

DRAFT MINUTES

Detroit Employment Solutions Corporation (DESC) Board
Audit & Finance Committee Meeting
Wednesday, May 22, 2013

Time: 9:00 a.m. – 9:30 a.m.
Location: Teleconference
Main Room: 707 W. Milwaukee Street, 5th Floor Conference Room
Detroit, Michigan 48202
Facilitator: David Carroll, Chairman

Directors Present: David Carroll, Jerry Kaminski, Gwen McNeal, and Alice Thompson
DESC Staff Present: Pamela J. Moore, Kristin Bailey, Alessia Baker-Giles, L'Tanya Clegg, Robert Shimkoski

PROCEEDINGS

The Special Meeting of the Detroit Employment Solutions Corporation Board's Audit and Finance Committee was called to order at 9:03 a.m. by Mr. David Carroll, Chair. The Draft Agenda for May 22, 2013 meeting was approved. The Committee reviewed the following:

- Michigan Office Solutions Value Lease Agreement
- Data, Voice, and Circuit Hosting Services Agreement with Groundwork0 LLC
- Hardware/Software/Server Equipment Upgrades Request for Quotes (RFQ)

Michigan Office Solutions Value Lease Agreement

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. Director Jerry Kaminski moved to approve the contract, supported by Director Alice Thompson to move the contract to the Corporation Board.

Data, Voice, and Circuit Hosting Services Agreement with Groundwork0 LLC

Data Circuits, Internet Access, and Voice Services will provide a managed solution for data circuits, voice system, and Internet access. Proposed services were listed in the Services Agreement. Director Thompson moved to approve the contract, supported by Director Gwen McNeal to move the contract to the Corporation Board.

Hardware/Software/Server Equipment Upgrades Request for Quotes (RFQ) Funding Recommendations

The Novell Server, which authenticates network traffic and acts as Detroit Employment Solutions Corporation's file share server, is nearing the end of its service life and needs significant upgrade/maintenance including purchasing, converting, and configuring Windows Server 2012. In addition, the desktop computing environment needs to be remediated. Currently, sixty workstations are nearing end of life, with approximately more than 1/3 exhibiting catastrophic hard disk failure. More importantly, all are running Windows XP 9 (which will no longer be supported by Microsoft) and limits the ability to update

office suite productivity software, i.e. Microsoft Visio and Project. Also, the proposed hardware purchases will provide three years of onsite maintenance (repair/replace) warranty.

The estimated lowest cost for the Server and Server Software = **\$26,795.33**

Server = \$10,445.33

Server Software = \$16,350.00

The estimated lowest cost for the CPU and desktop software remediation = **\$78,689.61**

Server = \$60,890.06

Server Software = \$17,799.55

Motion was approved to move the recommendations for Hardware/Software/Service Equipment Upgrades RFQ to the Corporation Board.

DISCUSSION: ROLE OF AUDIT AND FINANCE COMMITTEE/DESC CORPORATION BOARD

The committee briefly discussed the role of the Audit and Finance committee and the DESC Corporation Board regarding approvals of contracts and the RFP/RFQ review process. The committee agreed to continue these discussions at the next Audit and Finance meeting, scheduled for Monday, June 17th.

With no further business to come before the Audit and Finance committee, the meeting was adjourned at 9:30 a.m.

Prepared by: Jacqueline Kapilango