



A Michigan Works! Agency

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<b>MEETING:</b>	<b>DESC Corporation Board Meeting - DRAFT</b>	<b>DATE:</b>	<b>April 28, 2020</b>
<b>VIA ZOOM ATTENDEES:</b>	<b>DESC Board Members:</b> Alice Thompson, Don O'Connell, Maria Woodruff-Wright, Dannis Mitchell, Lena Barkley, Ric Preuss, Cal Sharp, Chris Uhl, Nicole Sherard-Freeman <b>DESC Staff:</b> Terri Weems, Stephanie Nixon, Michelle Rafferty, Marie Hocker, Greg Anderson, Angela Polk, Nick Piper, Sandra Walker, Nicole Stallings-Bates, Madelyne Bernard, Spencer Lucker, David Jackson, Elizabeth Hennessey	<b>LOCATION:</b>	<b>Zoom Meeting / Conference Call</b>
		<b>CALLED TO ORDER:</b>	<b>9:52 am</b>
<b>ABSENT:</b>	<b>Excused:</b> Mike Aaron, Toney Stewart <b>Unexcused:</b> None	<b>ADJOURNED:</b>	<b>11:37 am</b>
<b>FACILITATOR:</b>	<b>Cal Sharp, Interim Board Chair</b>	<b>DATE MINUTES APPROVED/ADOPTED:</b>	<b>6/30/2020</b>

ITEM	DISCUSSION	OUTCOME/ACTION ITEM(S)
I. Welcome	Alice Thompson, DESC Board Secretary, called the meeting to order.	
II. Agenda and Meeting Minutes Approval	<p>Alice Thompson called for a motion to approve the agenda for today's meeting:</p> <p style="text-align: center;"><b>Motion:</b> Don O'Connell  <b>Seconded:</b> Dannis Mitchell  <b>Motioned Carried – Approved Unanimously</b></p> <p>Alice Thompson called for a motion to approve meeting minutes for three previous Board meetings:</p> <p>January 21, 2020:</p> <p style="text-align: center;"><b>Motion:</b> Lena Barkley  <b>Seconded:</b> Chris Uhl  <b>Motion Carried – Approved Unanimously</b></p>	



