



A Michigan Works! Agency

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<b>MEETING:</b>	<b>DESC Corporation Board Meeting - DRAFT</b>	<b>DATE:</b>	June 30, 2020
<b>VIA ZOOM ATTENDEES:</b>	<b>DESC Board Members:</b> Cal Sharp, Alice Thompson, Don O'Connell, Maria Woodruff-Wright, Dannis Mitchell, Lena Barkley, Ric Preuss, Chris Uhl <b>DESC Staff:</b> Terri Weems, Stephanie Nixon, Michelle Rafferty, Marie Hocker, Greg Anderson, Sheilah Clay, Madelyne Bernard, David Jackson, Brianna Brazell, Elizabeth Hennessey, John Allen	<b>LOCATION:</b>	Zoom Meeting / Conference Call
		<b>CALLED TO ORDER:</b>	9:52 am
<b>ABSENT:</b>	<b>Excused:</b> Mike Aaron, Toney Stewart, Nicole Sherard-Freeman <b>Unexcused:</b> None	<b>ADJOURNED:</b>	11:11 am
<b>FACILITATOR:</b>	Cal Sharp, Interim Board Chair	<b>DATE MINUTES APPROVED/ADOPTED:</b>	08/25/2020

ITEM	DISCUSSION	OUTCOME/ACTION ITEM(S)
I. Welcome	Cal Sharp, Interim Board Chair, called the meeting to order, and read a statement regarding the necessity of holding the meeting remotely, in response to Governor Whitman's "Stay Home Stay Safe" Executive Order and outlined the method provided to the public to make public comment.	
II. Agenda and Meeting Minutes Approval	<p>Cal Sharp 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> Lena Barkley  <b>Motioned Carried – Approved Unanimously</b></p> <p>Cal Sharp called for a motion to approve meeting minutes for the April 28, 2020 Board meeting minutes:</p> <p style="text-align: center;"><b>Motion:</b> Lena Barkley  <b>Seconded:</b> Dannis Mitchell  <b>Motion Carried – Approved Unanimously</b></p> <p>Cal Sharp called for a roll call.</p>	
III. Interim Board Chair Report	Cal Sharp commented:	



	<ul style="list-style-type: none"> <li>The most successful people or organizations, are good at developing a Plan B. I commend DESC for the ability to pivot over the past few months in response to COVID. The good news is that the Workforce Team in Detroit has adapted in a tremendous manner. A key strategic partner has been the Mayor's office.</li> </ul>	
<b>IV. Interim President &amp; CEO Report</b>	<p><b>Terri Weems reported:</b></p> <p>We will be discussing:</p> <ul style="list-style-type: none"> <li>Our focus is on quality career services, training and supportive services</li> <li>Approval of the FY 21 budget.</li> <li>Review process for contracts.</li> <li>New policies and approval</li> <li>Updates on our programs and projects</li> <li>Our continued assistance to the state around Unemployment Insurance issues</li> <li>Approaches to keep our staff and customers safe</li> </ul>	
<b>V. Audit &amp; Finance Committee Update</b>	<p><b>Chris Uhl reported:</b></p> <p>The Finance Committee recommends the budget for FY 21.</p> <p><b>Terri Weems walked the Board through the proposed budget.</b></p> <ul style="list-style-type: none"> <li>Equity was a key consideration in the preparation of the budget (Detroiters access to opportunities an resources)</li> <li>Continuation of blending and braiding our funds.</li> <li>We have been allowed to carry forward of unused WIOA funding, due to the current environment.</li> <li>Terri Weems walked through components of the budget</li> </ul> <p><b>Cal Sharp called for a motion to approve the proposed FY 21 budget:</b></p> <p style="text-align: center;"><b>Motion:</b> Alice Thompson  <b>Seconded:</b> Chris Uhl  <b>Motion Carried – Approved Unanimously</b></p>	
<b>VI. Subrecipient Contract Update</b>	<p><b>Michelle Rafferty, Chief Operating Officer reported:</b></p> <ul style="list-style-type: none"> <li>This is the second year of contracts for our new providers.</li> <li>Last year we established a dashboard for the approval process.</li> <li>When consistent goals are not met in the first year of the contract, we provide support, and if in the first quarter of the second year they are still not meeting goals, we will develop a performance improvement plan and may consider de-obligation and contract modification.</li> </ul>	

