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MEETING:	DESC Corporate Board Meeting	DATE:	Tuesday, June 20th, 2017
ATTENDEES:	Board Members: Laura Hughes, Jeff Donofrio, Alice Thompson, Don O’Connell, Cal Sharp, Ric Pruess, Mike Aaron, Lena Barkley DESC Staff: Nicole Sherard-Frreman, Joe Reyes, Lisa Roberts, Robert Shimkoski, Alessia Baker-Giles, Joycelynn Malcolmcarr Members of the Public/Guests: John Allen – consultant, Eva Dewaelsche, Shawn Burch, Veronica Sanchez-Peavey	LOCATION:	Northwest Activities Center – 18100 Meyers, Detroit, MI 48235
VIA TELEPHONE:		CALLED TO ORDER:	9:35 am
FACILITATOR:	Laura Hughes, Board Chair	ADJOURNED:	10:29 am
DATE APPROVED:	August 25th, 2017 Motioned: L. Barkley, Seconded: J. Donofrio		Passed Approved Unanimously

ITEM	DISCUSSION	OUTCOME /ACTION ITEM(S)
Call to Order, Welcome, Roll Call and Introductions:	Board Chair Laura Hughes called this meeting to order at 9:35 am, June 20th, 2017. Roll call of Board members and staff present in room. Members staff and guests were welcomed and thanked for attending.	
Approval of Meeting Agenda	Request for Motion to approve the Meeting’s Agenda was made by Board Chair, Laura Hughes Motion: Alice Thompson Seconded: Lena Barkley Motioned Carried – Passed / Approved Unanimously	Approval of Meeting Agenda: Motion Carried – Passed / Approved Unanimously
Approval of Meeting Minutes: 04/21/2017 and 05/18/2017	Request for Motion to approve the 04/21/2017 Meeting Minutes was made by Board Chair, Laura Hughes Motioned: Jeff Donofrio Seconded: Lena Barkley Motioned Carried – Passed / Approved Unanimously Request for Motion to approve the 05/18/2017 Meeting Minutes was made by Board Chair, Laura Hughes Motioned: Jeff Donofrio Seconded: Lena Barkley	Approval of Meeting Minutes: 04/21/2017 and 05/18/2017: Motion Carried – Passed Approved Unanimously

Motioned Carried – Passed / Approved Unanimously		
Board Chair Report	<p>DESC Board Chair, Laura Hughes Presented her Report to the Board: Thanked John Allen and team for work on One Stop et al Annual Meeting in August: Laura shared vision of, importance of and called for suggestions Laura thanked the Board Members for their time, talent and resources that they give to DESC. Called on Board members to make a monetary donation to DESC. Would like to see 100% of the Board donate. Must keep track of their donations as well.</p>	
CEO Board Report	<p>DESC President & CEO, Nicole Sherard-Freeman, gave her June Report to the Board: Slide and Written Presentation shared with all in attendance.</p> <ul style="list-style-type: none"> • JMG: <ul style="list-style-type: none"> ○ Discussion and review of work of JMG ○ Keep At Risk Youth off of the street • GDYT: Fundraising complete <ul style="list-style-type: none"> ○ 8000 plus Youth ○ Co-hosted with linked learning – Cobo Event • Detroit @ Work: <ul style="list-style-type: none"> ○ MWDB; traffic to website; is higher than into the One Stop locations ○ Outpacing via web vs. One Stop ○ 175 K disconnected workers • Compliance: <ul style="list-style-type: none"> ○ One Stop Certification by State of Michigan: Passed ○ RFP; Review and Recommend – One Stop, MOU ○ Infrastructure cost sharing (those in One Stop) ○ All to be completed by 07/01/2017 • One Stop Lean Team: <ul style="list-style-type: none"> ○ DESC with One Stop Committee with MWDB ○ Restructure of System, IT and Data • LM Strategy / Kemp-Whitfield Org Assessment and Nonprofit Finance Fund Recommendation Strategy: taking deliberate steps to complete. <ul style="list-style-type: none"> ○ COO has been selected; cannot divulge name at this time ○ Strategic Staffing Solutions and SEMCA and SER right now; IT Taskforce => better use of what we have in place and increase use of technology • Key Detroit Workforce System: review of workforce structure in Detroit: <ul style="list-style-type: none"> ○ CLEO, MWDB, DESC, One Stop Provider, Workforce Partner 	
Program Services Committee Update	<p>Program Services Committee Chair, Alice Thompson, gave her update to the Board:</p> <ul style="list-style-type: none"> • Review of By-Laws/Responsibilities: <ul style="list-style-type: none"> ○ Program Services Committee is to meet four times per year ○ Increase efficiency ○ Guide policy 	

