



440 E. CONGRESS 4TH FLOOR
DETROIT, MICHIGAN 48226
PHONE (313) 876-0674
FAX (313) 664-5505
TTY: 711

MEETING:	Corporation Board	DATE:	Friday, April 21st, 2017
ATTENDEES:	BOARD MEMBERS: Jeff Donofrio, Laura Hughes, Cal Sharp, Alice Thompson DESC Staff: Nicole Sherard-Freeman, Jose Reyes, Alessia Baker-Giles, Stephanie Nixon, Lisa Roberts, Pat Harris, Jocelyn Malcolmcarr, Cassandra Ricks, Rose Wilson Guest Presenters: Alex Epps, NFF – via telephone, Jay Readey, Kemp Whitfield, Lisa McGill, LM Strategies, Christine Robinson, U of M, Trina Shanks, U of M John Allen, Legal Counsel Members of the Public: Veronica Sanchez-Peavey, SER Metro, Shawn Burch, SER Metro, Charles Langford, DPSCD, Andy Cartwright, S3, Marsha Cheeks, DPSCD Adult Ed, Reginald Davis, Customer	LOCATION:	SER Metro – 9301 Michigan Ave, Detroit, MI 48210
VIA TELEPHONE:	Lena Barkley, Chris Uhl	CALLED TO ORDER:	9:30 am
FACILITATOR:	Laura Hughes, Board Chair	ADJOURNED:	11:30 am
DATE APPROVED:	June 20th, 2017 Motioned: L. Barkley, Seconded: J. Donofrio		Passed Approved Unanimously

ITEM	DISCUSSION	OUTCOME /ACTION ITEM(S)
Call to Order, Welcome and Introductions	Board Chair Laura Hughes called this meeting to order at 9:30 am, April 21st, 2017. Roll call of Board members and staff present in Room as well as on the conference line. Laura Introduced Maria Woodruff-Wright to the Board; Maria is newest Board Member (Member at Large) and will also sit on the Finance Committee Welcomed guest presenters; John, Jay, Alex, Peter, Lisa	
Approval of Agenda and Minutes	Request for approval of Meeting Agenda that was sent to the Board prior to the meeting: was made by Board Chair, Laura Hughes: Motion: Jeff Donofrio Seconded: Alice Thompson Motion Carried; Passed – Approved Unanimously Request for approval of Meeting Minutes that were sent to the Board prior to the meeting:	Board Unanimously Approved the Meeting Agenda

	<p>(02/10/2017 & 03/08/2017) was made by Board Chair, Laura Hughes:</p> <p>Meeting Minutes from:</p> <p style="text-align: center;">02/10/2017 Regular Board Meeting Motion: Cal Sharp Seconded: Alice Thompson Motion Carried; Passed Approved – Unanimously</p> <p style="text-align: center;">03/08/2017 Special Board Meeting Motion: Cal Sharp Seconded: Alice Thompson Motion Carried; Passed Approved - Unanimously</p>	<p>Board Unanimously Approved the Meeting Minutes from 02/10/2017 and 03/08/2017</p>
<p>Chair Report</p>	<p>Laura spoke regarding a few “housekeeping” items, tightness of time and full Agenda Informed Board that Cal Sharp will head: 6/12 month Executive Review; Formal Review</p>	
<p>CEO Report</p>	<p>Nicole Sherard-Freeman shared and reviewed her CEO Report that was sent to the Board prior to the meeting:</p> <p>Key Highlights presented from CEO Report</p> <p>Strategic Plan:</p> <ul style="list-style-type: none"> • Fiscal Year 2018 – planning is started • MWDB; Efficiency / alignment – resources compliment • Working on: IT, CEO and CFO • Budget Adjustment needed Up/down/static; it has started internally • Combining of Legal & Compliance: Board support RFP Week 1; help through October <p>GDYT:</p> <ul style="list-style-type: none"> • Enrolling person / person, so as not to over enroll • 4 Funders in line • \$574K fundraising gap • Need to raise funding for multi-year components <p>Detroit at Work:</p> <ul style="list-style-type: none"> • Steps > IT > Data > Process alignment • IT, Helathcare, Hospitality, Retail, Construction • New program with Focus: HOPE – Healthcare Training for Patient Care Sitters and Patient Care Assistants <ul style="list-style-type: none"> ○ Jobs waiting when classes graduate: HFHS, DMC, St. John • CDL: 2 chorts • IT Bootcamps • Culinary Arts at Macomb County Department of Corrections 	

