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MEETING:	DESC Corporate Board Meeting	DATE:	Monday, December 18, 2017
ATTENDEES:	Board Members: Cal Sharp, Jeff Donofrio, Alice Thompson, Don O'Connell, Ric Preuss, Lena Barkley, Michael Aaron Maria Woodruff-Wright, Chris Uhl. DESC Staff: Nicole Sherard- Freeman, Michelle Rafferty, Terri Weems, Stephanie Nixon, Robin Johnston, Robert Shimkoski, Alessia Baker-Giles, Chauncey Samuel, Joycelyn Malcolm carr, Nicole Stallings, Cheryl Hildreth	LOCATION:	440 E. Congress, Corporate Conference Room, 3R. Detroit, MI 48226
VIA TELEPHONE:	Alice Thompson, Board Member & Program Service Chair	CALLED TO ORDER:	9:45 am
ABSENT:	Toney Stewart Board Member, Laura Hughes Board Chair (excused).	ADJOURNED:	11:25 am
FACILITATOR:	Cal Sharp, Board Vice Chair	DATE MINUTES APPROVED:	February 27, 2018

ITEM	DISCUSSION	OUTCOME /ACTION ITEM(S)
Call to Order, Welcome, Roll Call and Introductions.	Cal Sharp, Board Vice Chair, called this meeting to order at 9:45 am, December 18, 2017. Members, staff and guests were welcomed and thanked for attending. Cal Sharp, Board Vice Chair asked for introduction of Board Members and DESC staff.	
Approval of Meeting Consent Agenda with corrections.	Cal Sharp, Board Vice Chair Requested for Motion to approve the Meeting's Consent Agenda with corrections. Question from Board Members: Are visitors/guests required to be listed on minutes? DESC staff will check with the OMA Handbook. Motion: Ric Preuss Seconded: Jeff Donofrio Motioned Carried – Passed / Approved Unanimously	Approval of Meeting Consent Agenda, with corrections: 1. Facilitator will be Cal Sharp, Board Vice Chair. 2. No Board Chair Report Motion Carried – Passed/ Approved Unanimously
Approval of Meeting Minutes, with corrections: 08/25/2017	Cal Sharp, Board Vice Chair Requested for Motion to approve the 08/25/2017 Meeting Minutes, with corrections. Motioned: Ric Preuss Seconded: Jeff Donofrio Motioned Carried – Passed / Approved Unanimously	Approval of Meeting Minutes: 08/25/2017, with corrections: 1. CEO Board Report should be inserted 2. Vote taken not recorded in minutes.



		Motion Carried – Passed/Approved Unanimously
Approval of Meeting Minutes: 10/27/2017	<p>Cal Sharp, Board Vice Chair Requested for Motion to approve the 10/27/2017 Meeting Minutes.</p> <p>Motioned: Ric Preuss Seconded: Jeff Donofrio Motion Carried – Passed/Approved Unanimously</p>	<p>Approval of Meeting Minutes: 10/27/2017.</p> <p>Motion Carried Passed/Approved Unanimously</p>
Approval of Revised 2018 Calendar	<p>Cal Sharp, Board Vice Chair Requested for Motion to approve revised 2018 Calendar to include correct adjournment time for Audit & Finance Committee November’s meeting.</p> <p>Motioned: Ric Preuss Seconded: Jeff Donofrio Motion Carried – Passed/Approved Unanimously</p>	<p>Approval of Revised 2018 Calendar to include correct adjournment time for Audit & Finance November meeting.</p> <p>Motion Carried Passed/Approved Unanimously</p>
Board Chair Report	Board Chair Report deleted from Agenda.	
CEO Report	<p>Nicole Sherard-Freeman, President & CEO of DESC, gave her report, reserving a portion of her time for Michelle Rafferty, DESC COO to give an overview of the Workforce System redesign.</p> <ul style="list-style-type: none"> • Finance and Budget Process –to receive the right level of approval for DESC budget and right review process for federal & state funding allocations, and any formulaic based funding, DESC Leadership Team is developing a calendar of review and approvals to give us the right review process with Mayor’s Office and Mayor’s Workforce Development Board (MWDB). It gives us appropriate time to get approvals from MWDB. The calendar should be developed in January with opportunities for the Board to weigh-in. • Data & Metrics – JPMorgan Chase Service Corp developed 30 or 40 dashboards But our focus is on launching an abridged version of several dashboards including: <ul style="list-style-type: none"> ○ Placements ○ Training ○ Enrollments and placement ○ Service to our Employer Community ○ Demographics from One Stop Centers and other affiliated Partners <p>In the coming days, the One Stop Committee of the MWDB will see the final set of dashboards and at the next meeting, if not before, the reviewed dashboards will be brought to the Board. The Board’s input on both structure and content is welcomed.</p> <ul style="list-style-type: none"> • Grow Detroit Youth Talent (GDYT) 2018 – Convened several internal operation meetings focusing on improving finances and process improvements such as paying our youth on time, perhaps using technology solution to pay youth more accurately and timely and to be stronger on the compliance front. <p>Board Question: Is the bias for 2018 on improving the system rather than on growing it? Response: Nicole Sherard-Freeman, President and CEO of DESC, replied that it’s really on both.</p>	



