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MEETING:	DESC Corporate Board Meeting	DATE:	Friday, October 27, 2017
ATTENDEES:	<p>Board Members: Laura Hughes, Cal Sharp, Jeff Donofrio, Don O'Connell, Ric Preuss, Lena Barkley, Toney Stewart, Maria Woodruff-Wright, Chris Uhl.</p> <p>DESC Staff: Nicole Sherard- Freeman, Michelle Rafferty, Terri Weems, Stephanie Nixon, Robin Johnston, Chauncey Samuel, Linsey Gillery, Cristal Perry, Pat Harris, Joycelyn Malcolmcarr, Cynthia Mubiru, Cheryl Hildreth</p> <p>Members of the Public/Guests: Prestina Lee, Angela D. Shields, Veronica S. Peavey, Reginald Davis</p>	LOCATION:	440 E. Congress, Corporate Conference Room, 3R. Detroit, MI 48226
VIA TELEPHONE:	Alice Thompson, Board Member & Program Service Chair	CALLED TO ORDER:	9:30 am
ABSENT:	Michael Aaron, Board Member	ADJOURNED:	10:50 am
FACILITATOR:	Board Chair, Laura Hughes	DATE MINUTES APPROVED:	December 18, 2017

ITEM	DISCUSSION	OUTCOME /ACTION ITEM(S)
Call to Order, Welcome, Roll Call and Introductions.:	Board Chair, Laura Hughes called this meeting to order at 9:30 am, October 27, 2017. Members, staff and guests were welcomed and thanked for attending.	Approval of Meeting Consent Agenda, with corrections:
Approval of Meeting Consent Agenda with corrections.	<p>Request for Motion to approve the Meeting's Consent Agenda with corrections was made by Board Chair, Laura Hughes</p> <p style="text-align: center;">Motioned: Don O'Connell Seconded: Ric Preuss Motioned Carried – Passed / Approved Unanimously</p>	<p>Approval of Meeting Consent Agenda, with corrections:</p> <ol style="list-style-type: none"> 1. Correction of YouthBuild action: new contracts to approve. 2. Organize times in correct order. <p>Motion Carried – Passed / Approved Unanimously</p>
Approval of Meeting Minutes: 08/25/2017	<p>Request for Motion to approve the 08/25/2017 Meeting Minutes, with corrections was made by Board Chair, Laura Hughes</p> <p style="text-align: center;">Motioned: Cal Sharp</p>	<p>Approval of Meeting Minutes: 08/25/2017, with corrections:</p> <ol style="list-style-type: none"> 1. CEO Board Report



	<p style="text-align: center;">Seconded: Don O'Connell Motioned Carried – Passed / Approved Unanimously</p>	<p style="text-align: center;">should be inserted 2. Vote taken not recorded in minutes. Motion Carried – Passed/Approved Unanimously</p>
<p>Board Chair Report</p>	<p>Board Chair, Laura Hughes thanked the Members of the Board and staff for assisting in developing the 2018 Calendar.</p>	
<p>Approval of 2018 DESC Board and Committee Calendar</p>	<p>Request for Motion to approve the 2018 DESC Board and Committee Calendar was made by Board Chair, Laura Hughes</p> <p style="text-align: center;">Motioned: Cal Sharp Seconded: Chris Uhl Motioned Carried – Passed / Approved Unanimously</p>	<p>Approval of 2018 DESC Board and Committee Calendar.</p> <p style="text-align: center;">Motion Carried – Passed/Approved Unanimously</p>
<p>CEO Report</p>	<p>Nicole Sherard-Freeman, President & CEO of DESC, gave her report.</p> <ul style="list-style-type: none"> • <u>Bridge project</u> has a \$10 million set-aside. \$4.4 million this year. Invoiced \$1.5 million, so far, as Executive Order fees to provide job readiness and training for Detroiters. • <u>Randolph CTE</u> – 310 students now at Randolph. The CEO thanked Black Caucus for being instrumental in inviting students to programs. Jeff Donofrio reported that MDWB & BBFC oversee the high school students. Capacity for 300-400. All students who were interested were enrolled through a thorough marketing process: websites, social media, mailings within the district, fairs at 5 sites. Randolph Phase II will consist of: more classes, including welding, horticultural and robotics and perhaps energy management and construction management. An additional 60 students will be added. Class hours are 2 hours, forty-five minutes in both morning and afternoon. Most programs will be year-long process – to complete a Phase I and Phase II certification, (carpentry and electrical, for example). The CEO clarified that DESC is responsible for the adults in the program. The adults will be using the equipment and operations in the evening and weekends. An RFP for a weekend and evening building manager will be released next week, to help open the building, and handle the adult program. 300 adults are anticipated to complete the program in first year. Class size will differ based on class choices or requirements. • An RFP for Neighborhood Based Outreach for recruiting for programs, like CVS Pharmacy Technician Program, Health Care and Patient Administration Program and Randolph CTE will be issued. The contract for this RFP will be on a 6-month basis with 6-month renewals if metrics are met. • Metrics to track preferred providers. Starting in August of 2017, all contracts provide a scorecard, and where applicable, a performance plan. A dashboard has been created to track the providers, with rankings of red, yellow and green indicators of their status. Red means a formal corrective action plan is required. Yellow means the provider is sort of in goal, but need assistance. Green-indicates the provider is meeting success in 	



