

DRAFT MINUTES

Detroit Employment Solutions Corporation Board
Audit & Finance Committee Meeting
February 21, 2013

Time: 4:00 p.m. – 5:00 p.m.

Location: Phone Conference
Main Room: 707 W. Milwaukee Street, 5th Floor Conference Room
Detroit, Michigan 48202

Facilitator: David Carroll, Chairman, presiding

Members Present: Gwen McNeal, Alice Thompson, and Elizabeth Sullivan

Members Absent: Jerry Kaminski

Staff Present: Pamela J. Moore, Jose Reyes, Kristin Bailey, Alessia Baker-Giles, Robert Shimkoski, and Jacqueline Kapilango

Quorum was established for this meeting.

Proceedings:

- The Meeting was called to order at 4:04 p.m. by David Carroll.
- The Agenda for February 21, 2013 meeting was approved.
- The Minutes from the September 17, 2012 meeting were approved.
- The Committee reviewed and approved the following:
 - Procurement Policies and Procedures Modification – Change Three (3)
 - Funding Recommendations for Auditing Services
 - Funding Recommendations for Leased Copier and Copying Services
 - Funding Recommendations for Data Circuits, Internet Access, and Voice Services

Procurement Policy Modification

Robert Shimkoski, Planning Manager, presented the Board with an amendment to Detroit Employment Solutions Corporation's (DESC) procurement policy and procedures which adds the following Federal procurement language:

1. Recipients avoid purchasing unnecessary items.
2. Where appropriate, an analysis is made of lease and purchase alternatives to determine which would be the most economical and practical procurement for the Federal government.
3. Solicitations for goods and services provide for all of the following:

- (i) A clear and accurate description of the technical requirements for the material, product or service to be procured. In competitive procurements, such a description shall not contain features which unduly restrict competition.
- (ii) Requirements which the bidder/offeror must fulfill and all other factors to be used in evaluation bids or proposals.
- (iii) A description, whenever practicable, of technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards.
- (iv) The specific features of ‘brand name or equal’ descriptions that bidders are required to meet when such items are included in the solicitation.

Motion was approved to move the procurement policy modification to the Corporation Board.

Consultant RFP for Auditing Services

Robert Shimkoski, Manager of Planning, explained funding recommendations provided to the Board. Auditing Services will include those activities necessary for the examination of DESC’s financial records in accordance with generally accepted auditing standards. Four proposals were received and reviewed by the internal review committee. Abraham & Gaffney, P.C. received the highest score, 81.

Motion was approved to move the recommendations for Auditing Services to the Corporation Board.

Recommendation for Leased Copier and Copying Services

Leased Copier and Copying Services will include those items listed in the Request for Quotes (RFQ) that meet the description and quantity listed as well as the additional information identified. Three proposals were received and reviewed by the committee. Michigan Office Solutions received the highest score, 90.

Motion was approved to move the recommendations for Leased Copier and Copying Services to the Corporation Board.

Recommendation for Data Circuits, Internet Access, and Voice Services

Data Circuits, Internet Access, and Voice Services will provide a managed solution for data circuits, voice system, and Internet access. DESC seeks a robust and redundant data/voice/internet solution for its staff and three One Stop service centers including the contractors located there. Proposals were to include one or more of the following areas of work: Data Circuits, Internet Access, and/or Voice Services. Key elements of the proposed solutions were to address DESC’s needs for site to site connectivity among its three One Stop service center sites, centrally maintained Wireless Local Area Network (WLAN) access, and scalability to expand services to accommodate staff. Three proposals were received and reviewed by the committee. Groundwork 0 received the highest score, 84.

Motion was approved to move the recommendations for Data Circuits, Internet Access, and Voice Services to the Corporation Board.

DESC's Fiscal Year 2013 - Operating Budget

Alessia Baker-Giles, Finance Director, gave a report on the Fiscal Year 2012-2013 DESC's budget (currently \$54,512,865.00, which includes carry-over) and also provided a description of both the line items and dollar amounts. DESC has requested a waiver from the State of Michigan to allow 30% carry-in on Workforce Investment Act (WIA) Adult, Dislocated Worker (DW), and Youth funding from FY '13 to FY '14.

Good and Welfare

The next Contracts and Finance Committee meeting is scheduled for Wednesday, April 10, 2013.

Meeting Adjourned 3:45 p.m.

Prepared by: Jacqueline Kapilango