

MINUTES

Detroit Employment Solutions Corporation (DESC) Board Strategic Planning Committee Meeting Thursday, December 5, 2013

Time: 8:30 – 10:30 a.m.
Location: 440 East Congress, 4th Floor, Detroit, MI
Facilitating: Dr. George Swan, Chair

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

PROCEEDINGS

The meeting of the Detroit Employment Solutions Corporation Board Strategic Planning Committee was called to order at 8:45 a.m. by Dr. George Swan, Chair.

A motion was made by Director Karl Gregory to approve the Draft Agenda of December 5, 2013, supported by Director Cal Sharp. Motion Carried Unanimously.

A motion was made by Director Sharp to approve the Draft Minutes of October 7, 2013, supported by Director Gregory with the following language revisions: Director Gregory recommended changing the language in the second to last paragraph about the mission statement which states “this language should remain as the mission statement for the organization” should be revised to read “this language should remain as the mission statement for the Detroit Employment Solutions Corporation Board.” He also recommended adding the words “By-Law changes” to the last paragraph prior to “Adjournment” for clarity purposes. Motion Carried Unanimously.

ADDITIONAL DESC BOARD BY-LAW REVISIONS

Ms. Kristin Bailey, Administrative Manager at DESC, shared three additional items in the DESC Board By-Laws that should be revised: (1) Article 4.3: “By written consent” should be deleted in order to demonstrate compliance with the Open Meetings Act (OMA); (2) Article 4.8: The Audit and Finance Committee made a recommendation to increase the in-house check signage amount from \$20,000.00 to \$250,000.00; and (3) Article 6.3 should be deleted in order to demonstrate compliance with the OMA. Ms. Pamela Moore, President/CEO at DESC, provided a summary of the discussion that took place during an Audit and Finance Committee meeting which prompted the recommended in-house check signage amount modification in Article 4.8. Discussion continued about insurance coverage, and staff agreed to bring additional information regarding coverage to the DESC Board meeting scheduled for December 10, 2013. The committee also recommended further legal review regarding language in Article 4.8 for clarity purposes.

A motion was made by Director Sharp to forward the recommended revisions to the DESC Board, pending feedback from legal counsel regarding language in Article 4.8 and review/acceptance of liability insurance coverage, supported by Director Lena Barkley. Motion Carried Unanimously.

STRATEGIC PLAN 2013 OUTCOMES

Ms. Moore spoke briefly about the 2013 Strategic Plan outcomes and stated that DESC is on track with the plan. She noted that at a previous meeting, Director Gregory inquired about fund development and how the agency plans to proceed going forward. Ms. Moore explained that staff has since met with Mr. Larry Good, Consultant

from Corporation for a Skilled Workforce, to discuss strategic initiatives. She expressed interest in receiving feedback from this committee about DESC's progress with strategic goals.

Director Sharp inquired about DESC's 501(c)3 reinstatement status. Ms. Moore provided an update, noting that DESC should have received written notification stating that the issue has been resolved but the agency has not yet received this information. Butzel Long will contact the IRS to notify them that DESC has not received notice of the reinstatement.

Mr. Good stated that Board members came out of the strategic planning session last year with a clear focus about the direction that the Board should go in, focusing on three particular areas: (1) Work readiness; (2) Employer engagement; and (3) Youth. The Board also came out of the session with clarity regarding how these goals should be achieved. Mr. Good explained that a scorecard/dashboard is being assembled so that members will have something to review which will demonstrate the agency's progress with metrics in the aforementioned areas. Ms. Lynne Scully, Quality Assurance Manager at DESC, explained that the scorecard is scheduled to be completed by the end of the month. Mr. Good recommended reviewing this scorecard at an upcoming Strategic Planning Committee meeting in order to ensure that the agency is on target with its strategic objectives.

MISSION/VISION STATEMENT

The committee briefly reviewed the mission and vision statements that were submitted by Director Gregory and Mr. Robin Johnston, Communications Manager at DESC. The committee agreed to forward this discussion to the DWDB's Executive Committee.

OLD/NEW BUSINESS

Ms. Moore spoke about the upcoming Hire Detroit event which will take place on December 12, 2013. She asked all Board members to attend the event. She also noted that DWDB Chairman David Baker Lewis and DESC Board Chairman Cal Sharp will moderate the event.

ADJOURNMENT

With no other business to come before the Strategic Planning Committee, the meeting was adjourned at 10:20 a.m.

Submitted by: L'Tanya Clegg