



A Michigan Works! Agency

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MEETING:	Executive Committee	DATE:	08/28/2018
IN-PERSON ATTENDEES:	DESC Board/Committee Members: Cal Sharp, Jeff Donofrio, Chris Uhl DESC Staff: Nicole Sherard-Freeman, Stephanie Nixon, Michelle Rafferty, Terri Weems, Alessia Baker-Giles, Nick Piper, Robert Shimkoski (Lena Barkley, Ric Preuss – DESC Board members) Guests/Presenters: N/A	LOCATION:	440 E. Congress, Corporate Conference Room, 3R, Detroit, MI 48226
VIA TELEPHONE:	DESC Board/Committee: Alice Thompson DESC Staff: N/A	CALLED TO ORDER:	9:15 am
ABSENT:	Excused: Laura Hughes, Board Chair Unexcused:	ADJOURNED:	9:24 am
FACILITATOR:	Cal Sharp, Board Vice Chair	DATE MINUTES APPROVED/ADOPTED:	

ITEM	DISCUSSION	OUTCOME/ACTION ITEM(S)
I. Welcome and Introductions <ul style="list-style-type: none"> Approval of Agenda 08/28/2018 Meeting Minutes of 06/26/2018 	<p>Cal Sharp, Board Vice Chair, called meeting to order at 9:03 am, welcomed everyone to the meeting and took roll.</p> <p>Cal Sharp, Board Vice Chair, called for a motion to approve of Agenda with changes; Change in Facilitator from Laura Hughes, Board Chair to Cal Sharp, Board Vice Chair</p> <p style="text-align: center;">Motion: Chris Uhl Seconded: Alice Thompson Motion Carried. Passed/Approved Unanimously.</p> <p>Cal Sharp, Board Vice Chair, called for a motion to approve Meeting Minutes of 06/26/2018:</p> <p style="text-align: center;">Motion: Jeff Donofrio Seconded: Chris Uhl Motion Carried. Passed/Approved Unanimously.</p>	<p>Approval of 08/28/2018 Agenda with Changes. Motion Carried. Passed/Approved Unanimously.</p> <p>Approval of 06/26/2018 Meeting Minutes. Motion Carried. Passed/Approved Unanimously.</p>
II. CEO Board Highlights	<p>Cal Sharp, Board Vice Chair, introduced Nicole Sherard-Freeman, DESC President and CEO, who gave a brief overview of the topics and highlights that will be covered in depth during the 2018 Annual Board Meeting starting at 9:45 am today, 08/28/2018:</p> <ul style="list-style-type: none"> Review of Corporate Metrics; A look back and report out to our Board and Stakeholders Guest Speakers; 2 JAG Participants, 2 GDYT/CAP Students and 2 Randolph Graduates Jeff Donofrio, Executive Director of the Mayor's Workforce Development Board and Office of Workforce Development; A forward look and what to expect from the Mayor's Workforce 	



	<p>Development Board, Strategy and Support of DESC to the Mayor's Workforce Development Board.</p> <p>Ms. Sherard-Freeman added that she will be asking for feedback from the Board on the corporate metrics and format of guests speaking during meetings as well as Board feedback on the joint work of the MOWD and DESC.</p>	
III. 2019 Committee Meeting Dates	<p>Cal Sharp, Board Vice Chair, called the Committee Members' attention to the 2019 Executive Committee Meeting dates that have been confirmed by the Committee and that will be voted on during the 2018 Annual Board Meeting beginning at 9:45 am on 08/28/2018. Additionally, attention was called to the date and time of the next regularly schedule Executive Committee Meeting for 2018; 10/23/2018 beginning at 9:00 am.</p>	
IV. Program Services Committee Update	<p>Cal Sharp, Board Vice Chair, introduced Alice Thompson, Program Services Committee Chair and Board Secretary who provided a brief update on Program Services.</p> <p>Ms. Thompson shared with that the Program Services Committee convened a special meeting on 08/17/2018 to approve SER Metro's contract for 1 year and that the it will be brought to the Board today for a motion; Stephanie Nixon presenting. This renewal of the SER Metro contract makes it a third year expiring 06/30/2019. Ms. Thompson mentioned the services that SER Metro provides to job seekers and added that Stephanie Nixon, DESC's CPO, has supplied a very comprehensive Performance Report regarding SER Metro.</p>	
V. Audit and Finance Committee Update	<p>Cal Sharp, Board Vice Chair, introduced Chris Uhl, Audit & Finance Committee Chair and Board Treasurer who provided a brief update on the Audit and Finance Committee.</p> <p>Mr. Uhl reported on the previous day's (08/27/2018) Audit and Finance Committee Meeting mentioning that there were two policies that were brought before the Audit and Finance Committee; 1.) FIN 2018-007; Fraud, Waste and Abuse and 2.) FIN 2018-008; Credit Card Usage Policy and Procedures, both passed the Audit and Finance Committee and will be brought before the Board today at the Annual Meeting, 08/28/2018.</p>	
VI. Public Comment	<p>Cal Sharp, Board Vice Chair, opened the floor for public comment.</p> <p>No one from the public commented.</p>	No Public Comment Presented
VII. Adjournment	<p>Cal Sharp, Board Vice Chair, called for a Motion to Adjourn</p> <p style="text-align: center;">Motion: Jeff Donofrio Seconded: Chris Uhl</p> <p style="text-align: center;">Motion Carried. Passed/Approved Unanimously.</p>	Motion Carried. Passed/Approved Unanimously.

DRAFT SUBMITTED BY: Lisa Roberts

Printed Name: Lisa Roberts

Title: Executive Assistant

Signature: *Lisa Roberts*

Date: September 5th, 2018

DATE MINUTES APPROVED/ADOPTED: _____ **Initials:** _____

NEXT MEETING: Tuesday, October 23, 2018 (tentative)

