

<b>MEETING:</b>	<b>DESC Corporate Board Meeting</b>	<b>DATE:</b>	<b>April 24, 2018</b>
<b>ATTENDEES:</b>	<b>DESC Board Members:</b> Cal Sharp, Alice Thompson, Jeff Donofrio, Lena Barkley, Don O'Connell, Toney Stewart <b>DESC Staff:</b> Nicole Sherard Freeman, Terri Weems, Stephanie Nixon, Michelle Rafferty, Jason Lee, Robin Davis, Joycelyn Malcolmcar, Lisa Roberts, Cheryl Hildreth <b>Visitors:</b> John Allen	<b>LOCATION:</b>	<b>440 E. Congress, Corporate Conference Room, 3R, Detroit, MI 48226</b>
<b>VIA TELEPHONE:</b>	Chris Uhl, Ric Preuss, Michael Aaron	<b>CALLED TO ORDER:</b>	<b>9:45 am</b>
<b>ABSENT:</b>	Excused: Maria Woodruff-Wright	<b>ADJOURNED:</b>	<b>11:10 am</b>
<b>FACILITATOR:</b>	Cal Sharp, DESC Board Vice Chair	<b>DATE MINUTES APPROVED/ADOPTED:</b>	<b>June 26, 2018</b>

<b>ITEM</b>	<b>DISCUSSION</b>	<b>OUTCOME/ACTION ITEM(S)</b>
<b>Call to Order, Welcome, Roll Call and Introductions</b>	<b>Cal Sharp, DESC Board Vice Chair, called this meeting to order at 9:45 am, April 24, 2018.</b> Board Members, DESC Staff, and visitors introduced themselves, and were welcomed and thanked for attending.	
<b>Approval of Meeting Consent Agenda</b>	<b>Cal Sharp, DESC Board Vice Chair Requested for Motion to approve the Meeting's Consent Agenda:</b>  Motedioned: Don O'Connell Seconded: Alice Thompson Motion Carried-Passed/Approved Unanimously	Approval of Meeting Consent Agenda.  Motion Carried. Passed/Approved Unanimously
<b>Approval of Meeting Minutes: February 27, 2018</b>	<b>Cal Sharp, DESC Board Vice Chair Requested for Motion to approve February 27, 2018 Corporate Board minutes:</b>  Motedioned: Alice Thompson Seconded: Jeff Donofrio Motion Carried-Passed/Approved Unanimously	Approval of February 27, 2018 minutes.  Motion Carried. Passed/Approved Unanimously
<b>CEO Report</b>	<b>Nicole Sherard-Freeman, DESC President &amp; CEO, gave her report:</b> <ul style="list-style-type: none"> <li>• <u>Detroit at Work:</u> <ul style="list-style-type: none"> <li>○ Continuing our work supporting the Detroit at Work initiative for the high growth, high demand adult training in the industries of IT, Construction/Skilled Trades, Retail/Hospitality, and Healthcare.</li> <li>○ A request for the Detroit at Work key fobs was made, so that the Board has access to the supply to remind Detroiters of the Detroit at Work website and Detroit's promise.</li> </ul> </li> <li>• <u>Internal Focus:</u> <ul style="list-style-type: none"> <li>○ System Redesign: Michelle Rafferty, DESC COO, will give a report later.</li> <li>○ FY 19 Budget: Terri Weems, DESC CFO, will give a report later.</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>○ Reviewing Short term/Long term IT options; being more mindful on how policy issuances impact our work.</li> <li>○ Driver Responsibility Fees: A lot of work going into this forgiveness program. We are using a piece of GDYT technology (LRNG) to adapt to the workforce training associated with waiving fees.</li> </ul> <ul style="list-style-type: none"> <li>● <u>Macro Level Review:</u> <ul style="list-style-type: none"> <li>○ We are keeping an eye on the budget process in Washington, D.C.</li> <li>○ Several programs are under review such as the SNAP Program which falls under the Farm bill.</li> <li>○ There may also be a chance to apply to competitive grants at the State and Federal level. We are being very conservative with our budget and will continue to focus on building our capacity.</li> </ul> </li> </ul> <p><b>Jeff Donofrio, Director of MWDB and MOWD and Board Member, reported on the Driver Responsibility Forgiveness Program:</b>  The City is working on eliminating Driver Responsibility Fees for the 76,000 Detroiters that owe \$120 million in fees as quickly as possible. All Driver Responsibility Fees will be forgiven on October 1, 2018. By completing 10 hours of workforce development training through a Michigan Works Agency, individuals can have their fees waived early before full elimination in October. The \$125 License Reinstatement Fee to reissue their license is waived through December 31, 2018. The sooner Detroiters go through the workforce training program to have their fees waived, the sooner they can apply for their license and hopefully get back to work.  The City, partnering with DESC, has a four-pronged approach to assisting Detroiters: 1) Complete 10 hours of workforce programming at a Career Center, 2) Complete 10 hours of online training, 3) Attend a Detroit at Work community event, 4) Be enrolled in one of our existing Detroit at Work training programs (PATH, Randolph, WIOA, GDYT, etc). DESC and One Stop staff help customers fill out the necessary paperwork to send to the Michigan Department of Treasury to initiate fee forgiveness.</p>	
<p><b>Key Initiatives Updates</b></p>	<p><b>Michelle Rafferty, DESC COO, gave her report:</b></p> <ul style="list-style-type: none"> <li>● <u>Randolph CTE:</u>  Our goal at Randolph CTE is to train 300 adults by the end of year. To date, we have started four different programs and 100 adults have started training. The first class, Access for All, has 26 adults in it and the class finishes this week. Ten class members already have job offers. We are on target for meeting our goal. The Detroit Training Center is coming online in May with the Heavy Equipment Operator program. We have issued an RFQ for additional programs with a due date towards the end of May. The awarded programs will start in June.</li> <li>● <u>YouthBuild:</u>  The program, “Mental Toughness”, on Detroit’s east side has just begun. We are working on different techniques to find these young adults. We have a site visit with Department of Labor next week which should be helpful.</li> <li>● <u>System Redesign:</u>  Through an RFP process, we have procured Accenture. They engaged in a 3-4-week stakeholders engagement process where they reached out to job seekers, employers, community-based organizations, faith-based organizations and city departments. About a week ago, over 2 days, they held a design lab. Cal Sharp, DESC Vice Chair participated, as well as leadership from DESC and the Mayor’s Office of Workforce Development. We looked at data that was collected from stakeholders’ information, demographics from Corporation of Skilled Workforce, Poverty Solutions</li> </ul>	