	<p>Thank you to Lena for working with Department of Labor on the extension of the Re-entry Culinary Arts program.</p> <p>Randolph CTE:</p> <ul style="list-style-type: none"> • Focus DPSCD budget • Programs for youth afternoon and evenings • Programs for adults on weekends • Working with Skilled Trades Partners 	
<p>One Stop Operator Update</p>	<p>John Allen presented and made the following points regarding the One Stop Operator: WIOA Regulations; One Stop Operator:</p> <ul style="list-style-type: none"> • Mayor’s Workforce Development Board (MWDB) is One Stop Operator • MWDB will continue to serve as local Workforce Investment Board (WIB); no change • One Stop Operator must be procured: work with MWDB => DESC one stop operator • Clarification of Roles: <ul style="list-style-type: none"> ○ MWDB ○ DESC & DESC Board ○ One Stop ○ One Stop Operator / Service Delivery Partner <p>Jeff Donofrio mentioned the following points concerning the One Stop Operator:</p> <ul style="list-style-type: none"> • Process Improvement • Serve population • Analytics • Customer Feedback <p>Procurement Process: John Allen spoke to “Why Happening”?</p> <ul style="list-style-type: none"> • One Stop Operator Procurement Bid Complete • Due to WIOA every 4 years • No more grandfathering <p>Question: If WIOA has been in effect for 2 years, why now procure? DESC is not behind the curve; DOL rule making process, this was made final in January/February 2017 so now need to procure.</p> <ul style="list-style-type: none"> • DESC is on/ahead of the curve • July 1st, 2017 is the deadline • Procurement process is open to everyone • RFP is in process • DOL: How, What • Mayoral Board has final say: We are doing this on their behalf; most advantageous: <ul style="list-style-type: none"> ○ Money/Finance ○ Range of Services ○ Delivery Model <p>(Next MWDB meeting is June 5th, 2017)</p> <ul style="list-style-type: none"> • Federal Rules: Procurement Policy in place; DESC has had in place since June/July 2016 	

<p>Program Services Committee Report and Approval from the Board of the Healthcare Contract with Focus: HOPE that the Program Services Committee Approved</p>	<p>Alice Thompson, Program Services Committee Chair: Brief discussion of special meeting of the Program Services Committee that was held March 30th, 2017 and introduced Stephanie Nixon Stephanie Nixon presented on the Focus: HOPE contract:</p> <ul style="list-style-type: none"> • 1 year contract for PCT and PCS with two 1 year extension options • MWDB was instrumental in the process to bring the healthcare organization together to create the program • This is entry level work that can lead to climbing the training / education ladder to becoming an RN <p>Program Services Committee approved the Healthcare Contract; Board approval sought</p> <p>Request for motion to approve Healthcare Contract was made by Board Chair, Laura Hughes:</p> <p style="text-align: center;">Motioned: Cal Sharp Seconded: Jeff Donofrio Motion Carried; Passed – Approved Unanimously</p>	<p>Board Unanimously Approved the Healthcare Contract with Focus: Hope</p>
<p>Audit & Finance Committee Report and Request for Modification of ACCESS Contract that the Audit & Finance Committee Approved</p>	<p>Chris Uhl, Audit & Finance Chair: - via telephone Brief discussion of Audit & Finance Committee meeting that took place on 04/17/2017</p> <p>The Audit and Finance Committee approved the ACCESS Contract modification, the money is from additional TIA money left over to disperse to MWAs; Board approval of the ACCESS Contract Modification sought</p> <p>Request for motion to approve the ACCESS Contract Modification was made by Board Chair, Laura Hughes:</p> <p style="text-align: center;">Motion: Alice Thompson Seconded: Jeff Donofrio Motion Carried; Passed- Approved Unanimously</p>	<p>Board Unanimously Approved the ACCESS Contract Modification</p>
<p>Fiscal Structure Analysis Presentation</p>	<p>Alex Epps of NFF (via telephone) presented the Executive Summary: Presentation and review of PowerPoint “Financial Situation Analysis” by NFF After the presentation, following are questions that were asked: Q: Where heading strategically? Q: Does NFF have experience in evaluation other quasi-governmental organizations? A: Yes, but none that function as closely to DESC’s work with the government Q: Depreciation of assets; what own / what lease? A: Analysis of improvement funds i.e. computer upgrade funds: Comes from audited financial statement; IT incoming money = Nicole Sherard-Freeman and Alessia Baker-Giles are modeling different business models:</p> <ul style="list-style-type: none"> • Fee for service (would be from businesses) 	

