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<b>MEETING:</b>	<b>Detroit Employment Solutions Corporation (DESC) AUDIT AND FINANCE COMMITTEE MEETING</b>	<b>DATE:</b>	<b>November 12, 2020</b>
<b>ATTENDEES:</b>	<b>DESC Board/Committee Members:</b> Chris Uhl, Alice Thompson, Maria Woodruff-Wright, Calvin Sharp, Ric Preuss, Mark Redman, Nicole Sherard-Freeman <b>DESC Staff:</b> Terri Weems, Alessia Baker-Giles, Lynnette Robinson, David Jackson, Elizabeth Hennessey, S. Rene Fowler <b>Guests:</b> Paul Bryant-Plante Moran, Shawna Jackson-Plante Moran	<b>LOCATION:</b>	<b>Zoom Conference Meeting</b>
<b>BY WAY OF TELEPHONE:</b>		<b>CALLED TO ORDER:</b>	<b>10:07 a.m.</b>
<b>ABSENT:</b>	<b>Excused:</b> Paul Trulik <b>Unexcused:</b>	<b>ADJOURNED:</b>	<b>10:51 a.m.</b>
<b>FACILITATOR:</b>	<b>Chris Uhl, DESC Treasurer, Audit and Finance Committee Chair</b>	<u>PREVIOUS MINUTES</u> <u>APPROVED/ADOPTED:</u>	<b>August 13, 2020</b>

ITEM	DISCUSSION	OUTCOME/ACTION ITEM(S)
I. Welcome, Roll Call, and Introductions	<p><b>Chris Uhl, DESC Treasurer, Audit and Finance Committee Chair, called the meeting to order at 10:07 a.m., November 12, 2020, 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.</b></p> <p><b>Mark Redman requested a Motion to approve the Meeting’s Draft Agenda:</b>  <b>Motioned:</b> Calvin Sharp  <b>Seconded:</b> Nicole Sherard-Freeman  <b>Motion Carried-Passed/Approved Unanimously</b></p> <p><b>Mark Redman requested a Motion to approve. August 13, 2020, Draft Meeting Minutes:</b>  <b>Motioned:</b> Calvin Sharp  <b>Seconded:</b> Maria Woodruff-Wright  <b>Motion Carried-Passed/Approved Unanimously</b></p>	

<p><b>II. Old Business</b></p>	<p>There was no old business to discuss.</p>	
<p><b>III. Finance Report</b></p>	<p><b>Annual Audit</b></p> <p><b>Terri Weems</b> introduced Paul Bryant from Plante Moran, and he introduced Shawna Jackson, Audit Manager</p> <p style="text-align: center;"><b>Shawna Jackson, Plante Moran reported on the following:</b></p> <ul style="list-style-type: none"> <li>• 2020 Financial Statement Audit</li> <li>• Single Audit</li> </ul> <p>There was a discussion and questions answered. The board was in agreement with the reports given.</p> <p><b>Terri Weems</b> requested a recommendation from the Committee to approve the draft financial statements.</p> <p><b>Chris Uhl</b> requested a Motion to approve the 2020 Draft Financial Statements:</p> <p style="text-align: center;"><b>Motioned:</b> Mark Redman  <b>Seconded:</b> Rick Preuss</p> <p style="text-align: center;"><b>Motion Carried-Passed/Approved Unanimously</b></p> <p><b>FY21 Annual budget Update:</b></p> <p><b>Terri Weems</b> stated that DESC would continue to Invest in creating technology. Current investments include linking our programming and financial data to continue managing and being fiscally responsible. These additional investments were included in the budget approved by the Board.</p> <p>In June 2020 DESC board approved the FY21 Budget. There are significant differences in the Budget that was approved in June.</p>	

	<p>Additional Funding sources, Fiduciary related projects, Cares Act:</p> <ul style="list-style-type: none"> <li>• Reimaging Civic Commons                      \$1,020,000</li> <li>• Cares Act -Community Health Corps        \$1,600, 000</li> <li>• Cares Act-Technology                            \$1,380,000</li> </ul> <p><b>Payroll Protection Program (PPP) Loan Forgiveness Update</b></p> <p><b>Alessia Baker-Giles</b> reported on the Cares Act - (PPP) Forgiveness Loan:</p> <ul style="list-style-type: none"> <li>• April 28, 2020 Award notice in the amount of \$1,751,600 received</li> <li>• May 6, 2020 Funds received</li> <li>• October 22, 2020, 24 - Week period ended</li> <li>• Online forgiveness application started</li> <li>• Compiling backup documentation to accompany the forgiveness application</li> </ul> <p><b>Preview Next Meeting, April 22, 2021</b></p> <ul style="list-style-type: none"> <li>• Update Paycheck Protection Program (PPP) Forgiveness Loan</li> <li>• Draft FY 2022 Budget</li> </ul>	
<p><b>IV. New Business</b></p>	<p><b>Terri Weems</b> reported DESC has officially moved to new location 115 Erskine 2<sup>nd</sup> Floor.</p>	
<p><b>VI. Public Comments</b></p>	<p>No emails from the public</p>	
<p><b>VI. Adjournment</b></p>	<p><b>Chris Uhl, DESC Treasurer, Audit and Finance Committee Chair, requested a motion to adjourn the meeting:</b></p> <p style="text-align: center;"><b>Motioned:</b> Ric Preuss  <b>Seconded:</b> Calvin Sharp  <b>Motion Carried-Passed/Approved Unanimously</b></p>	



**DRAFT SUBMITTED BY:**

Printed Name: S. Rene Fowler

Title: Executive Administrative Assistant

Signature: *S. Rene Fowler*

Date: December 7, 2020

DATE MINUTES APPROVED/ADOPTED: April 22, 2021 Initials: SRF

**NEXT MEETING:** April 22, 2021, 10:00 a.m. – 11:30 a.m., Detroit Employment Solutions Corporation, 115 Erskine, 2<sup>nd</sup> Fl, Detroit, MI 48201 or via Zoom.

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