	<p>and best practices; a lot of data was shared. On the first day, Accenture shared through actual customer's persona; we looked at someone underemployed, an ex-offender un-employed, an opportunity youth and someone who was disengaged from the system. The focus was on the customer; "What's challenging about the workforce system and if we could change things, this is what we would recommend".</p> <p>Cal Sharp, DESC Vice Chair, stated that Accenture is excellent. Their expertise focused on the public service marketplace. There are three dimensions to consider when doing the redesign: 1). customers, 2). employers, and the third dimension being evaluated is geographical. Which one do you give top priority to in the redesign? When we decide what is at the top, then the RFP process begins the redesign.</p> <p>Michelle Rafferty, DESC COO, reported that we are now in the middle of the process of making detailed decisions.</p>	
<p><b>GDYT Update</b></p>	<p><b>Jason Lee, DESC Executive Director, GDYT gave his report:</b>  <u>GDYT 2018:</u></p> <ul style="list-style-type: none"> <li>• Goal of Employing 8,000 youth this Summer</li> <li>• Ensure that young adults have meaningful summer work experiences</li> <li>• Connect young adults to providers and employers to assist with their career goals</li> <li>• Introduce employers to the next generation of Detroit's workforce</li> <li>• GDYT's total budget is \$11.5 million. Thanks to Wilson Foundation, Ford Foundation and Bloomberg Philanthropies, we have CAP funded, and most of GDYT. We are working with the Mayor's office to fund the \$3.2 million shortfall.</li> </ul> <p><b>Stephanie Nixon, DESC CPO, reported on:</b>  <u>GDYT 2018:</u></p> <ul style="list-style-type: none"> <li>• 11,136 young people applied to the GDYT portal</li> <li>• 3,591 have been registered: validated their residency, school status and age. The 3,591 are ready for placements and are invited to the first career fair.</li> <li>• We have switched to the debit card process, no more paper checks.</li> <li>• Timekeeping will now be approved via digital signature; no more paper timesheets. Supervisors will approve onsite, and DESC will process payment based on time worked. Sign-in will be on-site and the technology will monitor sign-in (geo locate).</li> </ul> <ul style="list-style-type: none"> <li>• <u>Pilot initiative: Career Academy Program:</u>  Mayor's Bloomberg Model Program. We tested the program at Western High School. The Career Specialist identified that students didn't have interview clothing. The Career Specialist reached out and found the clothes for the students, the students' confidence soared, and they felt confident in the job search. Bloomberg testing policies are comprehensive, and it may lead to a larger grant of \$1 million to \$5 million in the fall of this year.</li> </ul>	
<p><b>Program Services Committee Update</b></p>	<p><b>Alice Thompson, DESC Secretary and Program Services Committee Chair, gave her report:</b>The Program Services Committee met on April 18, 2018. Met on 4 items, 2 of which were heard earlier: System Redesign and GDYT.</p> <ul style="list-style-type: none"> <li>• <u>ROI of GDYT:</u></li> </ul>	



