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|                                    |   |                                       |                             |
|------------------------------------|---|---------------------------------------|-----------------------------|
| <b>MEETING:</b>                    | <b>DESC Executive Committee Meeting</b>   | <b>DATE:</b>                          | <b>June 30, 2020</b>        |
| <b>VIDEO CONFERENCE ATTENDEES:</b> | <b>DESC Committee Members:</b> Cal Sharp, Alice Thompson, Chris Uhl, Maria Woodruff-Wright, Nicole Sherard-Freeman<br><b>DESC Staff:</b> Terri Weems, Michelle Rafferty, David Jackson, Elizabeth Hennessey | <b>LOCATION:</b>                      | <b>Zoom Virtual Meeting</b> |
| <b>ABSENT:</b>                     | <b>Excused:</b> None<br><b>Unexcused:</b> None  | <b>CALLED TO ORDER:</b>               | <b>9:02 am</b>              |
| <b>FACILITATOR:</b>                | <b>Cal Sharp, Interim Board Chair</b>   | <b>ADJOURNED:</b>                     | <b>9:30 am</b>              |
|                                    |   | <b>DATE MINUTES APPROVED/ADOPTED:</b> | <b>08/25/2020</b>           |

| <b>ITEM</b>                            | <b>DISCUSSION</b>   | <b>OUTCOME/ACTION ITEM(S)</b> |
|--|---|-------------------------------|
| <b>I. Welcome and Roll Call</b>        | <b>Cal Sharp, DESC Interim Board Chair, called the meeting to order and read a statement acknowledging our adherence to the Governors Executive Orders of March 2020, and stating that we have provided a means to the public to submit comments.</b>   |                               |
| <b>II. Agenda and Minutes Approval</b> | <p><b>Cal Sharp called for a motion to approve the agenda for today's meeting:</b></p> <p style="text-align: center;"><b>Motion:</b> Alice Thompson<br/> <b>Seconded:</b> Cal Sharp<br/> <b>Motioned Carried – Approved Unanimously</b></p> <p><b>Cal Sharp called for a motion to approve the meeting minutes for April 28, 2020:</b></p> <p style="text-align: center;"><b>Motion:</b> Chris Uhl<br/> <b>Seconded:</b> Alice Thompson<br/> <b>Motioned Carried – Approved Unanimously</b></p> |                               |
| <b>III. Interim Board Chair Report</b> | <p><b>Cal Sharp reported:</b></p> <ul style="list-style-type: none"> <li>The organization has done an outstanding job working during this unusual time. The GDYT summer program has been made entirely virtual. Staff have been supporting the UI crisis. The Career Centers were able to move to appointment only swiftly. these all are examples of how remarkably this organization has worked under the circumstance and how important it is to have a Plan B.</li> </ul>                   |                               |



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| <p><b>IV. Interim CEO Report</b></p>            | <p><b>Terri Weems, DESC Interim President &amp; CEO reported:</b></p> <ul style="list-style-type: none"> <li>• We continue to provide services remotely and began offering very limited in person scheduled appointments where necessary to serve those with barriers to remote service delivery. Services appear to be most helpful for customers needing to use computers for unemployment insurance and some employment applications. We are taking every precaution to keep both our staff and our customers safe by following expert guidance as provided by the state and the city of Detroit.</li> <li>• We are working to address equity in our strategies and approach.</li> <li>• We will be presenting our budget for approval. There continues to be large numbers of Detroiters out of work. We continue to assist the State by helping our customers address unemployment insurance issues. As the \$600 per week supplemental payments afforded by the Pandemic Unemployment Compensation (PUC) expire July 27, we are actively working to identify and promote ready to hire jobs.</li> <li>• FCA is ready to interview for Wave 1 Detroit Priority Candidates and we are have FCA readiness events and registration for Wave 2 online 24/7. Onsite event planning is underway.</li> <li>• Developing internal goals for the year.</li> </ul>  |  |
| <p><b>V. DESC Structure and Focus Areas</b></p> | <p><b>Terri Weems reported:</b></p> <ul style="list-style-type: none"> <li>• Looking for feedback on goals for the upcoming year.</li> <li>• Terri added details as to how the Corporation is structured.</li> <li>• Discussed the governance agreement across MWDB (and by extension the Mayor’s office acting as staff of the MWDB), DESC as fiscal agent and the Mayor (Chief Local Elected Official). Described roles and functions of each group in accordance with WIOA legislation</li> <li>• Considering the following Goals for DESC as fiscal agent responsible for implementation of workforce strategies: <ul style="list-style-type: none"> <li>○ Execute on the Workforce System plan (eg., Supporting people while they are in training by providing stipends while they complete their High School diplomas)</li> <li>○ Drive operational improvements (eg., using technology to facilitate contract management.)</li> <li>○ Provide Human Centered Workforce Services</li> <li>○ Produce actionable reporting</li> <li>○ Exceed expectations of MWDB and grantors.</li> </ul> </li> </ul> <p>Nicole Sherard-Freeman provided clarity regarding the role that MWDB plays in concert with areas that are different from DESC’s Board role. She and Terri are tightening up the scope for DESC, including the fiscal and operational side of the work.</p> <p>Committee discussion ensued.</p> |  |

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|                           | <p>Maria Woodruff-Wright asked what the process is for formalizing the role of President and CEO.</p> <p>Nicole Sherard-Freeman replied there have been and are ongoing discussions regarding the structure of the organization, and we will bring you up to speed when that structure has been clarified.</p> <p>Committee discussion ensued.</p> |  |
| <b>VI. Public Comment</b> | <p><b>Cal Sharp, called for public comment:</b></p> <ul style="list-style-type: none"> <li>• There was no public comment</li> </ul>  |  |
| <b>VII. Adjournment</b>   | <p><b>Cal Sharp called to adjourn the meeting:</b></p> <p style="text-align: center;"><b>Motioned:</b> Chris Uhl<br/><b>Seconded:</b> Alice Thompson<br/><b>Motion Carried. Passed/Approved Unanimously.</b></p>   |  |

**DRAFT SUBMITTED BY:**

Printed Name: **Elizabeth Hennessey**

Title: Executive Assistant to the Interim President & CEO

Signature: /s/ E Hennessey

Date: 07/10/2020

**DATE MINUTES APPROVED/ADOPTED:** 8/25/2020 **Initials:** EH

**NEXT MEETING:** Tuesday, August 25, 2020 @ 9:00 AM