

DRAFT MINUTES
Detroit Employment Solutions
Corporation (DESC) Board
Thursday, February 19, 2015

Time: 8:30 a.m. – 10:30 a.m.
Location: 440 East Congress, 4th Floor Conference Room 4R, Detroit
Facilitating: Director Al Nelson

Directors Present: Art Dudley (via phone), Al Nelson, Kenyetta Bridges, Alice Thompson (via phone), Larry Steward
Directors Absent: Chairman Cal Sharp (Excused), David Carroll (Excused), Saunteel Jenkins, Veronica Madrigal, (Excused)
Staff Present: Pamela Moore, Jose Reyes, Stephanie Nixon, L'Tanya Clegg, Robin Johnston, Cassandra Ricks, Alessia Baker-Giles, Robert Shimkoski, Chauncey Samuel

Proceedings

The Meeting of the Detroit Employment Solutions Corporation (DESC) Board was called to order at 8:40 a.m. by Director Al Nelson. A motion was made by Director Larry Steward to approve the Draft Agenda of February 19, 2015 and Draft Minutes of December 10, 2014, supported by Director Kenyetta Bridges. Motion Carried Unanimously.

DESC CEO Report

Ms. Pamela Moore, President/CEO, DESC, provided the following updates from her CEO Report:

Audit and Compliance

Ms. Moore shared that Cycle II of the Annual Audit was finally resolved, explaining that Cycle II involved Grant Associates. She reminded the Board that there were two audit findings that were eventually resolved. There are no further outstanding issues. DESC is now in good standing in terms of audits.

Form 990PF (Walk On item)

Ms. Moore asked Ms. Alessia Baker-Giles, Director of Administrative Services, DESC, to speak briefly about the 990PF (Private Funding) Tax Return, which is due to the Internal Revenue on February 17, 2015. Ms. Baker-Giles shared that Abraham and Gaffney has completed the document, which was due in to the IRS February 17th. She noted that staff has requested an extension until May 15th, allowing for Board review and approval. After brief discussion, a motion was made by Director Steward to approve Ms. Moore signing the 990PF and submitting to the Internal Revenue Service, supported by Director Bridges. Motion Carried Unanimously.

Program Year 2014-15 Budget

Budget expenditures are on track at about 47% as DESC is mid-way through the fiscal budget cycle.

Strategic Planning

The One-Stop RFP was issued by Ms. Malindia Westbrook, Procurement Specialist, DESC, and proposals are due back February 27, 2015. DESC is developing a proposal in response to the USDOL's FOA (Funding Opportunity Announcement) American Apprenticeship Grant. DESC also has succeeded to the second round as a semi-finalist for the Jobs for the Future Opportunity Youth Grant, Aspen funding. DESC has been invited by the DTE Foundation to present on its programs, goals and metrics. Talks also continue with the Detroit Regional Workforce Fund regarding funding support to programs.

Program Services

Director Mark Gaffney was selected to be the Program Services Committee Chair. The committee met a couple of weeks ago and there will be a report forthcoming from that committee.

Ms. Moore noted that there have been some issues with customer service in the One-Stop Centers. DESC is reviewing its systems and the services the agency is providing to customers.

She provided the following program highlights:

- The agency is at a 62% work participation rate for DESC's PATH Program.
- The agency currently has 139 working apprentices. DESC expects this number to really increase with new developments taking place in Detroit.
- Some conversations took place between Mayor Duggan and Governor Snyder about the possibility of Cadillac Place becoming a One-Stop center for residents. DESC has recommended critical partners including workforce services, utility assistance, social services, career advisors and trainers. Challenges are no free parking and security.
- DESC is exploring a partnership with McKinsey and Companies Social Initiative for career pathway training for entry-level careers in healthcare. A meeting was held January 29th and the Detroit Medical Center and Henry Ford Health Systems attended. Partners have reached out to approximately twenty (20) health care organizations, however there has been low response and participation regarding this endeavor.

Youth Program Innovations

Grand Circus Detroit – Twenty (20) youth at Osborn are scheduled to begin training in April to complete the training plan for school year 2014 - 15. The students trained to date received 60 hours of training in computer application coding and will receive a paid summer work experience this year.

Grow Detroit's Young Talent - is the name of the Mayor's summer employment program and DESC is one of the partners that will focus on getting 5,000 youth employed over the summer. DTE, City Connect and Skillman are also big partners.

City of Detroit's General Services Department Partnership – Twenty (20) older youth are continuing to be trained in tree artistry, shelter maintenance, snow removal, and pesticides and will be provided to landscaping contractors as apprentices through the Detroit Registered Apprenticeship Program.

The Fire Commission is starting a program for Fire Cadets in September and wants DESC to help them with finding young people.

Sargent Curtis Perry (who runs the Detroit Police Department's cadet program) and Ms. Moore will be in Washington, DC on Monday to talk about Sargent Perry's program. Director Steward and Director Nelson expressed interest in receiving her feedback regarding her visit to Washington D.C.

Ms. Moore has been in conversations with JPMorgan Chase, which has expressed interest in DESC taking the lead on workforce mapping in the city. Once the mapping is finalized, they would like a small group of advisors assembled to talk about some things that will be revealed in the mapping report and next steps.

Brief discussion ensued regarding an upcoming meeting at DTE. Director Steward shared that this meeting is about growth and job initiatives that DTE is interested in implementing. The meeting is designed to review partnership opportunities so that DTE does not have to reinvent the wheel.

Discussion: Communication Strategy Update

Mr. Robin Johnston, Communications Manager, DESC, shared a DESC One-Stop Services Informational Video with members. It was developed in order to allow job seekers to understand the benefits that are available to them

at the One-Stop Service Centers. This video is being made available in the One-Stops and all DESC social media outlets as well as other city departments.

