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MEETING:	Detroit Employment Solutions Corporation (DESC) AUDIT AND FINANCE COMMITTEE MEETING	DATE:	April 22, 2021
ATTENDEES:	DESC Board/Committee Members: Chris Uhl, Alice Thompson, Maria Woodruff-Wright, Calvin Sharp, Ric Preuss, Mark Redman, Nicole Sherard-Freeman DESC Staff: Terri Weems, Alessia Baker-Giles, Elizabeth Hennessey, S. Rene Fowler Guests:	LOCATION:	Zoom Conference Meeting
BY WAY OF TELEPHONE:		CALLED TO ORDER:	10:01 a.m.
ABSENT:	Paul Trulik	ADJOURNED:	11:01 a.m.
FACILITATOR:	Chris Uhl, DESC Treasurer, Audit and Finance Committee Chair	<u>PREVIOUS MINUTES</u> <u>APPROVED/ADOPTED:</u>	November 12, 2020

ITEM	DISCUSSION	OUTCOME/ACTION ITEM(S)
I. Welcome, Roll Call, and Introductions	<p>Chris Uhl, DESC Treasurer, Audit and Finance Committee Chair, called the meeting to order at 10:01 a.m., April 22, 2021, by way of the Open Meetings Act, In response to the COVID 19 virus pandemic and consistent with the provisions of Governor Whitmer’s Executive Orders #2020-15 (“Temporary Authorization of Remote Participation In Public Meetings”) and #2020-21 (“Temporary Requirement To Suspend Activities That Are Not Necessary To Sustain or Protect Life”), this meeting will be conducted entirely by remote access. All Board Members attending remotely identified themselves and the location they were joining from:</p> <p>Chris Uhl, Berkley, MI Calvin Sharp, Bloomfield Township, MI Alice Thompson, Detroit, MI Mark Redman, Detroit, MI Ric Preuss, Detroit, MI Maria Woodruff-Wright, Detroit, MI Nicole Sherard-Freeman, Detroit, MI</p>	

	<p style="text-align: center;">Chris Uhl requested a Motion to approve the Meeting’s Draft Agenda: Motioned: All in support Seconded: Alice Thompson Motion Carried-Passed/Approved Unanimously</p> <p style="text-align: center;">Chris Uhl requested a Motion to approve, November 12, 2020, Draft Meeting Minutes: Motioned: Alice Thompson Seconded: Calvin Sharp Motion Carried-Passed/Approved Unanimously</p>	
<p>II. Old Business</p>	<p>There was no old business to discuss.</p>	
<p>III. Finance Report</p>	<p>COVID Update:</p> <p>Terri Weems reported on the following COVID19 updates:</p> <ul style="list-style-type: none"> • Career Center staff are working in-person and by appointment only. • DESC Corporate Office employees are instructed to work from home in accordance with the Governor’s Executive Order. • Safety measures are in place for employees that need to go into the office. • Plans underway for DESC employees return to work based on a limited or hybrid model upon the Governor’s orders. • DESC updated COVID protocols to follow CDC guidelines. <p>990 Tax Return:</p> <p>Alessia Baker-Giles reported all documentation was submitted to Plante Moran for the 990 Tax return, and a Draft return is expected soon. Plante Moran requested an extension from the IRS, due date May 17, 2021.</p>	



Payroll Protection Program (PPP) Loan Forgiveness Update:

Alessia Baker-Giles reported all PPP documentation was submitted in November 2020. In January 2021 Small Business Administration (SBA) requested the last two audits and financial statements. DESC has not received forgiveness determination as of today's date.

Office of the Auditor General (OAG) CRIO Audit Update:

Terri Weems stated DESC has been under review by the OAG for the past two years. We are addressing draft findings and providing additional documentation. An update will be provided to the committee during the next meeting.

FY 2022 Annual Budget Update

Terri Weems provided a review of the budget assumptions for the Board to approve in June at the next Audit and Finance Committee Meeting.

An increase in revenues for Fiscal Year 2022 through:

- People Plan Fundraising Effort
- Higher allocations next year

Terri Weems stated she is certain that we need to take another look at our staffing. The Board will hear about the additional allocations coming from the Biden Administration and the American Rescue Plan, creating opportunities and work for DESC. We need to prepare ourselves with the right staff to manage upcoming projects.

DESC revenues to continue to trend upward in 2021. A large portion of the budget is spent on what is required by the Legislature to provide Career Centers support for employer services by referring people for training. We are planning to focus 30% to 40% of our budget on anti-poverty initiatives (People Plan).

	<p>Public Workforce System Requirements</p> <ul style="list-style-type: none"> • Career Centers • Formula Funded Programs • Referrals to Training • Employer Services <p>Nicole Sherard-Freeman reported on the American Rescue Plan Act Funding. We are in the planning process in anticipation of the following funding:</p> <ul style="list-style-type: none"> • \$880M – City of Detroit <ul style="list-style-type: none"> - \$440M Plan of Adjustment - \$440M Transformational Projects <p>The mayor plans to seek the community’s input and then make recommendations to the City Council for Budget Approval.</p> <p>Nicole-Sherard Freeman stated the American Jobs Act had not been fully flushed out by Congress, reportedly \$100 billion for the workforce. There has been no decisions made at this time on the allocation of funds.</p> <p>Preview Next Meeting, June 24, 2021</p> <ul style="list-style-type: none"> • Budget approval 	
<p>IV. New Business</p>	<p>No new business.</p>	
<p>VI. Public Comments</p>	<p>No emails from the public</p>	
<p>VI. Adjournment</p>	<p>Chris Uhl, DESC Treasurer, Audit and Finance Committee Chair, requested a motion to adjourn the meeting:</p> <p style="text-align: center;">Motioned: Calvin Sharp Seconded: Mark Redman Motion Carried-Passed/Approved Unanimously</p>	



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DRAFT SUBMITTED BY:

Printed Name: S. Rene Fowler

Title: Executive Administrative Assistant

Signature: *S. Rene Fowler*

Date: April 29, 2021

DATE MINUTES APPROVED/ADOPTED: June 24, 2021 Initials *SRF*

NEXT MEETING: June 24, 2021, 10:00 a.m. – 11:30 a.m., Detroit Employment Solutions Corporation, 115 Erskine, 2nd Fl, Detroit, MI 48201 or via Zoom.

