

DRAFT MINUTES
Detroit Workforce Development Board
Friday, December 19, 2014

Time: 8:30 a.m. – 10:30 a.m.
Location: MSU Detroit Center, 3408 Woodward, Detroit, MI
Facilitating: Cal Sharp, Vice Chairman

Directors Present: Malinda Jensen, Dr. Veronica Madrigal, Gwen McNeal, Larry Steward, Dr. George Swan, Robert Troutman, Dwayne Haywood, Al Nelson, Lena Barkley, Mark Gaffney, Kevin Smith, Shawn Blanchard, Toney Stewart, Michael Aaron, Yvette Harris, QuanTez Pressley, Cal Sharp, Chris Uhl
Directors Absent: Alice Thompson, Jannette Howard, Dr. Karl Gregory, Jean Meyer, Andrew Gutman
Staff Present: Pamela Moore, Jose Reyes, Kristin Bailey, L'Tanya Clegg, Robin Johnston, Stephanie Nixon, Alessia Baker-Giles, Robert Shimkoski
Guests: Jon Iannucci Waller, Chris Wingert, Alfred Taylor, Shawna Forbes, Sister Janice Brown, Andrea Tolle, Marsha Cheeks, Jeannine LaPrad

Proceedings

The meeting of the Detroit Workforce Development Board (DWDB) was called to order at 8:40 a.m. by Mr. Cal Sharp, Vice Chair. A motion was made by Director George Swan to approve the Draft Agenda of Friday, December 19, 2014, supported by Director Yvette Harris. Motion Carried Unanimously. A motion was made by Director Mark Gaffney to approve the Draft Minutes of Friday, September 12, 2014, supported by Director Al Nelson. Motion Carried Unanimously.

Vice Chair Sharp shared that the Board term expired for Attorney David Baker Lewis, who served as Chairman of the DWDB. He stated that Mr. Lewis led the Board and Detroit Employment Solutions Corporation (DESC) through a difficult time and successfully executed his role with dignity and class.

Vice Chair Sharp shared a note he received from Mr. Lewis:

To the Detroit Workforce Development Board:

Three years ago when Mayor Dave Bing appointed me to the Detroit Workforce Development Board (DWDB), there were many challenges facing the city of Detroit's workforce development program. The Board had concluded that major structural changes were needed to improve significantly the city's workforce development delivery system. It has been my honor and privilege to work with you to realize those changes. On July 1, 2012, "Independence Day," we began a new era which keeps the DWDB accountable to the City and its Mayor and also restructures the DWDB and its model of operation to serve better the citizens of the city. It has been an honor to serve as your Chairman during this important transformation. I would like to thank each of you who took part in that journey, especially Cal Sharp, Pam Moore and their entire staff and the team of professionals who helped us make that transformation possible. There is much we can be proud of collectively even while there is much more work to do to take the DWDB and DESC to the next level of excellence.

My term has expired last month and my tenure here as a member of the DWDB has come to an end. I will remember fondly the work we undertook and the strategies we embraced to transform the DWDB as one of the highest performing workforce development boards in the state. I am confident that the board with its new members and its new chair will continue to raise the bar and continue to improve the city's workforce development delivery system for the benefit of all the citizens of this great city. I am proud to have been one of you during the last three years of change and I look forward to learning of your future accomplishments.

All the best, Happy Holidays

David Baker Lewis

Board members expressed their gratitude for Mr. Lewis's leadership and service. Director George Swan offered a motion that an expression of thanks and appreciation be presented to Mr. Lewis as the Chair of the DWDB for his service, supported by Vice Chair Cal Sharp. Motion Carried Unanimously.

**Vote: Detroit Workforce Development Board Chairman
Board Governance Structure Overview**

Vice Chair Sharp explained that the Board is charged with electing a new Board Chairman at today's meeting. Before nominations took place, Ms. Kristin Bailey, Compliance Manager, DESC, provided an overview of the Board governance structure and also reviewed the roles and responsibilities of both the DWDB and the DESC Board and their respective committees.

Vice Chair Sharp provided an overview regarding the nomination and voting process and then opened the floor for nominations.

