

**DRAFT MINUTES**

Detroit Employment Solutions Corporation (DESC) Board  
Audit & Finance Committee Meeting  
Monday, August 11, 2014

Time: 8:30 a.m. – 10:30 a.m.  
Location: Teleconference  
440 East Congress St., 4<sup>th</sup> Floor Conference Room Detroit, Michigan 48226  
Facilitator: David Carroll, Chairman

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Directors Present: David Carroll, and Gwen McNeal  
Directors Absent: Alice Thompson  
DESC Staff Present: Pamela J. Moore, Kristin Bailey, Alessia Baker-Giles, Robert Shimkoski,  
Robin Johnston and Cristal Perry

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**Welcome and Introductions**

The Meeting of the Detroit Employment Solutions Corporation (DESC) Board’s Audit and Finance Committee was called to order at 8:44 a.m. by Mr. David Carroll, Chair. A motion was made by Director Gwen McNeal to approve the Draft Agenda for August 11, 2014, supported by Chairman David Carroll. Motion Carried Unanimously. Director McNeal motioned for the minutes from the June 2, 2014 meeting be approved, supported by Chairman Carroll. Motion Carried Unanimously.

**Reviews/Approvals**  
**Video RFP**

Mr. Robert Shimkoski, Director, Planning Unit for DESC, explained that DESC is looking for a vendor that can provide six to eight short quality videos. The RFP required the bidding vendors to submit a sample of their work. Mr. Shimkoski stated that eight responses were received and were of varying quality in both the proposal and the work produced. Mort Crim Communications was selected to create the videos because they had a good response in their proposal and their videos were of high professional quality. Discussion ensued briefly about other bidders for the proposal and why they were not recommended.

The committee inquired about the service and its purpose for the agency. Mr. Shimkoski noted that it would be a new service that is geared towards informing the customer of the services that DESC provides using various segments to develop information for different populations. Mr. Robin Johnston, Communications Manager, DESC, also stated that the videos would be beneficial for DESC’s presentations when it meets with private foundations and companies. There was a motion to approve the funding recommendation for Mort Crim Communications, supported by Chairman Carroll. Motion Carried Unanimously.

**Adjournment**

With no further business to come before the Audit and Finance Committee, the meeting was adjourned at 9:07 a.m.

Prepared by: Cristal Perry