	<p><b>February 26, 2020:</b></p> <p style="text-align: center;"><b>Motion:</b> Lena Barkley <b>Seconded:</b> Chris Uhl <b>Motion Carried – Approved Unanimously</b></p> <p><b>March 30, 2020:</b></p> <p style="text-align: center;"><b>Motion:</b> Lena Barkley <b>Seconded:</b> Don O’Connell <b>Motion Carried – Approved Unanimously</b></p>	
<p><b>III. Interim Board Chair Report</b></p>	<p><b>Cal Sharp reported:</b></p> <ul style="list-style-type: none"> <li>• Interim Chairman Sharp read a statement regarding the necessity of holding the meeting virtually, in response to Governor Whitman’s “Stay Home Stay Safe” Executive Order of March 23, 2020 and also outlined the method provided to the public to make public comment.</li> <li>• He commended the DESC team and commented that there would be further discussion of the work being done and the methods being utilized to assist those most at need at this time, later in the meeting.</li> </ul>	
<p><b>IV. Interim President &amp; CEO Report</b></p>	<p><b>Terri Weems reported:</b></p> <ul style="list-style-type: none"> <li>• Our team has been working really hard for the City of Detroit. Our Career Center Team moved to remote services in a mere number of days and have become leaders in the area of remote services. Thanks to Michelle Rafferty, Madelyne and Lucia for their work in this area.</li> <li>• Madelyne Bernard-Dias has been leading the effort to support Detroiters filing for unemployment. Unemployment is a big area for focus for us, given the significant increase in claims.</li> <li>• The Youth and GDYT teams have been working non-stop to be sure that we can provide experiences to our youth this summer. You’ll hear more later in this meeting, thanks to Marie Hocker and her team, and to Stephanie Nixon and her team,</li> <li>• A team under Michelle Rafferty including Nick Piper and Sandra Walker have developed a virtual job matching portal in what seemed a matter of days, you’ll hear more about that as we move forward in this meeting.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Under Nicole Stallings leadership, the Business Services team is populating a job seeker portal, and have launched a Ready to Hire initiative, which links job seekers to nearly 2,600 job opportunities that exist right now, today in this environment.</li> <li>• Our Communications Team under the leadership of Dee Prosi and Robin Johnston have worked to provide daily updates on signage, posters and web content. Raven Scott has recorded hours of quality voiceovers and videos as introductions to workshops.</li> <li>• Our HR team has done a great job of supporting our people and making us all aware of all the new rules and regulations, as well as keeping us all connected and communicating to us new resources and tools to turn to in these trying times.</li> <li>• Our Facilities team is amazing, Herman Parry was finding hand sanitizer and Clorox wipes when no one else in the state could. He's kept us well stocked to be sure our Career Centers have what they needed.</li> <li>• Our contract analysts have helped to get our payout terms from net 30 days to 15 days, in recognition of the fact that to small business cash is critical to their existence. We currently have no outstanding invoices greater than 15 days. Under the leadership of David Jackson, they have also helped us to develop emergency protocols to swiftly engage in the support services and products that we need.</li> <li>• We have set aside an emergency budget for Covid to make sure that funding availability questions do not create bottlenecks.</li> <li>• Thanks to Alessia Baker-Giles and the entire Finance team, for their leadership. Because of their rapid responses, we are minimizing impacts of de-obligation to our grant funding. The team is also responding to applications for the CARES actfunding which we got in just in the nick of time.</li> <li>• Thanks to Nicole Sherard-Freeman for her leadership, and support.</li> <li>• Thanks to each member of this board for your support over the past few weeks. I am really grateful.</li> </ul>	
<b>V. MOWD Update</b>	<b>Nicole Sherard-Freeman reported:</b> <ul style="list-style-type: none"> <li>• Connected Futures was announced by Dr. Vitti with DPSCD, Jerry Norcia with DTE, Tonya Allen with Skillman Foundation and the Mayor, and several others, which is an effort to get a digital device, internet connectivity and a year of technical support into the hands of every DPSCD student. DTE owns the product acquisition and is helping DPSCD with deployment. The implications for GDYT and Detroit at Work are immense. Thank you to Stephanie Nixon and Marie who pulled together all the briefing materials for the Mayor to prep him for the press conference.</li> <li>• This will get a digital presence into households, so adults can then access Detroit at Work materials and the Ready to Hire initiative. It ties into a goal moving forward to help adults with getting paid to complete their high school diploma, which is a Detroit at Work and DPSCD initiative. The Mayor talked about this during the state of the city.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Connected Futures moves Detroit from being least connected in the nation to most connected in the nation almost overnight. It is remarkable. It will be deployed over the next 45 – 60 days, it is the first effort of it's kind in the nation. We are all excited by the implications for GDYT and Detroit at Work.</li> <li>• The Mayors Equity Council has three components that I will be addressing at the Mayors Workforce Development Board meeting on June 8<sup>th</sup>.</li> <li>• The Mayor has charged us with developing, very quickly, a forward-facing strategy, and I feel confident we will be in the lead when the economy restarts to get Detroiters connected to opportunities.</li> </ul> <p>Board discussion ensued.</p> <p>Alice Thompson and Maria Woodruff Wright commented that there is discussion underway to determine the safest way to move forward once the state mandated lockdown has been lifted. "This may well change the face of the new normal at schools as we know them today."</p>	
<p><b>VI. Audit &amp; Finance Committee Update</b></p>	<p><b>Chris Uhl reported:</b></p> <p><b>There are two things to update on:</b></p> <ul style="list-style-type: none"> <li>• We went through the normal every three-year process of an RFP to determine our auditor. We did all the normal scoring and determined that we will keep Plante Moran on as our Auditor.</li> <li>• We started talking about the CARES Act. I advised during the committee meeting that I thought DESC should apply for the Paycheck Protection Act, Committee discussion ensued. The committee recommended action to apply for the CARES Act funding.</li> </ul> <p>Terri Weems further clarified:</p> <ul style="list-style-type: none"> <li>• Given the discussion and direction of the Committee we applied for the small business Paycheck Protection Program. Paul Trulik made us aware of a limited time opportunity for non-profits to apply to the Community Reinvestment Fund for guidance and advice. This is a forgivable loan to the extent that we continue to employ the same number of employees and to use the funds to support payroll and other operational costs.</li> <li>• An action will be required.</li> </ul> <p><b>Cal Sharp called for a motion to approve application and acceptance of funding from the CARES Act Paycheck Protection Program:</b></p> <p style="text-align: center;"><b>Motion:</b> Dannis Mitchell <b>Seconded:</b> Chris Uhl</p>	

