

Time: 8:00 a.m. – 10:00 a.m.  
Location: MSU Detroit Center, 3408 Woodward, Detroit, MI  
Facilitating: David Baker Lewis, Chairman

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Directors Present: David Baker Lewis, Alice Thompson, Yvette Harris, Malinda Jensen, Veronica Madrigal, Gwen McNeal, Larry Steward, George Swan, Robert Troutman, Cal Sharp, Dwayne Haywood, Shawn Crump  
Directors Absent: Byron Carter, Ronald Hall, Al Nelson, Lena Barkley, Karl Gregory, Jannette Howard  
Staff Present: Pamela Moore, Jose Reyes, Robert Shimkoski, Kristin Bailey, L'Tanya Clegg, Robin Johnston, Stephanie Nixon, Alessia Baker-Giles, Ciara Ginyard  
Guests: Janet Howard, Jon Iannucci Waller, Richard Acosta, Kelly Cumberworth, Jeannine Laprad, Andrea Tolle, Alfred Taylor, Lynn Burdell, Victoria Townsend, Alison Vaughn, Amy Amador, Betty Pulliam, Verna Brocks, Freddie Pulliam, A. Menefee, Patricia Little, Shawna Forbes, Kerstin Kaemarek, Tina Rogers, Sister Janice Brown

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### **Proceedings**

The meeting of the Detroit Workforce Development Board (DWDB) was called to order at 8:10 a.m. by Mr. David Baker Lewis, Chairman. A motion was made by Director George Swan to approve the Agenda of Friday, June 13, 2014 and the Draft Minutes of March 14, 2014, supported by Director Shawn Crump. Motion Carried Unanimously.

### **Presentation from Jeannine LaPrad, Corporation for a Skilled Workforce (CSW)**

Ms. Jeannine LaPrad, President/CEO at CSW, explained that her agency works closely with Detroit Employment Solutions Corporation (DESC) and several other organizations in the Detroit area within the workforce system. Ms. LaPrad explained that CSW is focused on the future of workforce development, and she provided an overall view of CSW's work with DESC.

A key area of focus for CSW is quality career pathways. Ms. LaPrad noted that systems and programs need to respond quickly to current business demand. She then posed the query regarding how DESC and other organizations can meet this need and proposed several solutions.

Ms. LaPrad stated that the Board is well-positioned to take a leadership role regarding gaps surrounding career readiness as well as skill-building. She also noted that through its dedication to workforce development, the Board is taking a leadership role in Detroit's comeback.

### **Detroit Employment Solutions Corporation (DESC) CEO Report**

Ms. Pamela Moore, President/CEO at DESC, provided the following updates:

Program Year 2013-14 Budget – With the exception of administrative costs, expenses through April are at 71%. Administration expenses exceeded projections due to moving costs, however, long-term rent savings (program and administration) are being realized. There is a total savings of \$3.5M since 2013 and dollars have been repurposed. DESC's Professional Employer Organization agreement with ASE will terminate June 30<sup>th</sup> and all HR, payroll and benefit administration services will come in-house, saving DESC \$121,000/yr. Ms. Moore also noted that in DESC's recent audit, there were a few non-substantial findings and issues, all of which have been corrected with policies put in place.

501(c)3 – DESC has filed the IRS Form 8940 to change the agency’s classification from a private foundation to a public charity. The agency has also solicited assistance from legislators in order to assist with expediting the approval.

Strategic Planning – DESC is about to go through a reorganization which will restructure functions across the organization to address the changing environment, capacity challenges and current needs of the organization. Changes include moving the monitoring functions from Contract Administration and Finance to Quality Assurance, and moving all procurement activities from the Planning to the Finance unit. The Contract Administration unit will be responsible for all program implementation and special projects and will hire a Youth Services Specialist. The IT unit will outsource a Systems Analyst (due to high demand and salary) and Planning will add an Educational Coordinator. Service delivery is a huge issue and the agency needs to consider how DESC can be more effective moving forward. Mr. Jose Reyes, Chief Operating Officer at DESC, stated that DESC needs a system-based concept. DESC will share this concept with the Board in the months ahead.