	<ul style="list-style-type: none"> • E-Fund • Workforce Training Initiatives • Admin \$ to consider? <p>Q: Quasi-government vs. non-profit? A: Current financial situation is due to current business model Comment/Q: DESC is 501c3 but we behave as a City Department; What is our behavior that makes us act / behave like this? A: Need to look into this “behavior”. Q: What are the next steps? A: Second Level engagement report from NFF. May be some constraints, How to move Forward?</p> <p>Nicole Sherard-Freeman: Challenge MWDB, DWDB & DESC are all in competition with the City, etc. for funding. Core competencies: What is best and highest use of funds, More creative use of funding: Financial Strategy models, build financial structure, way to best use</p> <p>Lena Barkley: Why DESC became a 501c3 in the first place, there was a reason what was it – look into, create mechanism to increase funding stream. DESC part of City functions – Open Meetings.</p>	<p>This “behavior” is to be looked into.</p>
<p>Organizational Assessment Presentation</p>	<p>Jay Readey and Lisa McGill of LM Strategies and Kemp-Whitfield presented in person the Organizational Assessment Summary: Jay introduced himself and Lisa McGill and explained the process of gathering information beginning with a data dump and research into DESC structure. The findings are a launching point for Strategic Plan. Presentation and review of PowerPoint “DESC Organizational Assessment” by KW and LMS During and after the presentation, following are the questions, comments and conversations: Q: Slide #4, bullet #3: MWDB? DESC adept at delivering items not necessarily on WIOA; creative funding, creative programming Lisa McGill commented that DESC needs to be streamlining Q: All competing with City for same money coming in, Mayor wins; how does DESC overcome? / Comments: Define amount of Money out there, Mayor is biggest winner; embrace healthy tension. More money in the community. Jay Readey commented: This is a “moment” for DESC & Detroit; larger pie -> get part it; real opportunity due to the amount of changes / opportunities. Cal: A well-done assessment Nicole: pleasure working with NFF, LMS and Kemp Whitfield. Partner with MWDB and the Board</p> <ul style="list-style-type: none"> • Budget planning • NFF / KW & LMS – work • WIOA 	

	<p>Perfect alignment with City and internally Started on:</p> <ul style="list-style-type: none"> • Budget • Strategic Planning • Business Model • Continue and Expand <p>Laura Hughes: can use document to come back to and check ourselves Alice: What then? Policy needed? Laura and Nicole working on efficiency</p>	
<p>Grow Detroit’s Young Talent Assessment Presentation</p>	<p>Stephanie Nixon introduced the researchers and the research done by the University of Michigan to assess the GDYT program: Christine Robinson, Trina Shanks and Patrick Meehan:</p> <p>Christine Robinson and Trina Shanks review and presentation of PowerPoint: “Summer Youth Employment Programs: Trends, Promising Practice, Insights, To Inform Grow Detroit’s Young Talent”:</p> <ul style="list-style-type: none"> • Stressed that DESC is a rare mix of public and private funders • Need to articulate with clarity the focus of the program – Mission Statement • Collaboration of information • Voice of youth needed: * Non-traditional youth • Need more Senior Leadership non-profit <p>Nicole: Operational & Fiscal</p>	
<p>Public Comment</p>	<p>Board Chair Laura Hughes opened the floor for public comment:</p> <ul style="list-style-type: none"> • Reginald Davis – Customer, introduced himself: <ul style="list-style-type: none"> ○ Was with WCCCD NW Reg.; very promising; initially to guide youth ○ Shared that an employee he inquired with regarding the Board Meeting was not familiar with the Board Meeting but another employee whom he asked was. ○ HFCC: No one knows who DESC is ○ Experienced a customer not knowing how to create a password • Marsha Cheeks – DPSCD, introduced herself and Charles Langford with whom she works at DPSCD: <ul style="list-style-type: none"> ○ Jeff and Cal asked questions of Marsha: Marsha answered; <ul style="list-style-type: none"> ▪ about 4,000 adults 0-8 grade, 9-12 grade ▪ with DESC DPSCD can elevate those with GED / HS diploma <ul style="list-style-type: none"> • increase skills • elevate academic skills • computer skills • content navigation ○ The question was asked as to how many weeks it takes to move up a grade level? 	

	<ul style="list-style-type: none"> ▪ Answered: If they come on a regular basis, 4 times per week, they can move up 2-3 grade levels in a month. ▪ Need to eliminate barriers including transportation and child care ▪ 	
Motion to Adjourn	<p align="center">Board Chair Laura Hughes Requested a Motion to Adjourn Motion: Alice Thompson Seconded: Cal Sharp Motion Carried; Passed – Approved Unanimously</p>	Board Unanimously Approved the Motion to Adjourn
Adjournment	Meeting Adjourned at 11:30 am	

SUBMITTED BY:

Printed Name: Lisa Roberts

Title: EA

Signature:  _____

Date: 06/20/2017