

MINUTES
Detroit Employment
Solutions Corporation (DESC)
Executive Committee
Thursday, May 20, 2016

Time: 9:30 p.m. – 10:30 a.m.
Location: 440 East Congress, Suite 400, Detroit, MI 48226
Facilitating: Chair Laura Hughes

Directors Present: Mark Gaffney, Alice Thompson, David Carroll, Cal Sharp
Staff Present: Kristin Bailey, L'Tanya Clegg, Jose Reyes, Alessia Baker-Giles, Stephanie Nixon, Robert Shimkoski

Proceedings

The meeting of the Detroit Employment Solutions Corporation Board's Executive Committee was called to order at 9:36 a.m. by Chair Laura Hughes. A motion was made by Director Alice Thompson to approve the Draft Agenda of May 20, 2016, and the Draft Minutes of March 17, 2016, supported by Director Cal Sharp. Motion Carried Unanimously.

Procurement Policy

It was agreed by the Board that Board review/approval of this policy would be tabled until such time as Attorney John Allen is available to attend the meeting.

Presentation: Grow Detroit's Young Talent

Mr. Ed Duggan, Chief Recruitment Officer, Youth Summer Employment, Downtown Detroit Partnership, provided an overview of the Grow Detroit's Young Talent (GDYT) program. Mr. Duggan shared that currently, there are 7,705 jobs available, with a goal of reaching 8,000. City Connect is responsible for approximately 300 youth, ages 14 – 16. Mr. Duggan shared that Quicken Loans is one of the program's largest employers. Funds are coming in to fund GDYT, but the project still needs \$350,000.00. Mr. Duggan shared that there will be a lot of youth around the city working this summer, and he is certain that they will reach their goal to get 8,000 youth employed.

Brief discussion ensued regarding other agencies that are contributing to the program as well as DESC's role in this process. Mr. Reyes explained that 6,000 of the 8,000 youth would be the responsibility of DESC for administration and oversight. DESC procured SER Metro to implement the program. Mr. Duggan stated that the first Career Day was held on May 7, 2016 at Cobo Hall, and June 11, 2016 will be the second event.

Mr. Duggan explained GDYT's process, stating that twenty (20) hours would be focused on training in order to develop a skill, and twelve (12) hours of work readiness training would be supplied by DESC and SER Metro. Approximately 2,000 youth will be on a career path. These are older youth that have work experience. Youth ages 14 – 16 would be more focused on a work experience plan. Mr. Reyes stated that DESC is looking at the bigger picture with a goal to "reach, teach, and retain."

Interim President/CEO Report

Mr. Jose Reyes, DESC Interim President/CEO, stated that DESC has eliminated its deficit and now has a positive cash flow through June 30th.

DESC was awarded a United States Department of Labor (USDOL) Summer Jobs and Career Pathways grant in the amount of \$2,000,000.00 for two (2) years. This initiative will provide employment-related services to 1,000 In-School Youth (ISY) and Out-of-School Youth (OSY) Detroit youth between the ages of 16 – 24. The total cost per participant is \$2,000.00. DESC will have a youth engagement center possibly on the west side of the city, which will enable DESC to reach more youth.

DESC is waiting to hear from JP Morgan Chase regarding a concept paper submitted to assist in funding the agency's organizational assessment.

Mr. Reyes briefly discussed the Demonstration Grant, noting that a big issue is the amount of time it takes to process participants. One-hundred twenty participants have enrolled and eight (8) have been placed to date mostly in the areas of production and hospitality.

DESC's single audit finding explanation was accepted by the State of Michigan Workforce Development Agency and no further action is required.

DESC will proceed with holding a local hearing for a particular vendor, following procedures outlined in the latest grievance and compliant policy. The hearing will likely be scheduled and take place within the next few weeks.

Mr. Reyes also provided the following updates:

Policies: The Board procurement approval process is currently being updated.

HR: The employee health benefits survey was completed on May 13 to better assess employee satisfaction regarding health benefits, and a salary survey assessment is slated to be completed by the end of June. The agency is also revamping its performance review process and also implemented a new business casual employee dress code.

Chair Hughes highlighted a few points of interest:

DESC staff are contacting other Michigan Works! Agencies in order to create a job description for the President/CEO position.

The DESC Board Executive Committee must discuss composition of the CEO search committee. Chair Hughes recommended that the committee should consist of 5-7 individuals, and should not be limited to only Board members. Director Cal Sharp was selected to chair the Search Committee. Some recommendations were members from the Mayor's office, a member from the Corporation for a Skilled Workforce (CSW) as well as members with a development background. The Remington Group was also named in the process.

Brief discussion ensued about creating sub-committees and the resume screening process.

Search Committee Recommendation:

Mr. Cal Sharp – Chair
Remington Group – Fund Developer
Ms. Janet Howard – State Workforce Development
Ms. Laura Hughes – Chair, Corporation Board
Ms. Nicole Sherard-Freeman or Mr. Larry Good – CSW
Mr. Jeff Donofrio – Mayor’s Office
An individual from the community

Chair Hughes shared that this process is open to recommendations from the Executive Committee.

Audit and Finance Committee Recommendations

The Audit and Finance Committee Chair, Director David Carroll, recommended that DESC submit documentation to the Mayor’s demonstrating that the agency is in good financial standing.

Discussion ensued about the funding amount DESC would receive for the next program year. A written overview of next program year’s funding will be provided along with the additional materials for the next Board meeting.

Ms. Alessia Baker-Giles, Director of Finance, DESC, shared that the Fiscal Year (FY) budget will be presented to the Audit and Finance Committee on May 25, 2016 for approval and would then forwarded to the Corporation Board. Brief discussion ensued about the budget.

Public Comment

No public comment was presented before the Executive Committee.

Adjournment

With no further business to come before the Executive Committee, the meeting was adjourned at 10:35 a.m.

Prepared by: L’Tanya Clegg