

## MINUTES

Detroit Workforce Development Board

Friday, November 15, 2013

Time: 8:00 a.m. – 10:00 a.m.  
Location: Double Tree Suites by Hilton Detroit Downtown- Fort Shelby, 525 W. Lafayette  
Facilitating: David Baker Lewis, Chair

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Directors Present: David Baker Lewis, Alice Thompson, Lena Barkley, Karl Gregory, Yvette Harris, Malinda Jensen, Veronica Madrigal, Gwen McNeal, Larry Steward, George Swan, Robert Troutman, Al Nelson, Jannette Howard, Jerry Kaminski  
Directors Absent: Tonya Allen, Byron Carter, Ronald Hall, John Harris, Cal Sharp, Shawn Crump, Dwayne Haywood  
Staff Present: Pamela Moore, Jose Reyes, Robert Shimkoski, Kristin Bailey, L'Tanya Clegg, Becky Eloby-Edwards, Robin Johnston, Stephanie Nixon, Alessia Baker-Giles, Ciara Ginyard, Joyce Barnes, Lynne Scully, Amanda Reed, Rashid Barkaji, Heather Menna  
Guests: Kenyetta Bridges, Jon Iannucci Waller, Richard Acosta, David Jones, Janet Howard, Joe Egelski, Larry Good, Lynn Burdell, Victoria Townsend, Alison Vaughn, Alfred Tyler

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### PROCEEDINGS

The meeting of the Detroit Workforce Development Board (DWDB) was called to order at 8:13 a.m. by Mr. David Baker Lewis, Chair. Chair Lewis welcomed and thanked all for attending the DWDB's last meeting of 2013 and welcomed special guest Mayor Dave Bing, City of Detroit.

A motion was made by Director George Swan to approve the agenda of Friday, November 15, 2013, supported by Director Karl Gregory. Motion Carried Unanimously. A motion was made by Director Larry Steward to approve the minutes of September 13, 2013. Director Gregory supported with a template modification request. Motion Carried Unanimously.

### DETROIT EMPLOYMENT SOLUTIONS CORPORATION PRESIDENT/CEO REPORT

Ms. Pamela Moore, President/CEO at DESC, stated that it has been a very busy year and thanked all for their hard work and dedication. She noted that DESC would like to recognize the Mayor today and provide an update about the agency's accomplishments. She provided the following agency updates:

**Operating Budget:** The budget is on track. DESC has spent about 26% of its FY 2014 funding and has no issues with the program year budget. Ms. Moore explained that there are overages due to the move out of 455 Fort and 707 Milwaukee, but those overages do not present issues of concern.

**Leases:** The Northwest Activities Center lease has been executed and One-Stop operations from Milwaukee have relocated and are up and running. In addition, moving out of Fort Street and Milwaukee will generate over \$2MM in rent savings and expand the agency's footprint in neighborhoods.

**Staffing:** Mr. Robert Shimkoski has been promoted from Manager to Director of Planning at DESC. Ms. Moore also introduced her new assistant Ms. Lakeisha Burnett. She shared that DESC will end its contractual relationship with ASE at the end of the fiscal year.

**Audit and Finance Committee:** The Audit and Finance Committee met in September 2013 and approved several RFPs as documented in the relevant minutes.

**Strategic Planning:** DESC had additional communications with the IRS about the reinstatement of its 501(c)(3) status. The Strategic Planning Committee reviewed the DESC Board By-Laws and made recommendations that will go before the DESC Board on December 10<sup>th</sup>.

**External Audits:** State audits have concluded. DESC staff believes that there will be no findings.

**Program Services:** DESC is attempting to compile accurate talent data through union partnerships and create strategies to address the shortage.

**Disability Advisory Council:** The Disability Advisory Council met and heard about DESC's new website, scheduled to launch in December 2013. Features will be available on the website for persons with disabilities.

**Workforce Investment Act Performance:** The State's first quarter report revealed that DESC failed three of seventeen performance measures (2 youth and 1 adult), which resulted from flawed data. Corrections are being made which should allow these measures to be passed. Performance outcomes are reported to USDOL. Service providers and staff have received corrective disciplinary action notices as failed measures are not acceptable.