DESC expects to hold steady with the number of youth who enrolled which is around 8,000 students. Improvements are beyond the ones mentioned at this meeting. We are launching the GDYT Career Specialist Program - modeled after Boston's Private Industry Council's Program. A GDYT Specialist will work in the schools as a career counselor to prepare students for GDYT jobs and higher skills sets for a different work experience. More resources will be dedicated to students at Cody, Osbourne, Randolph, Western and Ben Carson in partnership with Linked Learning at United Way. Established employer engagement managers will go out and develop the opportunities for the youth.

- Centralizing GDYT Leadership – Looking for someone to be the Executive Director of GDYT to develop fundraising component and to work on program and process improvement of GDYT. DESC appreciates any referrals.
- State of Michigan Cycle 2 Monitoring – The Finance team has closed the Cycle 2 monitoring with the State of Michigan. It's the quickest time we've completed the monitoring – fewer findings and faster resolutions. Cycle 3 monitoring by the State is also complete and it should be ready for Board review and approval by next Board meeting.
- Need feedback from Board on Contract Approvals format: Proposing to report to Board on the following metrics:
 - vendor
 - purpose of contract
 - contract amount
 - length of contract
 - new or renewal contract
 - performance key indicators.

Question from Board Members: On the summary part of the GDYT Executive Director job description, it states that the Executive Director (ED) will receive strategic directions from....? What does strategic directions mean? Nicole Sherard-Freeman, President and CEO of DESC responded that GDYT is such a collaboration, that directions may come from different areas, such as the Mayor's Office giving the target number of students to assist.

Questions from Board Members: Why not say collaborative direction? How many employees does the GDYT ED supervise and who does GDYT ED supervise? Nicole Sherard-Freeman, President and CEO of DESC, responded that the GDYT ED supervises the DESC internal GDYT team, which currently has 3-4 team members, with more to be added.

Question from Board Members: Could an organizational chart be developed to show how GDYT fits in with the organizational structure? Great job on the job description.

System Redesign Update

Michelle Rafferty, COO of DESC, reported on the Workforce System Redesign Goals.

DESC is at the end of the 3 Year budget cycle for WIOA, so we have been having conversations with CBO Leadership Group, internal DESC staff, MWWB staff, Corporation for Skilled Workforce, and LISC on how to improve the system in a wholistic way. Four Redesign Goals were created:

1. Increase financial stability of families and reduce the poverty rate.
2. Build and support a workforce system that yields the greatest benefits for job seekers and businesses in Detroit.
3. Maximize impact and value add of DESC as workforce intermediary.
4. Support learning, continuous improvement and innovation within DESC and among partners.