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	<p>training and placement. In the future, names of providers will be provided, but first discussion with providers as a courtesy will happen. These metrics are not meant to be punitive, rather helpful in helping us track our preferred providers.</p> <ul style="list-style-type: none"> • <u>JPM Chase</u> helped DESC develop dashboards (internal & external), target audiences, who would own them and how we will provide a greater level of transparency on a regular basis to the Board, internal team, Mayor's office, MWDB on employment and how Detroiters are getting training and the long-term impact of their training. The DESC CEO will send JPMC's report to the Board Members. Michelle Rafferty said staff is training today on reporting the metrics and how DESC is coordinating the dashboards. <p><u>Corporate Board Members Questions and Comments:</u></p> <ul style="list-style-type: none"> • What fees are in bank account? Will there be appropriation draw down plan? • Are Career pathways defined – training, wrap-around? • Plans for Randolph and future CTEs? • Mitigate budget adjustments and dollars spent to Detroit City Council. • Detroit City Council asked for sound judgement and transparency in process. 	
<p>Audit & Finance Committee Update</p>	<p>Chris Uhl, Audit and Finance Committee Chair, said Audit & Finance Committee had a very robust discussion on the RFPs.</p> <ul style="list-style-type: none"> • Plante and Moran audit is underway. Their work should be wrapped up by mid-November. • The Committee also discussed further engagement with nonprofit finance funds and funding strategy for DESC. This topic will be up for discussion in later meetings. • A few recommended projects will come up for vote later in this meeting. 	
<p>Program Service Committee Update</p>	<p>Stephanie Nixon, Chief Program Officer, provided the Program Services Committee report.</p> <ul style="list-style-type: none"> • Contracts presented for renewals for 3 programs, which were reviewed and approved by the Program Service Committee. The second -year renewals are up for all 3: <ol style="list-style-type: none"> 1. PATH Program Renewal – HHS for Custodial Parents. Must stay in compliance with work requirements. 70% compliance. State's level is 50%. Funding amount is within approved budget. 9 providers. 2. FA&ET Renewal – HHS able body adults without dependents. Food assistance program. 2 Providers. Funding amount is within approved budget. 3. WIOA Renewal – Remedial, contextualize training for the Bridge project for those interested in construction program. Decreased basic skill level from 9th grade to 6 grade reading level. 3 levels for credentialing will be available for: Customer Service, OSHA 30 or Hi-lo credentials. This will offer those who can't access an apprenticeship program to still be able to find work in those 3 credential trades. 	



	<p>Other approvals being sought by the Board, and approved by the Program Service Committees are:</p> <ul style="list-style-type: none"> • Neighborhood-Based Organization Recruitment RFP • Construction Pre-Apprenticeship Program (Randolph CTE) • Contract Modification LISC • 3 New Contracts for YouthBuild 	
<p>Presentation and Review for Approval</p>	<p>Board Chair, Laura Hughes, Requested a Motion of Approval for the Review and Approval of the 3 Contract up for 2nd year renewals: PATH Program Renewal; FA&T Renewal and WIOA Renewal.</p> <p style="text-align: center;">Motioned: Toney Stewart Seconded: Lena Barkley</p> <p style="text-align: center;">Motion Carried – Passed/ Approved Unanimously</p>	<p>Approval of 2nd Year Renewals for:</p> <ul style="list-style-type: none"> • PATH Program Renewal • FA&T Renewal and, • WIOA Renewal. <p style="text-align: center;">Motion Carried – Passed/Approved Unanimously</p>
<p>Presentation and Review for Approval:</p> <p>Funding Recommendation: NBO Recruitment RFP</p>	<p>Board Chair, Laura Hughes, requested a Motion to approve the Funding Recommendation for the NBO Recruitment RFP team to begin contract negotiations with Matrix Human Services and Central Detroit Christian CDC.</p> <p style="text-align: center;">Motioned: Cal Sharp Seconded: Toney Stewart</p> <p style="text-align: center;">Motioned Carried – Passed / Approved Unanimously with Chris Uhl recusing himself from voting</p>	<p>Approval to begin contract negotiations with Matrix Human Services & Central Detroit Christian CDC.</p> <p style="text-align: center;">Motion Carried - Passed/Approved. Chris Uhl recused himself from voting.</p>
<p>Presentation and Review for Approval:</p> <p>Contract Summary Approval: Construction Pre-Apprenticeship Programs (Randolph CTE).</p>	<p>Board Chair, Laura Hughes, requested a Motion to approve the Funding Recommendation for final contract approval of \$350,000 with Michigan HRDI for the Construction Pre-Apprenticeship Program and to proceed with further discussion and negotiation with Detroit Training Center, Inc. in order to bring back information to Corporate Board before final recommendation of the Detroit Training Center contract.</p> <p style="text-align: center;">Motioned: Cal Sharp Seconded: Ric Preuss</p> <p style="text-align: center;">Motion Carried-Passed/Approved, with Don O’Connell recusing himself from voting</p>	<p>Approval to fund \$350,000 to Michigan HRDI for the Construction Pre-Apprenticeship Program, and to proceed with further discussions and negotiations with Detroit Training Center, Inc.</p> <p style="text-align: center;">Motion Carried - Passed/Approved. Don O’Connell recused himself from voting.</p>
<p>Presentation and Review for Approval:</p>	<p>Board Chair, Laura Hughes, requested a Motion of Approval to approve the \$58,000 contract modification and increase the total contract amount to \$158,000 for Detroit LISC.</p> <p style="text-align: center;">Motioned: Chris Uhl</p>	<p>Approval to modify LISC’s contract by increasing contract amount to \$158,000.</p>