	<p>The findings of the U of M Youth Policy Lab were that GDYT investments produced positive outcomes especially for students with the lowest academic outcome. Two years after participation, GDYT participants are more likely to remain enrolled in school, less likely to be chronically absent, more likely to take the SAT, and more likely to graduate high school. Beyond a meaningful work experience and career growth, GDYT students also get education investments. The U of M Youth Policy Lab will present their findings at a future board meeting.</p>	
<b>Audit &amp; Finance Committee Update</b>	<p><b>Chris Uhl, DESC Treasurer and Audit and Finance Committee Chair, gave his report:</b> The Audit and Finance Committee met on April 23, 2018.</p> <ul style="list-style-type: none"> <li>• <u>FY 19 Budget:</u> DESC in process of finalizing budget. Will submit for approval in June.</li> <li>• <u>NFF Engagement:</u> Allowing DESC to more accurately track cash flow, and especially on a macro/global level.</li> </ul> <p>Chris Uhl, DESC Treasurer and Audit and Finance Chair, is very pleased with DESC Executive team and staff and the work they have done to track and manage finances.</p> <p><b>Terri Weems, DESC CFO,</b> distributed 2 reports to the Corporate Board: 1) Nonprofit Finance Fund Presentation of Engagement Overview &amp; Takeaways which outlines the work they did for DESC, which included an excel-based solution to manage a cash base process and to bridge performance to financial data, and 2) DESC Budget Process and Considerations which describes the process for the FY 18/19 budget.</p> <p>Nicole Sherard-Freeman, DESC President and CEO, stated that NFF has concluded the second phase of work with DESC and we would love to work with them again. The Corporate Board will receive a close-out report at a later date.</p>	
<b>Public Comments</b>	No public comment from the audience.	No public comment offered.
<b>Questions and Answers</b>	<p>Q: Who at DESC can walk us (the Board) through the Driver Responsibility Program online? A: Nicole Sherard Freeman, DESC President and CEO, said she she would gladly walk Board members through the online system should they so desire.</p> <p>Q: Is there an age limit in the Driver Responsibility Fee Program? A: No. Any Detroiter can participate in a workforce program.</p> <p>Q: Will DESC report on how many people DESC is impacting in the Driver Responsibility Fee Program? A: Jeff Donofrio explained how the State calculates the numbers, they don't always separate out Detroiters. 7,000 – 8,000 have already had their fees released. DESC will be able to report those Detroiter that participate in their workforce programs.</p> <p>Q: Are any of the trainees at Randolph ready for post apprenticeship? What did you train them in? A: Michelle Rafferty, DESC COO, said the trainees trained in Access for All, and they are preparing for apprenticeships. Southwest Solutions is providing the GED training for those who may not necessarily need apprenticeship.</p> <p>Q. What number is the cohort for YouthBuild? A: 20-22 young adults.</p>	



	<p>Q: Any updates on the Federal budget process?  A: WIOA budget information is released in April, and PATH in August.</p> <p>Q: Formulaic funding may drop because as the unemployment rate decreases, and Detroit employment rate increases, our funding may be reduced considerably we will continue to be conservative with our budget projections. What is the formulaic funding based on?  A: The unemployment rate. We know there is a large population of people who aren't in the employment market.</p>	
<b>Additional Items/Comments</b>	<p>Alice Thompson, DESC Secretary and Program Services Committee Chair, offered to coordinate with Michelle Rafferty to identify the young adults who have dropped out of high school.</p> <p>Alice Thompson, DESC Secretary and Program Services Committee Chair, recommended having a celebratory annual meeting, where we inform the community of all the great work DESC is doing. Toney Stewart stated that it is a good idea, and it would be great if we could bring in the people who have benefitted from the services to speak.</p> <p>The announcement was made that Laura Hughes, DESC Board Chair has resigned from the DESC Board as she will be running for Charter Commission. Statement made that she brought a tenacity and drive to bring us to this point in DESC History. The City is going through the process right now to appoint the right Board Chair replacement.</p> <p>Lena Barkley thanked the Board for their support and love during the time of her Mom's passing and commented that it is fabulous being on this Board.</p>	
<b>Adjournment</b>	<p><b>Cal Sharp, DESC Board Vice Chair, Requested a Motion for Adjournment.</b>  Motioned: Jeff Donofrio  Seconded: Lena Barkley  Motion Carried – Passed/Approved Unanimously</p>	<p>Approval to Adjourn.</p> <p>Motion Carried. Passed/Approved Unanimously</p>

**SUBMITTED BY:**

Printed Name: Cheryl Hildreth

Title: Administrative Assistant

Signature: *Cheryl Hildreth*

Date: 04/26/2018

**DATE MINUTES APPROVED/ADOPTED: 06/26/2018 Initials: LJR**

**NEXT MEETING: June 26, 2018 at 9:45am – 11:00 am at Northwest Activities Center**