	<ul style="list-style-type: none"> ○ Lend expertise to employers; ensure needs are met ● JAG National Conference: <ul style="list-style-type: none"> ○ Detroit being recognized for exceeding Federal standards ○ Osborn: 18 went through JAG to be interviewed ○ Lester Gayden, DESC's In School JMG Manager, to be recognized at conference ● Contract to WCCCD: <ul style="list-style-type: none"> ○ CDL 18 graduates; 24 enrolled, 18 graduated; 7 jobs with Faygo, 11 jobs with DDOT ● GDYT: <ul style="list-style-type: none"> ○ Payroll process is working well ○ Youth start dates are 07/10/2017 and 07/17/2017 ○ Not just a summer job, a long-term process to career pathways 	
Development Centers Contract Modification Presentation and Discussion	<p>Stephanie Nixon, DESC Director of Program Services and Innovation, presented for review, discussion and approval the contract modification to the Development Centers Contract:</p> <ul style="list-style-type: none"> ● Increase of \$17,876.00 to the Development Centers Contract ● No DESC budget impact; this is surplus funding ● Development Centers: <ul style="list-style-type: none"> ○ Will benefit especially single mothers / one-parent households ○ Customer Service, Healthcare 	
Approval of Development Centers Contract Modification	<p>Board Chair, Laura Hughes Requested a Motion of Approval for the Development Centers Contract Modification: Motioned: Alice Thompson Seconded: Jeff Donofrio Motioned Carried – Passed / Approved Unanimously</p>	Approval of Development Centers Contract Modification: Motion Carried – Passed/Approved Unanimously
2018 Budget Presentation and Discussion	<p>DESC President & CEO, Nicole Sherard-Freeman and DESC's Director of Finance, Alessia Baker-Giles, presented the DESC 2018 Budget for Review, Discussion and Approval: Points made and discussed during presentation and review: Nicole Sherard-Freeman thanked Alessia Baker-Giles and her team as well as Apparatus Solutions (consulting) and briefly discussed the 2018 Budget:</p> <ul style="list-style-type: none"> ● Budget appropriation we have at this point are as they stand from State; we could have additional cuts later in the year through 10/2017 ● Have been thoughtful regarding other ways of structuring the Budget to accommodate what may happen later in the year when Congress approves the final budget ● Expecting continuance that will last DESC through October 2017 <p>Nicole Sherard-Freeman turned to floor over to Alessia Baker-Giles who gave an overview of the 2018 Budget: An increase of \$4M for 2018 Budget over the 2017 Budget despite a 20% funding decrease to PATH; The State of Michigan provided the information for planning purposes</p> <ul style="list-style-type: none"> ● 20% cut to PATH equals 3.1M: \$2.7M in Federal funding and \$425K State allocation 	


	<ul style="list-style-type: none"> • Despite deduction still \$4.9M increase: this is across 5 funding streams: WIOA Adult, Dislocated Worker, Wagner-Peyser, Summer Youth and Beyond and the Demonstration Grant • Experiencing increase in philanthropic gifts • GDYT increased by \$1.4 M, as a result of a partnership with CityConnect Detroit • (As reviewed in the Executive Summary point by point) • Slight decrease in DESC salary; adjustments with staff to take place by July 1st, 2017 as DESC is no longer allowed under WIOA to provide direct services in the One Stops • DESC \$92K in savings in employee benefits: Base health insurance now Blue Care Network; If employees choose to continue with Blue Cross Blue Shield PPO they are responsible for the difference in cost • Participant Trainings increase by \$4M; if a Federal cut in October 2017, this number will be adjusted; as of now, no one knows what numbers are coming in October 2017 • Randolph CTE is new to the DESC Budget – all program and building expenses included in this number • Increased communications’ budget • Upgraded all hardware (computers and servers) • Travel expenses increase in budget by \$9K • To accommodate technology; added \$400K if need adjustment (Nicole Sherard-Freeman) • Randolph CTE; \$500K received in Budget; \$3M - \$5M increase coming in to DESC starting June 2017 (Jeff Donofrio) • Regarding the Audit, Laura Hughes Board Chair, had a few questions regarding the 2018 Budget; Audit, checks and balances, change in auditors, internal changes – Are these built into the Budget? Answer from Nicole: “Yes”. • Alice Thompson, Audit and Finance Committee Member shared that the Audit & Finance Committee are very comfortable with the Budget. Also, if staff leaves, connect them to jobs. Do not let them leave DESC unemployed. 	
<p>Approval of 2018 Budget</p>	<p align="center">Board Chair, Laura Hughes Requested a Motion for Approval of the 2018 Budget: Moted: Alice Thompson Seconded: Jeff Donofrio Motion Carried – Passed/Approved Unanimously</p>	<p align="center">Board Approved the 2018 DESC Budget: Motion Carried – Passed/Approved Unanimously</p>
<p>WIOA One Stop Operator Presentation and Discussion</p>	<p>Robert Shimkoski, DESC Director of Planning & Resource Development, presented for review, discussion and approval the WIOA One Stop Operator Funding Recommendation: Due to changes in WIOA II; the One Stop Operator must be procured: The One Stop Operator (Coordinator) key roles are:</p> <ul style="list-style-type: none"> • Data • Partnership Development • Process Optimization <p>DESC received three responses to the RFP for the One Stop Operator:</p> <ul style="list-style-type: none"> • Local Initiatives Support Corporation (LISC) 	

	<ul style="list-style-type: none"> • The Arab Community Center for Economic and Social Services (ACCESS) • Arab-American and Chaldean Council (ACC) <p>The review team scored the submittals and are recommending LISC; connection to many partners and providers</p>	
WIOA One Stop Operator Approval Needed	<p align="center">Board Chair, Laura Hughes Requested a Motion for Approval of the One Stop Operator as Recommended (LISC): Motioned: Cal Sharp Seconded: Michael Aaron Motion Carried – Passed/Approved Unanimously</p>	Board Approved the One Stop Operator – LISC as recommended for approval: Motion Carried – Passed/Approved Unanimously
Public Comment	<p align="center">Board Chair, Laura Hughes Opened the Floor for Public Comment: No Public Comment.</p>	
Member Discussion	<p>Board members and staff briefly discussed metrics of Detroit resident workforce placement and funding. Additional time will be dedicated to this discussion at upcoming an Board Meeting</p>	
Adjournment	<p align="center">Board Chair, Laura Hughes Requested a Motion for Adjournment Motioned: Michael Aaron Seconded: Lena Barkley Motion Carried – Passed/Approved Unanimously</p>	Board Approved Adjournment. Motion Carried – Passes/Approved

SUBMITTED BY:

Printed Name: Lisa Roberts

Title: EA

Signature:  _____

Date: 08/25/2017