



440 E. CONGRESS 4<sup>TH</sup> FLOOR  
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<b>MEETING:</b>	<b>Program Services Committee Meeting</b>	<b>DATE:</b>	<b>Monday, June 25th, 2018</b>
<b>IN-PERSON ATTENDEES:</b>	<b>DESC Board/Committee Members:</b> Cal Sharp, <b>DESC Staff:</b> Nicole Sherard-Freeman (CEO), Stephanie Nixon, LeKeysha Byrd, Cheryl Hildreth, Jason Lee, Chauncey Samuel, Nicholas Piper <b>Guests:</b>	<b>LOCATION:</b>	<b>DESC – 440 E. Congress, Detroit, MI 48226 – Corporate Conference Room 3R</b>
<b>VIA TELEPHONE:</b>	Alice Thompson, Lena Barkley, Jeff Donofrio	<b>CALLED TO ORDER:</b>	10:00 am
<b>ABSENT:</b>	<b>Excused:</b> Ric Preuss <b>Unexcused:</b> N/A	<b>ADJOURNED:</b>	11:00 am
<b>FACILITATOR:</b>	Alice Thompson, Program Services Committee Chair	<b>DATE MINUTES APPROVED/ADOPTED:</b>	

<b>ITEM</b>	<b>DISCUSSION</b>	<b>OUTCOME /ACTION ITEM(S)</b>
<b>Welcome and Roll Call</b>	<b>Present at DESC: Committee Members:</b> Cal Sharp <b>DESC Staff:</b> Nicole Sherard-Freeman, Stephanie Nixon, Jason Lee, Lekeysha Byrd, Cheryl Hildreth, Chauncey Samuel, Nicholas Piper <b>Guest(s):</b> <b>Present via Telephone: Committee Member(s):</b> Alice Thompson, Lena Barkley, Jeff Donofrio	
<b>Acceptance and Approval of Agenda: Sent in Meeting Packet to committee members ahead of 6/25/2018 meeting.</b>	<b>Request Motion to Approve Agenda:</b> Alice Thompson  <b>Motioned:</b> Lena Barkley <b>Seconded:</b> Cal Sharp  <b>All in Favor – Agenda Passed / Accepted Unanimously</b>	<b>Agenda Passed / Accepted Unanimously</b>
<b>Approval of Meeting Minutes: From 4/18/2018, sent in Meeting Packet to committee members ahead of 6/25/2018 meeting.</b>	<b>Request for Motion to Approve Meeting Minutes from 4/18/2018:</b> Alice Thompson  <b>Motioned:</b> Jeff Donofrio <b>Seconded:</b> Cal Sharp  <b>All in Favor – 4/18/2018 Meeting Minutes Passed / Accepted Unanimously</b>	<b>4/18/2018 Meeting Minutes Passed / Accepted Unanimously</b>

<p><b>Chair Report</b></p>	<p><b>Ms. Alice Thompson</b>  Updates from One Stop Meeting held on June 9<sup>th</sup>:</p> <p><b>Impact of Detroit @ Work Data</b>  New Customers-</p> <ul style="list-style-type: none"> <li>• Quarterly goal was to serve 5,000 new customers; actual is 4,743.</li> <li>• Exceeding our year-to-date goal for individual career plans; annual goal is 3,750; actual cumulative to date is 4791.</li> </ul> <p>Enrolled in Training</p> <ul style="list-style-type: none"> <li>• Quarterly goal was 300, our actual is 592.</li> <li>• Annual goal was 1125, our actual is 1149.</li> <li>• Running off track to meet our quarterly and year-to-date employment goal of 1,000 quarterly (actual 846); and 3,000 year-to-date (actual 2,399).</li> </ul> <p><b>Mayor's Workforce Development Board Meeting June 8<sup>th</sup></b></p> <ul style="list-style-type: none"> <li>• Drivers Responsibility Fee work is going well.</li> <li>• Lack of Driver's Licenses as a barrier to employment for returning citizens is a key focus of this effort.</li> <li>• Dave Meador's quote, "Equity and inclusion is at the intersect of workforce development" was repeated by Alice and credited as key to the understanding of our work.</li> </ul>	
<p><b>GDYT Update</b></p>	<p>Jason Lee gave a brief update on GDYT and where we stand to date:</p> <ul style="list-style-type: none"> <li>• We have reached our financial target of 11.5M.</li> <li>• Career Academy Program (CAP) is doing well.</li> <li>• Bloomberg team was here last week and set up interviews for employment opportunities for youth. This was successful and a great learning experience for the students.</li> <li>• We are anticipating that our goal of 8k students will be reached.</li> </ul> <p>Nicole acknowledged that it is a very big deal that we have met our financial goals.</p> <p>Stephanie gave a comparison and acknowledged the grow in our Industry-Led Training Program:</p> <ul style="list-style-type: none"> <li>• 2016-450 enrolled in our Industry Led Training in Communications, Human Services, Skill Trades, Culinary Arts, and Hospitality Retail.</li> <li>• 2017-640 enrolled and we expanded training with Child Care, and Broadcasting.</li> <li>• 2018-672 enrolled.</li> </ul>	