One-Stop Report

Ms. Benne Baker, One-Stop Service Center Manager, reviewed some of the metrics of the One-Stop Centers, including placements for the most recent quarter. She also noted the importance of DESC relocating into the various neighborhoods in order to become more accessible to its customer base.

Director Nelson asked for an update regarding the agency's returning citizen program. Ms. Baker shared that there is a program where DESC has partnered with the Department of Corrections (DOC), where participants work with a DOC trainer and are trained on how to reinvent themselves. Of the last cohort of approximately 100 persons that went through the program, about 85% of those have been placed into employment. There is an account manager that is charged specifically with finding opportunities for the returning citizen population. Many of these positions are in manufacturing and janitorial.

Ms. Moore explained that Community Ventures, a state-funded program, pays \$5,000.00 to an employer that will take participants that are deemed structurally unemployed. With this program, the employer receives an incentive and the employee receives wraparound services that help them.

Director Bridges asked if DESC has worked with Mr. Frank Venegas, Ideal Manufacturing, and noted that he hires returning citizens. Director Bridges stated Detroit Economic Growth Corporation (DEGC) has been speaking with him lately regarding partnering with other institutions and letting them know the benefits of hiring these individuals.

Items for Review/Approval

Contract Modification: PATH/ACCESS

Ms. Stephanie Nixon, Director of Program Service and Innovation, DESC, reviewed the budget modification for ACCESS for their PATH Contract. Ms. Nixon shared that the contract budget has been increased by \$22,272.00 to service 50 refugees during Fiscal Year 2015 (10-1-2014 – 9-30-15). The addition of funds increases ACCESS's budget to \$3,351,670.00. Ms. Nixon stated that except for the modification, all terms of said contract as hereto modified remain unchanged and on full force and effect. A motion was made by Director Steward to approve the Budget Modification for ACCESS, supported by Director Bridges. Motion Carried Unanimously.

Strategic Planning Committee Recommendations

Director Bridges, Strategic Planning Committee member, presented on behalf of the Strategic Planning Committee from the meeting held Monday, February 9, 2015. Director Bridges shared the following recommendations from the committee with the Board:

- **Creating a Standing Education and Youth Committee**

The State is phasing away the requirement for an Education and Youth Advisory Council on workforce boards. The committee would like to create a standing education and youth committee under the Corporation Board that would meet as needed and focus primarily on the programmatic elements of education and youth services. Motion Carried Unanimously.

- **Strategic Plan 2015 – 2016 Priorities Update**

The Committee recommends that the DESC Board re-examine the newly adopted Strategic Plan priorities in order to address the specific priority as it relates to DESC directly managing the One-Stop Centers.

- **Procurement of One-Stop Services**

The Committee recommends that the DESC Board revisits discussion regarding the agency procurement of the One-Stop Centers. A motion was made by Director Alice Thompson to approve DESC procuring the One Stop Services as opposed to moving forward with directly managing the centers itself, supported by Director Arthur Dudley. Motion Carried Unanimously.

Discussion: Program Services Committee Update

Director Bridges shared that the Program Services Committee met on February 5th. Some time was spent acclimating the new chair, Director Mark Gaffney with the program services of DESC as well as re-engaging the Committee. The Committee re-evaluated its responsibilities as stressed by the DESC Board By-Laws.

The Committee's goal this year is to commission a report on the hiring of Detroiters and offer recommendation to that report and offer that report back to this board.

Ms. Stephanie Nixon, Director of Program Service and Innovation, DESC, directed members to the Program Updates tab included in the board packets and reviewed a summary page of all programs.

Workforce Investment Act (WIA) One Stop Services Report – Ms. Nixon referred to Ms. Baker's review of the One-Stop Service Center update earlier in the meeting.

WIA Year Round Youth Program Report – DESC met and exceeded all measures except one. The failure was due to service provider data entry and data tracking deficiencies. This measure was the high school completion measure for younger youth.

Partnership Accountability Training Hope (PATH) Program Work Participation Report – DESC is meeting its work participation rate which is at 63%. DESC continues to do well in this area.

Food Assistance Employment and Training Program Report – Tracks the number of participants enrolled and placed on a monthly basis. Detail on placements, average wages and job retention is reported. This volunteer program primarily serves hard to place adult men. To date there are no required performance standards for this program. From October 1, 2014 through January 31, 2015, 193 participants have enrolled; 99 have been placed at an average hourly wage of \$9.04.

Trade Adjustment Assistance Program Report – Tracks the number of individuals utilizing Trade Adjustment Services offered in the One Stop Service Centers on a monthly basis. From July 1, 2014 through December 31, 2014, 296 participants have enrolled. To date, there are no required performance standards for this program.

Employment Services Report – Tracks the number of customers registering for unemployment services within each One Stop on a monthly basis. From July 1, 2014 through December 31, 2014, 8,547 customers have utilized employment Services.

Adult Basic Education Services Report – Tracks the number of participants referred, enrolled and meeting individualized basic skill development goals set and tracked at each Satellite Center. Ninety-nine (99) participants have enrolled from July 1, 2014 through December 31, 2014.

Discussion: Local Board Procurement of One-Stop Operator

Mr. Robert Shimkoski, Director of Planning, DESC, briefly reviewed with members a letter included in the Board packets from the State of Michigan regarding the Workforce Innovation and Opportunity Act (WIOA), detailing new rules regarding the designated operator of the One-Stop Centers.

Public Comment

No public comment was presented before the DESC Board.

Adjournment

With no further business to come before the DESC Board, a motion was made by Director Steward to adjourn the meeting at 10:15 a.m., supported by Director Bridges. Motion Carried Unanimously.

Prepared by: L'Tanya Clegg