

DRAFT MINUTES

Detroit Employment Solutions Corporation (DESC) Board
Audit & Finance Committee Meeting
Monday, March 30, 2015

Time: 12:00 p.m. – 1:00 p.m.
Location: 440 East Congress St., 4th Floor Conference Room Detroit, Michigan 48226
Facilitator: David Carroll, Chairman

Directors Present: David Carroll, Arthur Dudley, and Albert Nelson
Directors Absent: Alice Thompson
DESC Staff Present: Pamela J. Moore, Jose Reyes, Alessia Baker-Giles, Kristin Bailey, Stephanie Nixon, Robin Johnston, Malindia Westbrook, Robert Shimkoski, Bruce Dorsey, Cassandra Ricks, Jessica Carr and Cristal Perry
Others Present: Director Cal Sharp, Director Veronica A. Madrigal, Kelly Cumberworth and Richard Acosta

Welcome and Introductions

The Meeting of the Detroit Employment Solutions Corporation (DESC) Board's Audit and Finance Committee was called to order at 12:02 p.m. by Mr. David Carroll, Chair. A motion was made by Director Al Nelson to approve the Draft Agenda for March 30, 2015, supported by Director Art Dudley. Motion Carried Unanimously.

Reviews/Approvals **One-Stop Service Center Funding Recommendation**

Ms. Malindia Westbrook, Procurement Specialist for DESC, explained the RFP review process. She stated that the evaluation criteria was included in the Request for Proposals. The review committee based their evaluation of all seven proposals on the criteria stated in the proposal. The review committee was comprised of four DESC staff members and each person read the seven proposals submitted and scored each of them based on their individual reviews. Once each evaluator read and scored all of the proposals, the committee met and discussed each proposal, the criteria and the initial scoring and made their recommendation. Ms. Westbrook explained that they did an average of each of the four reviewer scores for each of the seven proposers.

Discussion ensued about the selection process as well as the different proposals. The committee members also asked questions about the procurement process and its related policies in order to confirm the agency's execution of proper protocol.

Director Nelson moved to take the RFP recommendation to a vote for approval, and Director Dudley supported the motion. Motion Carried Unanimously.

Adjournment

With no further business to come before the Audit and Finance Committee, the meeting was adjourned at 12:41 p.m.

Prepared by: Cristal Perry