<b>Approval Contract Modification: Detroit Training Center</b>	<p><b>Chauncey Samuel and Nicholas Piper gave a brief description of the contract that needed modification</b></p> <p><b>Request for Motion to Approve Contract Modification: Detroit Training Center: Alice Thompson</b></p> <p><b>Motioned: Cal Sharp</b> <b>Seconded: Lena Barkley</b></p> <p><b>All in Favor – Approve Contract Modification: Detroit Training Center Passed / Accepted Unanimously</b></p>	
<b>Approval Contract Renewal: SERCO One Stop Case Management</b>	<p><b>Stephanie Nixon gave a brief description of the contract that needed renewal</b></p> <p><b>Request for Motion to Approve Contract Renewal: SERCO One Stop Case Management: Alice Thompson</b></p> <p><b>Motioned: Cal Sharp</b> <b>Seconded: Jeff Donofrio</b></p> <p><b>All in Favor – Approve Contract Renewal: SERCO One Stop Case Management Center Passed / Accepted Unanimously</b></p>	
<b>JAG Year End Update</b>	<p>Stephanie gave an update on all the great work that JAG has continued to bring to our reputation:</p> <ul style="list-style-type: none"><li>• We have exceeded all goals for the 2017-2018 school year. The chart included in packet gives more detail on actual numbers.</li></ul>	

	<ul style="list-style-type: none"> <li>• Students have achieved a variety of positive outcomes including enrolling into post-secondary education and securing permanent employment.</li> <li>• These are students that have a variety of barriers and have the ability to benefit from the intensive work that the Career Advisors offer.</li> </ul>	
<b>2019 Calendar Approval</b>	<p style="text-align: center;"><b>Request for Motion to Approve Meeting Minutes from 4/18/2018: Alice Thompson</b></p> <p style="text-align: center;"><b>Motioned: Jeff Donofrio</b> <b>Seconded: Cal Sharp</b></p>	
<b>Questions from Committee Members</b>	<p>As Jason Lee presented GDYT Update to the committee, the following questions were asked:</p> <p>Alice inquired about the start date for the GDYT students this summer.</p> <ul style="list-style-type: none"> <li>• Jason replied that July 9<sup>th</sup> will be the official start date. Some employers requested a later start date, but most of our students will start on July 9<sup>th</sup>. A small number of youth have start already.</li> </ul> <p>Cal inquired about the number of weeks these students will be working.</p> <ul style="list-style-type: none"> <li>• Jason stated that they will work 6 weeks, 120 hours.</li> </ul> <p>Alice wanted to make sure that all kinks that we ran into last year had been taken care of regarding the kids debit cards.</p> <ul style="list-style-type: none"> <li>• Stephanie replied stating that all students will be paid through debit cards. We have also made sure that there are enough ATM machines across the city so that youth won't be charged a fee to access their money. Will get more details on any other fees and the utilization of the cards.</li> <li>• Jason added that they will have an app that shows them different locations in their area where they can use the ATM at no charge. This information is given to them in their hand books and shared verbally during their orientation.</li> </ul> <p>As Stephanie highlighted our Industry Lead Training Program, the following was asked:</p> <ul style="list-style-type: none"> <li>• Alice asked whether the committee received the data that was reported. Stephanie will prepare a chart that is reader friendly to show a better analysis and will make sure it comes to this committee.</li> </ul>	

	<p>As Stephanie briefly acknowledged our JAG Program and their excellent work, the following was requested:</p> <ul style="list-style-type: none"> <li>Alice requested an update on Osborne and Cody specifically because they work closely with those 2 schools. They have staff their and would like to take a deeper dive into their outcomes. Stephanie will get that data to Alice and the entire committee.</li> </ul>	
<b>Public Comment</b>	Alice opened the floor for Public Comment: No Public Comment	<b>No Public Comment</b>
<b>Adjournment</b>	<p><b>Request for Motion to Adjourn: Alice Thompson</b></p> <p><b>Motioned: Cal Sharp</b>  <b>Seconded: Jeff Donofrio</b>  <b>Motion Carried – Passed/Approved Unanimously</b></p>	<b>Adjournment: Motion Carried – Passed/Approved Unanimously</b>

**DRAFT SUBMITTED BY:**

Printed Name: LeKeysha Byrd

Title: Administrative Assistant, Program Services & Innovation

Signature: *Lekeysha Byrd*

Date: 7/2/18

**DATE MINUTES APPROVED/ADOPTED:** \_\_\_\_\_ **Initials:** LB

**NEXT MEETING: Tuesday September 11th, 2018 at 9:30 am**