Questions from Board Members: How do we determine if the workforce population is counted correctly, especially with the growth of the City and businesses coming to the City and attraction to downtown? Jeff Donofrio answered that we look at those key performance indicators, like how many people are in in poverty – and not the poverty rate, how many people are employed – and not the employment rate and, what the characteristic of the jobs. Through the Census and the Department of Labor reports, we can get more real-time data to determine the impact of employing 40,000 existing unemployed Detroiters.

In terms of the timeline, Michelle Rafferty, COO of DESC, reported that DESC has looked at data from labor market information, jobseeker information, best practices across the country. Responsiveness to stakeholders is important, so DESC is procuring a consulting firm in the beginning of next year, who will engage leadership, partners, customers and community. In January 2018, DESC will ask community organizations to share capabilities and growth opportunities, through a Request for Qualification process. In March 2018, DESC will ask for formal proposals (RFP) from partners, and in July 2018 DESC plan to launch Phase I Redesign.

The Stakeholder Engagement includes meeting with: Job Seekers, Customers; those not using our system but are using public benefits from other agencies, Employers at different levels, Workforce Organizations, Local Government, Community and Faith Based Organizations.

Questions from Board Members: How do we engage neighborhood businesses like nail salons, barbershops, etc.? Nicole Sherard-Freeman, President and CEO of DESC answered that there will be an engagement team that will identify and engage with those neighborhood businesses.

Michelle Rafferty, COO of DESC, followed up on an action item from last meeting on the pre-apprenticeship funding. DESC followed up with clarifying questions for Detroit Training Center. The Review Committee, based on their conversations with Detroit Training Center, decided not to fund them and have sent notification to Detroit Training Center to let them know they will not be funded. DTC is welcomed to submit proposals in future bids.

Chauncey Samuel, DESC Procurement Specialist and Michelle Rafferty, COO of DESC,



	<p>reported on YouthBuild. The Board, in a previous meeting, approved DESC entering contract negotiations. Critical changes were needed to program design because YouthBuild is an intensive and expensive program. The Review Team decided to have each agency take certain parts of the program. A lead agency is necessary, so Southwest Economic Solutions was identified as the Lead Agency, HRDI is responsible for construction training and placement outcomes. There is also a need for a facility, since a search for in-kind space did not materialize. A contract modification of \$310,000 is warranted to include stipends for students, additional funding to lead agency, equipment and supplies for the homes the students will work on and funds for a facility site for classroom training.</p>	
<p>YouthBuild Contract Modification PY 2017-18</p>	<p>Cal Sharp, Board Vice Chair, Requested a Motion to Approve the increase of the YouthBuild contract not to exceed \$310,000 and a 40-month contract not to exceed \$625,000.</p> <p>Motioned: Michael Aaron Seconded: Chris Uhl Motion Carried- Passed/Approved, with Don O'Connell recusing himself from voting.</p>	<p>Approval of YouthBuild Contract Modification PY 2017-18</p> <p>Motion Carried Passed/Approved</p> <p>With Don O'Connell recusing himself from voting.</p>
<p>Program Service Committee Update</p>	<p>Alice Thompson, Board Secretary and Program Services Chair, gave her update:</p> <ul style="list-style-type: none"> • Program Services Committee met on December 11, 2017, DESC staff gave updates on several programs, no approvals items. • Terri Weems, DESC CFO reported that we are on schedule to meet all PATH Surplus spending strategy. All funds (1.5 m) should be expended by due date. • Two Osborn High School students garnered 2nd place awards at the 2017 JAG National Student Leadership Academy in Washington D.C. Ashley Eckles won 2nd place in the Employability Skills competition and Eugene Thompson won 2nd place in the Public Speaking competition. They were the only 2 Michigan attendees to win at the National gathering. We are going to communicate the accomplishments of our JAG students to the Detroit Public School Community District Board, the Principal of Osborn High School and Crain's newspaper agency. • DESC staff gave an update on SNAP 50/50, which is on target for 2017. • Special thanks to Stephanie Nixon, Chief Program Officer, for all her assistance. 	
<p>Audit & Finance Committee Update</p>	<p>Chris Uhl, Treasurer and Audit and Finance Chair, gave his update: Plante & Moran has published a draft audit, and the audit is currently being reviewed by Audit and Finance Committee. Once reviewed, the audit will be brought to the next Executive Board and Corporate Board meeting.</p>	
<p>Presentation and Review for Approval: MOU for Breithaupt CTE</p>	<p>Nicole Stallings, Deputy Director, MWDB reported on the update of Randolph, and Randolph as a model for other sites around the City. Reopened the electrical program at Randolph and launched the Adult Program. There is a wide variety of schools feeding into Randolph. The students who are participating in Randolph are seeing higher GPAs in other school work.</p> <p>About a third of the students are women. One female student started a "Ladies in Hard Hats" program, encouraging women to participate in the construction field and inviting more</p>	



