

MINUTES

Detroit Employment Solutions Corporation (DESC)

Board Meeting

Tuesday, December 22, 2015

Time: 2:00 – 3:30 p.m.
Location: 440 East Congress, Conference Room 3R, Detroit, MI 48226
Facilitating: Laura Hughes, Chairman

Directors Present: Cal Sharp, Laura Hughes, David Carroll, Lena Barkley, Ric Preuss, Don O’Connell, Alice Thompson
Directors Absent: Mark Gaffney, Mike Aaron, Toney Stewart
Staff Present: Pamela Moore, Kristin Bailey, Cristal Perry, Robin Johnston, Alessia Baker-Giles, Robert Shimkoski, Jose Reyes, Chauncey Samuel
Guests Present: John Allen/Allen Brothers, Glenda Magarrell/SERCO, Nicole Sherard-Freeman/Corporation for a Skilled Workforce, Andrew Cartwright/Strategic Staffing Solutions, Jeff Donofrio/Mayor’s Office, City of Detroit

Proceedings

The Meeting of the Detroit Employment Solutions Corporation (DESC) Board was called to order at 2:05 p.m. by Director Laura Hughes, Chair. Chair Hughes asked members to review the Draft Agenda and Draft Minutes as presented today for any changes or corrections. A motion was made by Director Don O’Connell to approve the Draft Agenda of December 22, 2015, and Draft Minutes of November 13, 2015, supported by Director Alice Thompson. Motion Carried Unanimously.

Chair Hughes noted that she would like to always hold Board meetings at locations where DESC’s customers are served. She also shared that she would like to allow time at the beginning of each meeting for members to learn about workforce development. She then introduced and welcomed Ms. Nicole Sherard-Freeman, Senior Director of Sustainable Communities, Corporation for a Skilled Workforce (CSW). Chair Hughes invited Ms. Sherard-Freeman to present on the current state of Detroit’s workforce.

Current State of Workforce Development

Ms. Nicole Sherard-Freeman thanked members for the invitation to present at today’s Board meeting. Chair Hughes asked Ms. Sherard-Freeman to share the information presented at the first meeting of the Mayor’s Workforce Development Board in October 2015. Ms. Sherard-Freeman referred Board members to the CSW mapping report in their packets and reviewed the report in detail. She explained that a portion of the workforce system’s complexity is the number of players involved in this work and the fact that there are too few jobs in the city for the citizens of Detroit. She presented on several points of interest, including the amount of work needed to improve the state of the city’s workforce, the number of jobs available, the number of workforce agencies serving the city, employer engagement, and limited philanthropic funding dollars.

The City of Detroit’s Mayor’s Office, CSW, and the Mayor’s Workforce Development Board (MWDB) are working together to map the city’s workforce infrastructure, funding, and the populations that are underserved in order to determine the best next steps.

Mayor’s Workforce Development Board Update

Chair Hughes introduced Mr. Jeff Donofrio, Director of Workforce Development, explaining that Mr. Donofrio hit the ground running and is a true asset to the city of Detroit. Mr. Donofrio stated that as Mayor Duggan addresses issues that impact the city, sustainable jobs are at the top of the list. Mr. Donofrio then

briefly reviewed the organizational structure of the MWDB, explaining that the MWDB is responsible for workforce strategy, and that the DESC Board is responsible for oversight and management of DESC.

Mr. Donofrio also discussed with the group the barriers that many people face in the city when seeking employment. For example, transportation continues to be an issue, and literacy is an obstacle to gaining meaningful employment. Mr. Donofrio explained that some of the committees are reviewing the process of how long it takes an individual to get a job, attrition rate, and the demand going forward. Ultimately the goal is for Detroit to have a talented workforce that can meet the demands of employers. Mr. Donofrio encouraged the Board members to see the MWDB as a resource and a great convening body for workforce-related issues that must be addressed.