<p>Contract Modification: LISC, an additional \$58,000 to original \$150,000 contract.</p>	<p style="text-align: center;">Seconded: Lena Barkley Motion Carried-Passed/Approved Unanimously</p>	<p style="text-align: center;">Motion Carried – Passed/Approved Unanimously</p>
<p>Presentation and Review for Approval: New Contract Approvals (3 years) for YouthBuild</p>	<p>Board Chair, Laura Hughes, requested a Motion of Approval for the Review and Approval of 3 new contracts for YouthBuild and to fund \$482,264 to Michigan HRDI; \$314,356 to Southwest Solutions and \$83,445 to Southeast Michigan Community Alliance.</p> <p style="text-align: center;">Motioned: Ric Preuss Seconded: Chris Uhl Motion Carried-Passed/Approved, with Don O’Connell recusing himself from voting.</p>	<p>Approval to approve 3 new contracts for YouthBuild: MI HRDI; SW Solutions; and, SE MI Comm. Alliance.</p> <p style="text-align: center;">Motion Carried – Passed/Approved with Don O’Connell recusing himself.</p>
<p>Presentation and Review for Approval: Contract Approval Process</p>	<p>The DESC CEO asked the Board to increase the signing authority for the DESC CEO from \$20,000 to \$500,000 per contract for new contracts, contracts modifications and contract renewals with providers meeting performance or with a performance plan. All contracts will come before the Board for review, but the CEO will be able to sign the contract to implement faster delivery services for Detroiters. A resolution, will be drafted by John Allen, DESC’s attorney, and brought to the Board to amend the by-laws.</p> <p style="text-align: center;">Motioned: Don O’Connell Seconded: Chris Uhl Motion Carried – Passed/ Approved Unanimously</p>	<p>Approval to consider a resolution to grant the DESC CEO contract signing authority up to and including \$500,000 per contract for new contracts, contract modifications and contract renewals with performance goals met or with a performance plan. The resolution will amend the DESC by-laws.</p> <p style="text-align: center;">Motion Carried – Passed/Approved Unanimously</p>
<p>Public Comment</p>	<p>Board Chair, Laura Hughes opened the Floor for Public Comment, with the following caveats:</p> <ul style="list-style-type: none"> • All comments must be directed to Board Chair, who may or may not respond to the comments. • Each person is only allowed 3 minutes to speak, and if Chair answers, the 3 minutes is up. <p>To publicly comment, a comment card must be completed with name, organization if any, and topic must be included on the comment card. There is room on back of the card for additional comments.</p> <p>Member of Public, Reginald Davis commented on a friend’s daughter who was 17 when she graduated from high school and has been in limbo for a job in the skill trades field since they don’t hire until age 18. Mr. Davis contends that the high school student was never told she could not apply once she graduated. Students aren’t making the jump from the skilled trades training to skill trades work.</p>	<p style="text-align: center;">Members of the Public</p>



	<p>Member of Public, Prestina Lee commented on the way she was treated when she applied for training. The program manager of the training program said she wasn't fit for construction work. She felt she was discriminated based on her age and sex. Staff members were directed to assist Ms. Lee.</p>	
<p>Adjournment</p>	<p>Board Chair, Laura Hughes Requested a Motion for Adjournment:</p> <p style="text-align: center;">Motioned: Cal Sharp Seconded: Toney Stewart Motion Carried – Passed/Approved Unanimously</p>	<p>Board Approved Adjournment.</p> <p style="text-align: center;">Motion Carried – Passed/Approved Unanimously</p>

SUBMITTED BY:

Printed Name: Cheryl Hildreth

Title: Administrative Assistant

Signature: *Cheryl Hildreth*

Date: December 18, 2017

NEXT MEETING: Monday, December 18, 2017