	<b>Motion Carried – Approved Unanimously</b>	
<p><b>VII. Program Services Committee Update</b></p>	<p><b>Alice Thompson reported:</b></p> <ul style="list-style-type: none"> <li>The Committee met on April 23, and had one agenda item. There will be a motion before you to approve East Side Career Center Services provider. This came to you before and you approved it, but the RFP had to be reissued.</li> </ul> <p>Michelle Rafferty reported further:</p> <ul style="list-style-type: none"> <li>Payne Pulliam was previously chosen under the type 2 model, where the service provider presents a building. The building proposed fell through. It took a few months to finalize the choice. The second building choice, due to large financial difference from the first bid, was rejected. The RFP was reissued and it was recommended that we will be awarding Payne Pulliam to provide services at the Samaritan location.</li> </ul> <p>Alice Thompson continued:</p> <ul style="list-style-type: none"> <li>Michelle has been very transparent in this process, we had a frank and thoughtful discussion at the Program Services Committee meeting. The Committee did pass the motion, and we bring it to this body to approve Payne Pulliam to be our East Side career services provider.</li> </ul> <p>Board discussion ensued.</p> <p><b>Cal Sharp called for a motion to approve:</b></p> <p style="text-align: center;"> <b>Motion:</b> Dannis Mitchell  <b>Seconded:</b> Rik Preuss  <b>Recusal:</b> Alice Thompson  <b>Motion Carried – Approved</b> </p>	
<p><b>VIII. Finance &amp; Operations Update</b></p>	<p><b>Terri Weems reported:</b></p> <ul style="list-style-type: none"> <li>We are supporting our providers; we have changed our payouts schedule from net 30 to net 15 days.</li> <li>We will be moving our corporate offices. We are finalizing furniture and fixtures. It will take up to 2 months to have all the items to the location. We issued an RFP, based on a discount of MSRP prices, we have further identified savings by reusing audio equipment, displays and signage and some furniture. We have also identified the use of some phone booths.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Our new space will be an open plan, which will involve more cubes, tables, and open collaborative space. The ask is to move forward with a contract for \$898,000 to NBS Commercial Interiors. This includes furniture, fixtures, and protective equipment related to safer working conditions given COVID 19.</li> </ul> <p>Board discussion ensued.</p> <p><b>Cal Sharp called for a motion to approve the contract for NBS Commercial Interiors:</b></p> <p style="text-align: center;"><b>Motion:</b> Alice Thompson  <b>Seconded:</b> Lena Barkley  <b>Nay:</b> Maria Woodruff-Wright  <b>Motion Carried – Approved</b></p>	
<p><b>IX. GDYT Update</b></p>	<p><b>Marie Hocker reported:</b></p> <ul style="list-style-type: none"> <li>• To date we have 9,552 applications, we have 5,350 jobs secured pre-Covid-19, in a post Covid world we are confident we will have all 8,000 experiences secured through our virtual platform.</li> <li>• We have 880 young people that have completed their work readiness training, 294 young people in the process of completing their training.</li> <li>• As a result of Covid-19, we needed to address two realities. First that we use a virtual model, and the other that we maintain the traditional on-site experience program. We have fully moved into an eGDYT summer.</li> <li>• Our fundraising goal is \$11.7 Million, we currently have a gap, I will be reaching out to secure the high probability funding.</li> <li>• I would ask our Board members to make contributions to our program, some of you already have done that and we thank you for that. You can also ask 10 of your friends to join a virtual GDYT roundtable, you can support us this way as well.</li> </ul> <p><b>Stephanie Nixon continued:</b></p> <ul style="list-style-type: none"> <li>• We have worked very hard to develop a digital program to support our summer youth program. <ul style="list-style-type: none"> <li>○ Virtual Job Shadow, self-directed program with assessment ability, recommended 14 – 17 year old's.</li> <li>○ EDSI is a digital instructor lead enterprise, virtual meetings and tours with companies in real tie, 17 – 24 year old's.</li> <li>○ Everfi, virtual entrepreneurship.</li> </ul> </li> <li>• We will have cohorts of young people with Youth Employment Monitors, they will be able to monitors their cohorts in real time.</li> <li>• The plan is to continue to serve 8,000 youth.</li> </ul>	

