

MINUTES

Detroit Employment Solutions Corporation (DESC) Board
Audit & Finance Committee Meeting
Wednesday, August 31, 2016

Time: 1:00 p.m. – 2:30 p.m.
Location: 440 East Congress St., Suite 400, Detroit, Michigan 48226
Facilitator: David Carroll, Chairman

Committee Members Present: David Carroll, Ric Preuss, Mark Redman and Paul Trulik

Committee Members Absent: Laura Hughes and Alice Thompson

DESC Staff Present: Jose Reyes, Alessia Baker-Giles, Lynnette Robinson, Chauncey Samuel, Robin Johnston, Kellee Miller, Brandon Jessup, Kristin Bailey and Cristal Perry

Welcome and Introductions

The Meeting of the Detroit Employment Solutions Corporation (DESC) Board Audit and Finance Committee was called to order at 1:03 p.m. by Mr. David Carroll, Chair. A motion was made by Member Mark Redman to approve the Draft Agenda of August 31, 2016, supported by Member Paul Trulik. Motion Carried Unanimously. A motion was made by Member Redman to approve the Draft Minutes of the June 29, 2016 meeting, supported by Member Trulik. Motion Carried Unanimously. A motion was made by Chair Carroll to approve the minutes of the August 19, 2016 special meeting, supported by Member Trulik. Motion Carried Unanimously.

Finance Report Update

Monthly Grant Analysis Update

Ms. Alessia Baker-Giles, Director of Finance, DESC, explained that the Finance Unit is in the process of closing out the prior fiscal year. The group discussed the monthly grant analysis report. During the discussion, Ms. Baker-Giles noted that some grants should be spent over a twelve (12) month period and with others, it may not take 12 months to expend the awarded amount. She explained that that most of the grants have an end date of June 30, 2016 and for most of them, if the funds have not been expended, 100% of what was not spent may be carried over into Fiscal Year (FY) 2017.

Balance Sheet

Ms. Baker-Giles explained that the balance sheet is through June 30th and is still a draft because the Finance Unit is in the process of finalizing the close out of the month of June. She noted that that there is a large deferred revenue, which is all GDYT funds, that was collected prior to July 1st with restrictions that it can only be used for GDYT wages.

Review/Approval

Funding Recommendations Digital Communications Agency

Ms. Chauncey Samuel, Procurement Specialist, DESC, gave a brief overview of the Digital Communications Agency RFP. Mr. Robin Johnston, Communications Manager, DESC gave a brief summary of the winning bidder, Mort Crim Communications (MCCI), explaining the services they will provide to DESC. A motion was made by Member Trulik to approve the funding recommendation for MCCI, supported by Member Redman. Motion Carried Unanimously.

Discussion

New Procurement Approval Process

Mr. Jose Reyes, Interim President/CEO, DESC, gave an overview of the old and new procurement approval process previously approved by the full Corporation Board. During the discussion, Chair Carroll asked if certain By-law provisions were structured around specific dollar amounts. Ms. Kristin Bailey, Compliance Manager, DESC, answered in the affirmative.

Public Comment

There were no members of the public present.

Adjournment

With no further business to come before the Audit and Finance Committee, a motion to adjourn the August 31, 2016 meeting was made by Member Paul Trulik, supported by Member Mark Redman. Motion Carried Unanimously.

The meeting adjourned at 1:50 p.m.

Prepared by: Cristal Perry