

DRAFT MINUTES
Detroit Employment Solutions Corporation Board
Strategic Planning Committee Meeting
Monday, October 7, 2013

Time: 8:30 – 10:30 a.m.
Location: 707 West Milwaukee, 2nd Floor, Room 2C, Detroit, MI
Facilitating: Dr. George Swan, Chair

Directors Present: George Swan, Karl Gregory, Cal Sharp, Art Dudley
Directors Absent: Kenyetta Bridges, John Harris, Lena Barkley
Staff Present: Pamela Moore, Robert Shimkoski, Kristin Bailey, Robin Johnston, Ciara Ginyard, Lynne Scully, L’Tanya Clegg
Guest Present: Kelly Cumberworth, Allen Brothers, PLLC

PROCEEDINGS

The meeting of the Detroit Employment Solutions Corporation (DESC) Board Strategic Planning Committee was called to order at 8:40 a.m. by Dr. George Swan, Chair. Chair Swan recommended modifying the agenda in order to discuss the mission/vision statement first while the committee awaits the arrival of legal counsel to further discuss DESC Board By-Law revisions. A motion was made by Director Karl Gregory to approve the Draft Agenda of October 7, 2013 with necessary modifications, supported by Director Cal Sharp. Motion Carried Unanimously. A motion was made by Director Gregory to approve the Draft Minutes of September 16, 2013, supported by Director Art Dudley. Motion Carried Unanimously.

DISCUSSION: MISSION/VISION STATEMENT

Mr. Robin Johnston, Communications Manager at DESC, created several mission and vision statement options and distributed his recommendations to the committee for its review. The options included recommended language submitted by Director Gregory. The committee discussed whether the mission and vision statement for the Detroit Workforce Development Board (DWDB) and DESC should be identical since it is one agency with the same focus, vision and mission. Chair Swan stated that the difference potentially resides in the different responsibilities of the DWDB and the DESC Board.

The mission statement currently being used by DESC is: “To revitalize Detroit by cultivating local workforce talent to align with the needs of the business community.” Chair Swan suggested that this language should remain as the mission statement for the organization, and the committee should focus on creating a vision statement only. Director Dudley noted that the vision of the workforce agency overall could be the same since the entire organization is trying to get to the same destination. Director Gregory noted concern about the current vision language being more of an action statement rather than a proper vision statement.

A brief discussion ensued among the members regarding the vision and mission statement options submitted by Director Gregory and Mr. Johnston. The committee agreed that since these statements were created for the DWDB, they should be passed to the DWDB Executive Committee for further review. Chair Swan noted that since the Strategic Plan was adopted a year ago, the DWDB, the DESC Board, and the agency adopted that mission statement as well. He also noted that the vision statement of the DWDB or something very similar will be the vision of the agency.

Ms. Pamela Moore, President/CEO at DESC, shared that the DWDB Executive Committee will meet on October 15, 2013 to discuss revisions for the DWDB By-Laws. She noted that per the Strategic Planning Committee's recommendation, the mission/vision statement will be passed to the DWDB Executive Committee for further review and discussion.

CORPORATION BOARD BY-LAW AMENDMENTS

Chair Swan explained that the meeting packet includes a memo from Allen Brothers as well as a revised set of By-Laws. He recommended that members review the recommended changes from the last committee meeting.

The committee requested the following additional revisions for the By-Laws:

- Article 4 Revisions:
 - Article 4.1: Should state that all meetings will conform with the Open Meetings Act as long as the OMA is applicable to the Corporation.
- Article 5 Revisions:
 - Article 5.5 (a): Should be revised as follows: "To recommend approval of strategic planning activities"; delete the word "completion"
 - Article 5.5 (b): Should be revised as follows: "To recommend changes and modifications to the By-Laws of the Corporation Board"
 - Article 5.5 (e): Delete this item.
 - Article 5.6 (a): Should be revised as follows: "To review performance data in order to analyze outcomes and recommend strategies to the corporation to improve program deficiencies"
 - Article 5.6 (b): Should be revised as follows: "To provide policy guidance to the Board to ensure that jobseekers (including special populations) and business services customers can best utilize the corporation's resources"
- Article 7 Revisions:
 - Article 7.1: The third sentence should be revised as follows: "The Board of Directors may elect one Vice-Chairperson, Secretary or Treasurer."
 - Article 7.7: Should be revised to state that the Secretary will attend all meetings of the Board of Directors and insure all votes and the minutes of all proceedings are recorded.
 - Article 7.8: The second sentence should be revised as follows: "The Treasurer will make recommendations regarding the strategic direction and long term financial goals for the Corporation." This article should also state that the Treasurer is responsible for ensuring that the budget decision reflect the overall objectiveness of the Board and that there is consistency between the Corporation's mission and finances.

A motion was made by Director Cal Sharp that the Strategic Planning Committee make a recommendation to the DESC Corporation Board that the By-Laws as amended be adopted, supported by Director Dudley. Motion Carried Unanimously.

OLD/NEW BUSINESS

Chair Swan asked members to keep in mind that per the DESC Board By-Laws, this committee should be reviewing ways to further DESC's resource development. This objective should be pursued at future meetings.

Director Gregory asked if the committee has the responsibility for developing strategies for recommendations to the DESC Board so that it can make recommendations to the DWDB. Chair Swan stated that plans are underway that were made at last year's planning session and it is now time to begin working on strategies to recommend to the DESC Board. Chair Swan noted that once the DESC Board By-Laws are approved, the committee will have more specificity on its direction.

Ms. Moore stated the DESC's strategic planning team met with Mr. Larry Good, Consultant from Corporation for a Skilled Workforce, two weeks ago to discuss strategy. There will be more meetings with Mr. Good to talk further about plans and fund developments within the next two weeks. These fund development and strategic plans will be brought back to the Strategic Planning Committee at the next meeting.

Director Gregory asked whether a document could be developed outlining major deadlines that this committee should meet on an annual basis and have targets for each meeting as to what the committee should accomplish in order to carry out its overall responsibility to complete everything we should within the year. All agreed that this could be done.

GOOD AND WELFARE

Ms. Moore provided the committee with some agency updates. DESC is still awaiting the 501(c)3 status. DTE is giving \$250,000 over the next three years for DESC's Year-Round Youth Program. The Community Foundation of Greater Southeast Michigan agreed to be the fiduciary for DESC.

The committee agreed that the DESC Board needs to see all recommended changes and noted that the attorneys should offer a side-by-side view of the changes and the finished product.

ADJOURNMENT

With no other business to come before the Strategic Planning Committee, the meeting was adjourned at 10:20 a.m.

Submitted by: L'Tanya Clegg