Planning Activities – JP Morgan Chase awarded DESC \$400,000 per year over two years to support our Detroit Registered Apprenticeship Program (D-RAP) and other in-demand training programs. DESC is applying for a number of other competitive grants as well.

Strategic Planning Committee – This committee is looking forward to the strategic planning session, which will be scheduled once new members are appointed and on the Board. DESC will focus on 2015 goals to best position DESC as a thought-leader and key strategist for workforce development. The agency hopes to attract unrestricted funds, develop a communications strategy, and strengthen service delivery to realize maximum value of resources.

Program Services - This committee will be reconstituted once new Board members are in place.

Performance - DESC passed all 3<sup>rd</sup> quarter WIA measures. PATH work participation is now at 60% (50% required). Although DESC continues to meet federal measures, wages continue to be below livable wage standards and many customers are not being exited from the WIA system. Additionally, DESC believes that service delivery quality must be improved going forward (timely assessments, increased supportive services, improved case management and integration of programs).

Detroit Registered Apprenticeship Program (DRAP) – D-RAP continues to increase the number of hires for construction projects. Ninety-seven apprentices have been placed to date. Mayor Duggan is interested in tracking the number of jobs in demand for the major infrastructure and demolition projects (M1 Rail, Olympia, and the Blight Project). Key stakeholders are meeting and others are being brought to the table to gather data and plan a strategy to provide an effective service delivery system.

Youth Program Innovations:

The Education and Youth Advisory Council - The council is currently scheduled to meet in July and determine collective impact strategies for youth stakeholders.

The Aspen Institute Opportunity Youth Grant – The Detroit collaborative led by DESC and Excellent Schools Detroit, successfully completed the planning phase and applied for implementation funding for the cross-sector collaboration focused on opportunity youth defined as Americans ages 16-24 who are disconnected

from public systems. DESC's target population includes youth with substantial barriers within targeted neighborhoods.

Grand Circus Detroit – The trainer is Dan Gilbert's IT training agency, Grand Circus Detroit. This past year, Grand Circus graduated 22 of 26 Osborn students who received sixty hours of training in computer application coding, along with paid work experience. DESC has committed to continue sponsoring Osborn students through graduation.

City of Detroit General Services Department Partnership – DESC has supplied sixty DESC older youth for outdoor summer jobs making \$9.25/hour. The youth will earn credentials in pesticide application and hi-lo operator's license. Additionally, twenty older youth are being provided to landscaping contractors as apprentices through D-RAP.

Ms. Moore asked for any questions. Chair Lewis requested that the Board members receive a copy of the signed audit at the September meeting for informational purposes.

### **One-Stop Report**

Mr. Richard Acosta, Director of One-Stop Services, Grant Associates, provided several updates. DESC has reached the 5,000 placement threshold, which is a 400% increase from 2012. The agency is pushing towards the 6,000 earmark. Comprehensive Logistics is bringing four hundred new jobs to the city. It already hired twenty-four people through the agency. Ninety percent of those new hires were Detroit residents. Information technology (IT) is one of the areas that DESC is focusing on due to the demand and the opportunities in that area. The agency is also trying to create a system where people who are interested in IT can begin training in that area.

### **Review/Adoption: DWDB Revised By-Laws Adoption of New Mission/Vision Statements**

Chair Lewis shared that at the last meeting, the Board preliminarily approved the DWDB Revised By-Laws, explaining that the Board needed sufficient time to review the document and raise questions or offer comments before approval of the document. He noted that Attorney Kelly Cumberworth from Allen Brothers is in the audience to answer any questions. Chair Lewis shared that this has been an intense process with numerous meetings of the Executive Committee and Allen Brothers. No questions were presented regarding the revised By-Laws. Chair Lewis requested a motion to approve the DWDB By-Laws as presented. A motion was made by Director Swan to approve the DWDB By-Laws as presented, supported by Director Alice Thompson. Motion Carried Unanimously.