**PATH Program:** Partnership Accountability Training Hope (formerly JET) comes from the Department of Human Services (DHS) and provides temporary assistance for needy families. Average work participation currently is 62% (50% is required). Fewer participants are eligible for the program due to the new 21-day requirement, resulting in higher participation rates. DESC is recommending the funding of five contractors beginning January 1<sup>st</sup>, a reduction from the current number of nine. This reduction will result in administrative cost savings in order to increase program funding for participants.

**Year-Round Youth Program:** Career Awareness and Readiness Equals Success program (CARES) debuted in the fall in five EAA high schools working with administrators and principals in Wayne County, Schoolcraft community colleges and Focus Hope to create career and technical training programs for 11<sup>th</sup> and 12<sup>th</sup> graders. Conversations are ongoing to identify funding.

**Aspen Institute Opportunity Youth Grant:** Select members of the core planning team (DESC, Excellent Schools Detroit and Don Bosco Hall) visited Aspen last week to dive into methodologies, hear best practices and connect with disconnected youth in order to move along the planning phase scheduled to end June 2014. The work plan calls for visiting programs in Baltimore and Philadelphia and creating a data platform to collect and manage relevant data.

**Education and Youth Advisory Group:** The Group met on November 8<sup>th</sup> and had speakers from the Youth Violence Prevention Initiative and Skillman.

**The Transportation Hub:** The Governor's office asked DESC to look closely at how to transport people to and from work and how the gap can be filled until the RTA is up and running. DESC conducted a survey asking employers if they see a high turnover from individuals having problems getting to and from work on public transportation and the answer was overwhelmingly in the affirmative.

**Board Matters:** The DWDB Executive Committee met with counsel from Allen Brothers, PLLC to review the DWDB By-Laws. This committee will reconvene in January to finalize changes and bring to the Board for adoption.

**Prosperity Regions:** The Governor asked for adoption of his prosperity regions vision and directed MWAs to increase regional collaboration. Detroit is located in Region 10, which is comprised of Wayne, Macomb and Oakland counties. The workforce and economic developers across the region met to identify challenges, and to establish common goals and strategies to be implemented before the 2013 Economic and Education Summit.

**Self-Assessment Survey:** Staff is working with Mr. Larry Good, Consultant from Corporation for a Skilled Workforce, to determine the best assessment method for the Board and the agency.

**Communications:** DESC's new website is scheduled to launch in December 2013. Monthly electronic newsletters will roll out in December, highlighting partner and customer success stories. There is an increased interest from print and television media and DESC expects heightened exposure following the Hire Detroit event in December.

**Hire Detroit:** This initiative will start on December 12<sup>th</sup> at the Northwest Activities Center. This is an awareness campaign to ensure that Detroit-based companies stay focused on hiring qualified Detroiters. Secretaries Duncan

and Perez have been invited to the December 12<sup>th</sup> event. The Department of Labor and Department of Transportation are in support of this venture and will attend.

Ms. Moore shared that about a year ago, DESC became the administrative and fiscal agent of the DWDB. She noted that she wanted the agency to become a high-performing agency and she stated that this goal has been achieved. Over the past year and a half, DESC has undergone significant change and accomplished a lot over that period of time, including savings in operating costs of 30%, reduction in FTEs of 20%, reduction in benefit costs of 70%, and saving 60% with reconfiguration of IT structure. In addition, the organization has shown improvement in paying contractors, approving contracts, tracking customers through the One-Stops, and establishing effective financial software. In addition, DESC expects to see approximately 55,000 participants this year across all programs. The agency placed over 2,300 WIA customers last year, an increase of 100% over the previous year. Public/private partnerships have also been established, and DTE gave the agency \$250,000 annually over the next four years to ensure that recreation centers remain open and staffed.

Ms. Moore also shared that the DWDB received the Michigan Works! Board of Excellence 2013 Award and that DWDB Vice Chairman Cal Sharp accepted the award on behalf of the Board. Ms. Moore congratulated the Board on this achievement and thanked the Board for its support. Ms. Moore also thanked Ms. Janet Howard from the State of Michigan's Workforce Development Agency and Director Yvette Harris for their assistance and support.