Revised DESC Board Bylaws for Review/Approval

Before discussion ensued about the bylaw revisions, Chair Hughes shared with the Board that Bishop Edgar Vann submitted his letter of resignation to this Board but remains deeply committed to the vision and will remain on the MWDB. She then explained that Attorney John Allen, Allen Brothers, PLLC, has revised the bylaws and asked him to review those changes with the Board members. Attorney Allen explained that his firm made necessary changes per the Workforce Innovation and Opportunity Act to make sure the organization was in compliance.

Discussion ensued regarding the configuration of the Board as well as its committees. During this discussion, the Board members requested that Ms. Moore circulate a copy of the agency's strategic plan.

A motion was made by Director David Carroll to approve the revised DESC Board Bylaws with the understanding that (1) the Board will add a written code of conduct as required in Section 4.10; (2) that there will be a formal vote on committee membership at an upcoming meeting; (3) that in Section 5.1 the word "shall" will be changed to "may" in relation to the Board establishing policies and procedures for committees. Director O'Connell supported the motion. Motion Carried Unanimously.

DESC Finances Report

Director Carroll, as Chair of the Audit and Finance Committee, provided a brief report to the Board members on behalf of the committee. He noted that the committee members reviewed and discussed the section of the bylaws about the Audit and Finance Committee, and he also expressed satisfaction about the financial expertise among the committee's membership. He provided the group with a brief overview of the financial reports the committee would like to review going forward. Director Carroll also extended an invitation to the entire Board to attend any of the committee meetings.

CEO Report

Ms. Pamela Moore, President/CEO, DESC, thanked the Board for their work and offered a token of appreciation to each member. She explained that 2016 is going to be a busy year for the organization and noted that her report is included in today's board packets. Ms. Moore stated that at the last meeting, she was asked to update members on key priority items.

Ms. Moore provided the following updates:

- *Grow Detroit's Young Talent:* Ms. Moore explained that DESC responded to the RFP that was issued by the city of Detroit for the Grow Detroit's Young Talent (GDYT) program, and that DESC was the only applicant. She noted that the Mayor's goal is to have at least 8,000 youth working this year, and that 5,000 was the goal for last summer's program, with 5,594 being the final number employed. She shared that DESC is confident in its ability to conduct this work. Ms. Moore stated that SER Metro

will be DESC's coordinating agency for this initiative, noting that SER Metro will work with and manage fifteen (15) service providers. The majority of dollars would need to be raised from private funding sources. There is a new youth coordinator, and DESC's team that work with summer youth employment will coordinate these efforts. DESC needs to obtain private dollars relatively quickly. Chair Hughes asked that due to time restraints, information regarding the GDYT program could be forwarded to Board members, and Ms. Moore noted that she would circulate.

- Director Alice Thompson's company, Black Family Development, received a grant from Wayne County to serve sixty youth ages 16 – 21 exiting the juvenile justice system.
- Ms. Moore also shared that DESC received \$51,000.00 from MDOT to provide thirty-seven (37) Wayne County parolees with training and employment services.
- Grand Circus would like to create a scholarship fund for Detroiters for its boot camp training programs. DESC would charge an administrative fee in this initiative as the fiscal sponsor in this arrangement.
- There is a Tech Hire Grant from the Department of Labor which will provide 17-29 year-old individuals with training services.
- DESC will work with Goodwill Industries for a Training to Work grant as a major partner in this effort.
- The DB Grant Associates matter has been closed out. DESC was billed for a certain dollar amount but there were some disallowed costs. DESC and Grant Associates reached an agreement regarding this matter.
- Most of the items discussed at the last Board meeting regarding the agency's restructuring plan have been implemented.

Public Comment

No public comment was presented to the Board.

Chair Comments

Chair Hughes stated that the meeting would go into closed session to discuss the performance evaluation of a DESC employee as requested by that employee.

Adjournment

With no further business to come before the DESC Board, the meeting was adjourned at 3:30 p.m. to go into closed session.

Prepared by: L'Tanya Clegg