Chair Lewis referred discussion of the Mission/Vision Statement to the Chairperson of the Strategic Planning Committee, Director Swan. Director Swan shared that a mission/vision statement adopted in June 2011 has been revised to reflect the Board's current mission and vision. A motion was made by Director Crump to approve the Mission/Vision Statement as presented, supported by Director Veronica Madrigal. Motion Carried Unanimously.

### **Discussion: DWDB Appointments/Reappointments**

Chair Lewis explained that the Mayor's office is currently making appointments to the Board. Ms. Moore also mentioned that there is interest in adding a representative from the healthcare sector to the Board. Brief discussion ensued about postponing the strategic planning session until the new Board members have been appointed. Also, Director Swan noted that a Board self-assessment survey is forthcoming.

### **Discussion: Approved Contracts**

Ms. Stephanie Nixon, Director of Contract Administration at DESC, shared that DESC had additional funds from the third quarter and was able to modify contracts for Youth Development Commission (YDC) and Midnight Golf. YDC received an additional \$324,000 to provide the resources to offer expanded workforce development services to WIA eligible in and out of school youth. This modification increases the Year-Round Youth Services Coordination Budget from \$1,905,270 to \$2,229,279. Midnight Golf received an additional \$92,000.00 to provide the resources to offer expanded workforce development services to WIA-eligible in and out of school youth. This budget modification increases the Year-Round Youth Services Budget from \$450,000.00 to \$542,000.00.

An additional \$95,500.00 (WIA funds) was added to the Jacket for Jobs contract in order to provide work readiness etiquette services to WIA eligible customers utilizing DESC operated One Stop Service Centers. This modification increases the Work Readiness Etiquette Budget from \$150,000 to \$245,000.

Detroit Public Schools (DPS) was offered a six-month contract to complete the 2013-2014 contract year and offer Adult Basic Education (ABE) services in DESC's One-Stop satellite offices. Because they are DPS buildings, Grant Associates cannot offer instructions in the locations as they do in DESC's full service centers. The system design will allow for customers who need more intensive basic skill instruction to receive it in a self-paced environment with the support and resources offered by DPS.

Ms. Alessia Baker-Giles, Director of Finance at DESC, shared that staff requested a renewal of the RNA Janitorial Contract for a third year to provide daily janitorial services at the 18100 Meyers Road location. RNA provides general maintenance duties at all locations on an as-needed basis. Duties include janitorial and labor services, hanging shelves, and dismantling/installing furniture. This renewal is for \$56,400.

Ms. Moore shared that these modifications and renewals were approved by the DESC Board and come to the DWDB for informational purposes. Chair Lewis asked that these contracts be received collectively by the Board and requested a motion for approval. A motion was made by DWDB Vice-Chairman Cal Sharp to approve the modifications and renewals as presented. The motion was supported by Director Swan. Motion Carried Unanimously.

#### **Public Comment**

Ms. Verna Brocks, Detroit Council PTA President, shared that although the Parent Teacher Student Association has had a very positive work engagement with DESC, many students and parents are not aware of the opportunities available for youth. Ms. Brocks suggested that DESC develop an occupational assessment tool. Ms. Moore stated that Ms. Nixon will contact Ms. Brocks regarding her suggestion and look into how DESC could assist.

#### **Good and Welfare**

Discussion ensued about the meeting time for the Board's regularly scheduled meetings. It was agreed that the start time for DWDB meeting will change from 8:00 a.m. to 8:30 a.m.

#### **Adjournment**

With no further business to come before the Board, the meeting was adjourned at 9:30 a.m.

Prepared by: L'Tanya Clegg