Mr. Jose Reyes, Chief Operating Officer at DESC, also provided an update on DESC's strategic plan, explaining that DESC is on target with its goals.

### **ONE-STOP REPORT**

Mr. Richard Acosta, Director of One-Stop Services at Grant Associates, Inc., explained that to date this program year, almost 55,000 services have been provided, which is an increase of nearly 40% from the same time last year. This year, assessment and testing was brought into the One-Stop operations and as of the end of October about 500 job seekers have been assessed and tested. Currently, about 80% of those being tested are testing below 8<sup>th</sup> grade in math. Next week, staff will attend a day of in-service training to help staff address some of the deficiencies.

There has been a significant increase in job seekers from the special populations including persons with disabilities and returning veterans. Staff will meet next week with Director Gwen McNeal to discuss strategies for working with persons with disabilities.

Customer Service Training: This three-day program will focus on the interpersonal and professional skills that result in superior customer service abilities. The first training cohort began with nineteen participants in October.

Focus: Hope - Ready, Set, Go: The bridge program is set to create inroads into the manufacturing and IT sectors. Over 100 training participants will be enrolled.

Vets to AG Program: This program was developed by Veteran's Services, State of Michigan and Michigan State University to prepare unemployed veterans to work in the agricultural industry. They are finalizing training dates with MSU. The estimated start date is December 2013.

#### Returning Citizens:

An expungement process was developed with Legal Aid to further assist customers. DESC will convene with organizations that specialize in serving returning citizens in December to strategize a unified approach to servicing this population.

Ms. Moore addressed Mayor Dave Bing and thanked him for his support on behalf of the Detroit Workforce Development Board and the Detroit Employment Solutions Corporation staff and presented a mosaic of the Mayor as a token of their appreciation.

Mayor Dave Bing thanked all and shared that he is hearing many positive stories about the agency. Mayor Bing stated that the agency is very fortunate to have a relationship with Ms. Janet Howard. Mayor Bing asked that the Board/DESC ensure that they make contact with the incoming City Council and noted the importance of informing the new council about DESC's work and its accomplishments. He stated that there are some issues within the city that he would like the Board to maintain focus on as it continues to move forward: 1) Public Safety; 2) Lighting; 3) Public Transportation; and 4) Blight.

Ms. Janet Howard thanked the Mayor for all his work and leadership in this endeavor. She also thanked the DWDB as well as DESC's staff.

Ms. Moore presented Chair Lewis with a plaque and thanked him for his guidance. Chair Lewis thanked the Board and staff for their great work and dedication.

#### **DISCUSSION: DWDB BY-LAWS**

Chair Lewis explained that the DWDB Executive Committee met and reviewed the By-Laws and will recommend updates, which will be presented to the Board once revisions are complete. Attorney David Jones from Allen Brothers, PLLC noted that a memo has been included in the Board packets summarizing changes that have been recommended by Board members, the attorneys, as well as DESC staff.

#### **DWDB EXECUTIVE COMMITTEE RECOMMENDATIONS**

A motion was made by Director Swan to adopt the updated Conflict of Interest/Nepotism Policy, supported by Director Gwen McNeal. Motion Carried Unanimously.

#### **DWDB 2014 MEETING DATES APPROVAL**

Director Karl Gregory made a motion to approve 2014 meeting dates as presented, supported by Director Malinda Jensen. Motion Carried Unanimously.

#### **DESC BOARD APPROVALS**

A motion was made by Director Gregory to approve the DESC Board recommendation of the approval of the leases for the Northwest Activities Center, supported by Director Nelson. Motion Carried Unanimously.

#### **PUBLIC COMMENT**

Chair Lewis asked if there were members of the public that would like to address the Board. No questions were presented to the Board.

#### **ADJOURNMENT**

With no further business to come before the Detroit Workforce Development Board, the meeting was adjourned at 9:50 a.m.

Prepared by: L'Tanya Clegg