	<ul style="list-style-type: none"> <li>• They will be given a stipend upon the completion of their program.</li> <li>• Career pathways will be determined by an online assessment of 85 questions.</li> <li>• Youth will be given a project to work on for 30 hours over the program.</li> <li>• For every opportunity, we are exploring a paper option for the youth to use.</li> </ul>	
<b>X. Career Center Update / Virtual Options</b>	<p><b>Michelle Rafferty reported:</b></p> <ul style="list-style-type: none"> <li>• March 24<sup>th</sup>, we started the Virtual Job Seeker portal, through Launchpad.</li> <li>• Over half the calls we have received through the Career Centers have been related to unemployment.</li> <li>• Our Career Center staff are working remotely and have fielded 2,616 inquiries either via phone or through email.</li> </ul>	
<b>XI. Detroit at Work 3<sup>rd</sup> Quarter Update</b>	<p><b>Nick Piper reported:</b></p> <ul style="list-style-type: none"> <li>• Although numbers are down, there are more new customers, more career plans, more people trained through career readiness and occupational training. Although numbers are down.</li> <li>• We've served over 10,000 customers, between all the FCA work, we're up from last quarter. We're able to track better now customers are working online.</li> <li>• We're tracking barriers better, with better date due to Launchpad.</li> </ul>	
<b>XII. Unemployment Claims Update</b>	<p><b>Madelyne Bernard reported:</b></p> <ul style="list-style-type: none"> <li>• The state unemployment system has been overwhelmed due to the fast uptick in applicants, as a result the State has asked Michigan Works Agencies to designate staff assistance to UI claims. We have assigned 12 staff members.</li> <li>• When customers call the Career Centers with UIA questions, they are directed to staff who can assist them.</li> <li>• We have an additional 70 staff training and expect them to be assisting customers shortly.</li> </ul>	
<b>XIII. Leveraging Technology</b>	<p><b>David Jackson reported:</b></p> <ul style="list-style-type: none"> <li>• Slides show the web portal that the job seekers see as they log in.</li> <li>• Job seekers can then create a profile, upload their resume, upload all their information for job readiness.</li> <li>• They can view job opening and matching opportunities on the portal</li> <li>• In addition, we are exploring a virtual model for contracts, beginning with the RFP process through the conclusion of contracts.</li> <li>• RFP applicants will be able to ask questions through the portal of DESC staff and can receive answers prior to submitting their applications.</li> </ul>	

	<ul style="list-style-type: none"> <li>All contracts once approved will appear in a dashboard format, which displays funding streams and funds available. Contractors can also ask questions through the portal, moving away from email inquiries.</li> <li>Invoicing and payments will be moved into a portal, making the process dashboard based.</li> </ul>	
<b>XIV. Business Services Update</b>	<p><b>Nicole Stallings-Bates reported:</b></p> <ul style="list-style-type: none"> <li>We launched Ready to Hire to give visibility to employers that still have urgent hiring needs at this time, including jobs related to Covid and remote positions.</li> <li>This is featured on our website</li> </ul> <p><b>Spencer Lucker continued:</b></p> <ul style="list-style-type: none"> <li>As of this morning, there are 3,000 jobs available to manufacture face shields for the hospital systems.</li> <li>We have had 100 employers come to us with employment needs and have received 700 applications.</li> <li>High in food, agriculture, and food service as well as healthcare and retail.</li> </ul> <p>Board discussion ensued.</p>	
<b>XV. Public Comment</b>	<p><b>Cal Sharp asked for comments from the public:</b></p> <ul style="list-style-type: none"> <li>There were no public comments</li> </ul>	
<b>XVI. Adjournment</b>	<p><b>Cal Sharp called for a motion to adjourn the meeting:</b></p> <p style="text-align: center;"><b>Motion: Cal Sharp</b>  <b>Seconded: Lena Barkley</b>  <b>Motion Carried – Approved Unanimously</b></p>	

**DRAFT SUBMITTED BY:**

Printed Name: Elizabeth Hennessey

Title: Executive Assistant to the Interim President & CEO

Signature: /s/ E Hennessey

Date: 5/19/2020

**DATE MINUTES APPROVED/ADOPTED:** 6/30/2020 **Initials:** EH



**NEXT MEETING: Tuesday, June 30, 2020 @ 9:45 AM**

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