 2013

Time: 9:00 a.m. – 11:00 a.m.
Location: 707 W. Milwaukee, 2nd Floor, Room 2C, Detroit, MI
Facilitating: Malinda Jensen, Chair

Directors Present: Kenyetta Bridges, Shawn Crump, Yvette Harris, Dwayne Haywood, Malinda Jensen, Veronica Madrigal
DESC Staff Present: Kristin Bailey, Lynn Bell, L'Tanya Clegg, Stephanie Nixon

PROCEEDINGS

The meeting of Detroit Employment Solutions Corporation Board's Program Services Committee was called to order at 9:10 a.m. by Ms. Malinda Jensen, Chair. A motion was made by Chair Jensen to approve the Draft Agenda of March 21, 2013, supported by the committee. Motion Carried.

DISCUSSION: PURPOSE OF THE COMMITTEE

The purpose of this meeting was to discuss the committee's focus and review current DESC program performance. This new committee will deliver findings to the Corporation Board as an ongoing reflection of what is happening with DESC's programs and services. This committee will periodically review program performance and strategy regarding service delivery.

The Program Services Committee will also review the following items:

- Performance data and customers served
- Whether DESC is reaching the individuals that need to be reached
- How employers are being served
- Whether the needs of employers in the community are being met
- Whether DESC is following the demand model (which the State and DESC both emphasize)
- Whether DESC is ensuring that training strategies meet the organization's own quality standards
- Whether services are fair and are being distributed evenly around the city

PROGRAM REPORTS AND PERFORMANCE OUTCOMES

Ms. Stephanie Nixon, Director of Contracts Administration at DESC, provided one-page descriptions and data reports for each of the following programs:

- One Stop Career Center Services
- PATH Program
- Employment Services Program
- Trade Adjustment Assistance Program
- Food Assistance Employment & Training
- WIA Year-Round Youth Program

Equal Opportunity Employer/Program
Funded by The Michigan Department of Licensing & Regulatory Affairs
Workforce Development Agency
Auxiliary Aids and Services Available Upon Request to Individuals With Disabilities
Dave Bing, Mayor

- GED Testing & Assessment Services
- Adult Basic Education & GED Preparatory Program

The committee recommended the following items:

- DESC should invite a representative from the One Stop Centers (preferably the Business Services Manager) to regularly participate on this committee.
- Additional information should be provided in the One Stop report about the employers DESC is currently working with as well as employers that the organization plans to work with in the future.
- The data portion of the One Stop report should be expanded further to include more detail and a narrative about the figures.
- The committee should provide training and/or technical assistance to known areas of weakness in the program models listed above. The committee is concerned about ITA account performance levels and would like such performance to be monitored by the Corporation Board.
- The committee requests a regular report on DESC's special initiatives.
- The committee would like access to or information about data sources used to create the program data reports.
- On the "Work Readiness" page of the Strategic Plan, a reference to "employer engagement" should be included.
- On the "Employer Solutions" page of the Strategic Plan, the word "cluster" should be further defined.
- On the "Employer Solutions" page of the Strategic Plan, "develop Detroit cluster strategy" should be changed to "develop and align Detroit cluster strategy".

DISCUSSION: SPECIAL POPULATIONS SERVICE DELIVERY/OUTCOMES

Chair Jensen recommended that the discussion about special populations' service delivery/outcomes should be included as an agenda item at the next meeting (scheduled for June 13, 2013).

ADJOURNMENT

With no further business to come before the Program Services Committee, the meeting was adjourned at 10:43 a.m.

Prepared by: Lynn Bell