resources. There is even distribution among the core classes. Before and after slideshow presentation of Randolph was presented. \$10 million, in in-kind and financial contributions, going into Randolph CTE over the next 3 years, and plans for designing it to be sustainable.

Nicole Stallings, Deputy Director, MWBD, said work is continuing Randolph, and programs like robotics, green infrastructure and welding are being added. The Adult Program is expanding.

Working with Dr. Vitti, Alycia Merriweather, Brenda Belcher and their team to expand the CTEs, so that they line up with industry needs. A second CTE - Breithaupt – will begin a new agreement. Some updates to the agreement include: the Superintendent of Detroit Public School Community District now has approval along with the DPSCD Board.

Breithaupt will have great connections to small businesses. Classes will include: Culinary Arts, Cosmetology, Automotive Repair and Welding. Marketing is not an issue. Will build more capacity to serve more students. Some incremental additions to the building will offer more slots for additional students. Customer service will be part of the curriculum to build up that cultural. There will be better connections to businesses for co-ops and summer youth employment programs

Question from Board Member: How many students are in the Culinary Arts Programs?

Response: Nicole Stallings, Deputy Director, MWDB, responded about 300.

Question: Are we seeing same partnership at Randolph at Breithaupt?

Response: Yes. People are excited about Breithaupt. A lot of interest by potential employers, like Cobo Arena.

Question from Board Member: What will it take to make this all happen?

Response: Nicole Stallings, Deputy Director, MWDB, said that a large financial contribution is needed at the table, and with partnership with the Detroit Public School Community District we can maximize the financial commitments. We just completed a \$1.5 million State grant for repair work to the building.

Question from Board Member: Do you think we can expand capacity?

Response: With the addition of another kitchen, maybe 50 or 60 more culinary students' slots will open, and with incremental additions, more slots will open in robotics and welding.

We are starting work in January on Breithaupt. Jeff Donofrio said he met with Cindy Pasky and Dave Meador. Co-Chairs of the MWBD, to raise as many funds for Breithaupt. Nicole Stallings, Deputy Director, MWBD is to be commended for her hard work on Randolph and Breithaupt CTEs. Jay Williams, who worked on Randolph, from DTE is on loan to us.

Cal Sharp Board Vice Chair Requested a Motion of Approval for the Review and Approval of the Memorandum of Understanding for Breithaupt CTE:

