

DRAFT MINUTES

Detroit Employment Solutions Corporation Board
Strategic Planning Committee Meeting
Wednesday, May 15, 2013

Time: 8:30 a.m. – 10:30 a.m.
Location: 707 W. Milwaukee, 2nd Floor, Room 2A, Detroit, MI
Facilitating: Dr. George Swan, Chair

Directors Present: Lena Barkley, Art Dudley, Karl Gregory, Cal Sharp, George Swan
Directors Absent: Kenyetta Bridges, John Harris
Guest Present: Larry Good, Corporation for a Skilled Workforce
Staff Present: Pamela Moore, Kristin Bailey, LTanya Clegg, Lynne Scully, Robert Shimkoski

PROCEEDINGS

The meeting of Detroit Employment Solutions Corporation Board's Strategic Planning Committee was called to order at 8:36 a.m. by Dr. George Swan, Chair. A motion was made by Director Lena Barkley to approve the Draft Agenda of May 15, 2013, supported by Director Cal Sharp. Motion Carried. A motion was made by Director Cal Sharp to approve the Draft Minutes of February 11, 2013, supported by Director Lena Barkley. Motion Carried.

BOARD DEVELOPMENT/DEFINITION OF ROLES

Chair Swan began the meeting by reiterating the importance of distinguishing the role of the Detroit Workforce Development Board (or "Policy Board") and the role of the Corporation Board. Chair Swan also noted the importance of understanding that the Strategic Planning Committee falls under the DESC Corporation Board, and not the Policy Board. This fact becomes increasingly important because of the direction that the organization is headed. This committee must clarify as much as possible the roles of each board. Chair Swan explained that while the Strategic Planning Committee has the responsibility of looking at governance the Committee has also been given the responsibility of looking at the by-laws of both the Policy Board and the Corporation Board. It is important to know that although this body will review the Policy Board By-Laws, it is up to the Policy Board to approve them. In addition, the Strategic Planning Committee has the charge of helping to refine, encourage and strengthen what the boundaries are for each body.

Discussions took place about whether it is still the Strategic Planning Committee's responsibility to review the Policy By-Laws since this responsibility was assigned to the committee when it was previously housed under the Policy Board. Chair Swan questioned whether this committee should be responsible for the Policy By-Laws given the fact that it is now a Corporation Board committee. Ms. Pamela Moore, President/CEO of Detroit Employment Solutions Corporation (DESC), suggested that items of this nature could go back to the Policy Board's Executive Committee and then be given to the lawyers to review and offer recommendations. Chair Swan stated that two things are clear: 1) The Policy Board is responsible for making policy and oversight for the *Michigan Works!* area; and 2) The Corporation Board is responsible for the organization's operations. Chair Swan stressed the importance of knowing the role of each entity so boundary lines are not crossed. Director Barkley noted that trust is a major factor. She noted that if one body takes on a charge, the other body must trust that the entity will do what is asked of them. It was agreed that the issue of reviewing

the Policy By-Laws should go back to the Policy Board for clarification on how the Corporation Board should proceed with respect to the reviewing and modifying the Policy By-Laws.

The committee reviewed the Strategic Planning Committee description and recommended the following changes:

- Lead-in statement in description should say: “The Strategic Planning Commission serves in a consultative capacity, providing guidance and counsel to the DESC Corporation Board and the Detroit Workforce Development Board.”
- Bullet point 3 on page 2 was revised to read: “The Strategic Planning Committee will recommend a limited number of enterprise-wide strategic priorities that signal important targets or areas for the DWDB to focus.”
- Bullet Point 4 on page 2 is redundant and should be deleted.
- Last sentence should read: “The Strategic Planning Committee may perform other duties as assigned by the DESC Corporation Board and The Detroit Workforce Development Board.”

It was agreed by the committee that the Strategic Planning Committee portion of this document (which lists the responsibilities of all board committees) should be reviewed, revised and distributed to Directors prior to the June 18th Corporation Board meeting.

OPEN MEETINGS ACT DISCUSSION

Chair Swan stated that there are a lot of factors that distinguish a public body from a private body. The Policy Board is a public entity that unquestionably must abide by the Open Meetings Act (OMA). Chair Swan posed the question of whether the Corporation Board is required to follow the OMA, specifically pertaining to discussions regarding DESC’s operations and privileged information. Ms. Moore noted that given the agency’s past, it is essential to be as transparent as possible.

After discussions and opposing opinions regarding the OMA, committee members agreed to invite DESC’s attorneys to the next Corporation Board meeting to present on this issue. The Strategic Planning Committee will make the following recommendation to the Detroit Employment Solutions Corporation Board as follows: A motion was made by DESC Chair Sharp that the Detroit Employment Solutions Corporation Board’s Strategic Planning Committee has decided that regardless of whether or not the OMA is applicable, it has elected to comply with the Open Meetings Act, supported by Director Gregory. Motion Carried.

Mr. Robert Shimkoski, Planning Manager at DESC, suggested that the public nature of a non-profit organization’s Form 990 should also be included in the discussion.

501(c)3 STATUS AND FUND DEVELOPMENT FRAMEWORK

Ms. Moore noted that she is not aware of what else can be done to move the 501(c)3 application forward. Congressmen Levin and Peters have both been asked for assistance and nothing has transpired as of yet. Ms. Moore is considering speaking with Mr. Kevin Orr on behalf of DESC for advice. In addition, Director Art Dudley stated that his law office will make a call to the IRS today.

BOARD ASSESSMENT TOOLS

Chair Swan noted that a document entitled “Board Assessment Tools” is included in the packet for informational purposes and briefly reviewed the document with the committee.

STRATEGIC PLAN REVIEW/PROGRESS UPDATES

Ms. Moore provided an update on DESC's progress with the Strategic Plan, explaining that staff started executing the work in the first quarter and is on target with its progress. She also provided the following information:

- The youth program was evaluated by the Corporation for a Skilled Workforce, which provided promising and best practices relative to similar cities like Baltimore and Philadelphia.
- DESC added additional youth programs that were not offered in the past.
- DESC has expanded its youth network to include additional resources that customers need.
- DESC is working with the Youth Consortium.
- DESC is marketing its Year-Round Youth Program
- DESC will now offer a 240-hour Work Readiness curriculum for the apprentice program participants (as opposed to 60 hours).
- Grant Associates will work with Henry Ford Health Systems on coding training. Grant Associates is also having discussions with Beaumont and some of the other hospitals.
- DESC is still leveraging dollars and creating additional partnerships.

ADJOURNMENT

With no further business to come before the Strategic Planning Committee, the meeting was adjourned at 10:30 a.m.

Prepared by: L'Tanya Clegg