<p><b>VII. Policies Update</b></p>	<p><b>David Jackson, Manager, Contracts reported:</b></p> <ul style="list-style-type: none"> <li>Changes were made to the conflict of interest policy as advised by the State. It is extended to Workforce and to subrecipients. There will be a new policy provided for you to sign at our next Board meeting.</li> </ul> <p>Board discussion ensued</p> <ul style="list-style-type: none"> <li>Gift card protocols were developed to track how and when we issue gift cards.</li> </ul> <p>Board discussion ensued.</p> <p><b>Cal Sharp called for a motion to approve the gift card policy:</b></p> <p style="text-align: center;"><b>Motion:</b> Alice Thompson <b>Seconded:</b> Don O'Connell <b>Recused:</b> Maria Woodruff-Wright <b>Motion Carried</b></p> <p>Board discussion ensued.</p>	
<p><b>VIII. GDYT Update</b></p>	<p><b>Marie Hocker reported:</b></p> <p>Our fundraising goal was increased due to employer's inability to take on youth programs during COVID. We are working to close the gap</p> <p><b>Stephanie Nixon continued:</b></p> <ul style="list-style-type: none"> <li>GDYT Programs will begin July 6, with rolling starts over three weeks.</li> <li>Devices are divided into 5 categories, <ul style="list-style-type: none"> <li>DPSCD school attendees are covered by the Connected Futures initiative.</li> <li>Charter Schools attendees has a gap in that population.</li> <li>Out of District attendees, has a gap in that population.</li> <li>Post-Secondary attendees have not provided due to their post-secondary status, we are currently surveying.</li> <li>Out of School or Disconnected attendees have been completely covered.</li> </ul> </li> </ul> <p>Board discussion ensued.</p>	<p><b>Later in the meeting, Alice Thompson offered to help close the gap in the devices if needed.</b></p>
<p><b>IX. FCA Update</b></p>	<p><b>Brianna Brazell, Manager, Manufacturing Industry reported:</b></p>	

	<ul style="list-style-type: none"> <li>• Ready to start interviews, 3500+ candidates are on the list to begin interviewing, beginning July 13.</li> <li>• Another 12,000 candidates are able to apply for second phase of the application process.</li> <li>• We are offering additional services for people to be successful in their interviews.</li> </ul> <p>Board discussion ensued.</p>	
<b>X. Strategic Operations Update</b>	<p><b>Michelle Rafferty reported:</b></p> <ul style="list-style-type: none"> <li>• We have continued to provide services either by phone or online, with the exception of in-person training. That is ramping back up now the Executive Orders have been rescinded.</li> <li>• The expanded job seeker portal shows 6,400 users have logged in.</li> <li>• Career Centers have served over 6,200 job seekers.</li> <li>• We have done soft launches of in person services only where deemed necessary at 3 of our Career Centers.</li> <li>• Through Launchpad, we can have our staff, and the applicants to have live time updates on the applications, we are very proud of this.</li> </ul> <p>Board discussion ensued.</p> <p><b>Madelyne Bernard-Diab reported:</b></p> <ul style="list-style-type: none"> <li>• We have to date received 37,000 inquiries into the call centers. Of those, 67% were for UIA assistance, 5% needed to speak with Career Coaches, 1% were looking for jobs and 27% needed other assistance.</li> <li>• We have received 9,756 calls for UIA assistance that are tracked by the state. Of those we have resolved 6,618 issues, and that number is based on what the State has asked up to track. Our staff are doing a great job. we are being called by candidates from all over the state because our numbers are being distributed over Facebook groups.</li> </ul>	
<b>XI. Proposed FY 21 Meeting Dates</b>	<p><b>Terri Weems reported:</b></p> <ul style="list-style-type: none"> <li>• We are presenting the Governance meeting dates for next year for your review. You will be asked to approve those dates in our upcoming Annual Meeting in August.</li> </ul>	
<b>XII. Safe Workplace Protocols</b>	<p><b>Terri Weems reported:</b></p> <ul style="list-style-type: none"> <li>• We plan to move to the new space in August.</li> <li>• We are working tirelessly to assure that our new space is safe for our employees.</li> <li>• Our new Board Room will hold 100 people.</li> <li>• We continue to encourage our employees to remain safe</li> </ul>	

	<ul style="list-style-type: none"> <li>We are organizing who enters the building to pack their desks.</li> <li>All employees are required to get a Covid test before they go into the office.</li> <li>We are practicing safety, taking temperatures upon arrival, encouraging distancing, putting signage up giving safe practices coaching.</li> </ul> <p>Board discussion ensued.</p>	
<b>XIII. 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>XIV. Adjournment</b>	<p><b>Cal Sharp called for a motion to adjourn the meeting:</b></p> <p style="text-align: center;"><b>Motion:</b> Don O'Connell  <b>Seconded:</b> Lena Barkley  <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: 6/13/2020

**DATE MINUTES APPROVED/ADOPTED:** 08/25/2020 **Initials:** EH

**NEXT MEETING:** Tuesday, August 25, 2020 @ 9:45 AM