Approval of MOU for

	<p style="text-align: center;"> Motedioned: Don O’Connell Seconded: Michael Aaron Motion Carried – Passed/ Approved Unanimously. </p> <p> Questions from the Board: How is being enrolled in Randolph impacting per pupil funding on school count day? Response: Nicole Stallings, Deputy Director, MWBD, said that the per pupil funding is split 50/50 with the home school, so we will see a significant increase in per pupil funding. </p> <p> Question: How is the elected school board involved in the CTE? Response: There are certain things in our Agreement that need to be presented formally to the Elected Detroit Public School Community District Board, and individual members ask questions and want to make connections, so both formally and informally, the Elected Detroit Public School Community District Board is involved. </p> <p> Board Comment: Wayne State University is now partnered with Randolph. WSU is going to partner with middle schools to interest students in attending Randolph. After completing Randolph, they can enroll in WSU’s engineering and construction management curriculums. </p> <p> Nicole Stallings, Deputy Director, MWBD, reported that Randolph has entered in Project GreenLight to secure equipment and protect students and visitors. Randolph is a model so other schools may follow and partner with Project Greenlight. </p>	<p>Breithaupt CTE.</p> <p style="text-align: center;">Motion Carried – Passed/Approved Unanimously</p>
<p>Proposed Revisions to DESC Corporate By-laws.</p>	<p> Attorney John Allen reported that this Agenda item is a follow-up from last meeting. The DESC By-law revisions that were made were: </p> <ul style="list-style-type: none"> • In Section 4.8 in by-laws, Negotiable Paper was separated out from contract to make it clearer. Negotiable paper are things like checks, drafts deeds, conveyance, official documents, that are treated in a certain way, up to \$250,000. The DESC CEO is okay to sign, that remains unchanged. • The Contract Approval Section was revised to allow the DESC CEO authority to sign new contracts up to \$500,000 and renewals for partners with existing contracts in any amount. • Typos were corrected, such as WIO to WIOA. <p> Cal Sharp, Board Vice Chair Requested a Motion for the Approval of the Proposed Revision to DESC Corporate By-laws. </p> <p style="text-align: center;"> Motedioned: Lena Barkley Seconded: Alice Thompson Motion Carried - Passed/Approved Unanimously </p>	<p style="text-align: center;">Approval of Proposed Revisions to DESC Corporate By-laws.</p> <p style="text-align: center;">Motion Carried – Passed/Approved Unanimously</p>
<p>Presentation and Review for Approval: Proposed Changes to Cap Trust Trustees</p>	<p> Cal Sharp, Board Vice Chair, introduced Nicole Sherard Freeman, DESC CEO to speak on the proposed changes to Cap Trust Trustees. Nicole Sherard Freeman, DESC CEO, stated this is a procedural matter. Cap Trust is the 401K administrator. As required whenever there is a leadership change, Cap Trust requires approved forms to be submitted. Nicole Sherard Freeman, DESC CEO, explained that three (3) changes that are required to </p>	<p style="text-align: center;">Approval of Proposed Changes to Cap Trust Trustees.</p>



	<p>make in accordance with DESC by-laws and Cap Trust requirements. These changes will be effective in July. Nominal fees are associated with these changes (\$100-\$200) and are available in DESC budget.</p> <ol style="list-style-type: none"> 1. To remove Jose Reyes who resigned from DESC (already signed off as Trustee) from being Trustee of Plan. 2. Add Nicole Sherard Freeman, CEO as Trustee of Plan. 3. Add Terri Weems, CFO, as Trustee of Plan. <p>Cal Sharp, Board Vice Chair Requested a Motion for the Review and Approval of the Proposed Changes to Cap Trust Trustees.</p> <p>Motioned: Don O'Connell Seconded: Michael Aaron Motioned Carried – Passed / Approved, with Jeff Donofrio recusing himself from voting.</p>	<p>Motion Carried – Passed/Approved. Jeff Donofrio recusing himself from voting.</p>
Public Comment	No public comment.	Members of the Public
Adjournment	<p>Cal Sharp, Board Vice Chair Requested a Motion for Adjournment</p> <p>Motioned: Alice Thompson Seconded: Don O'Connell Motion Carried – Passed/Approved Unanimously</p>	<p>Board Approved Adjournment.</p> <p>Motion Carried – Passes/Approved Unanimously</p>

NEXT MEETING: Tuesday, February 27, 2018 at 9:45 am.

SUBMITTED BY:

Printed Name: Cheryl Hildreth Title: Administrative Assistant

Signature: *Cheryl Hildreth* Date: 12/18/2017