Director Gwen McNeal nominated Vice Chair Cal Sharp as Chair of the DWDB. Vice Chair Sharp thanked Ms. McNeal for the nomination but declined due to his position as Chair of the DESC Board which he wishes to maintain.

Director Veronica Madrigal nominated Director Larry Steward for the position of Chair of the DWDB. Director Steward gracefully declined the nomination.

Director Larry Steward nominated Director Al Nelson as Chair of the DWDB, stating Director Nelson is a long-standing member of this Board and would be an excellent Chair. Director Nelson accepted the nomination as Chair of the DWDB.

There being no further nominations, Vice Chair Sharp requested that all Board members in favor of Director Nelson as Chair of the DWDB vote by a show of hands. Vote Carried Unanimously.

Vice Chair Sharp offered two choices to newly-elected Chair Nelson to assume this role immediately or begin January 1, 2015. It was agreed among the Board members that Chair Nelson assume the role immediately.

Vice Chair Sharp congratulated the new Chairman of the DWDB, Director Al Nelson.

Chair Nelson stated that for continuity purposes, he will recommend that Vice Chair Cal Sharp retain the position of Vice Chair.

Director Swan made a nomination that the current Vice Chair, Cal Sharp, retain the position. Vice Chair Sharp accepted the nomination. Directors were asked to vote by a show of hands their acceptance of Director Cal Sharp retaining the position of Vice Chair of the DWDB. Vote Carried Unanimously.

Detroit Employment Solutions Corporation's (DESC) CEO Report

Ms. Pamela Moore, President/CEO, DESC, congratulated Chair Nelson and thanked him for accepting the position of DWDB Chairman. She also thanked Mr. Lewis for his leadership and service as the former DWDB Chairman.

Ms. Moore shared highlights from her CEO Report:

Equal Opportunity Employer/Program
Funded by The Michigan Department of Licensing & Regulatory Affairs
Workforce Development Agency
Auxiliary Aids and Services Available Upon Request to Individuals With Disabilities
Mike Duggan, Mayor

Abraham & Gaffney – Auditors from Abraham & Gaffney are on site today working on DESC’s Annual Audit. The budget is included in today’s packet and spending is on track. Ms. Moore shared that there was a finding in the Cycle II audit involving profits, bonuses and incentives regarding DB Grant. Cycle III is complete and DESC is currently responding to certain items noted by the State.

Program Year 2014-15 Budget – DESC expended 36% of its approved FY2014 budget through November 2014 and all line items are on target.

Insurance – Liability insurance was increased to reflect adequate coverage for employed youth on DESC payroll.

Strategic Planning – Robert Shimkoski, Director of Planning, DESC, has just completed an Aspen Institute application for a \$300K pilot for the Aspen Disconnected Youth Project that will provide a career pathway for Jobs for America’s Graduate (JAG) students at Cody and Osborn that are at-risk of dropping out. The pilot will focus on credentialing, training and job placement for older youth. CVS is an employer-partner in this initiative. DESC will also shop the concept to USA Funds, the philanthropic JAG funder, which is interested in funding a career pathway initiative. In addition, DESC has raised \$900K so far this year in private funding.

Program Services – DESC is meeting and exceeding all measures. Ms. Stephanie Nixon, Director of Program and Service Innovation, DESC, explained that DESC has fifteen program-specific measures that must be met. The PATH program is at a 64% work participation rate (with a goal of at least 50%). The new legislation that takes effect on July 1, 2015 will focus more on career pathways where organizations will have to focus on creating a plan for individuals that will improve their lives.

Chair Nelson stated that it would be helpful if Board members had a one-page document describing what DESC does in basic terms for its new and current members. Ms. Moore responded that this is a great idea, noting that Mayor Duggan has requested a similar type of document. She stated that staff would develop this document for distribution.

D-RAP – 153 registered apprentices have been placed into employment in skilled trades, construction, pharmacy and culinary sectors with an average wage of \$17/hr.

District Detroit – To date, approximately 2,000 people have registered on the District Detroit website. Those that have attested to having a credential and/or skilled trades experience have been contacted and DESC is now in the process of inviting to the orientation the 75% who do not have experience but are interested in training and placement opportunities. Construction should begin in April 2015. Seven weeks of training begin in February at Wayne County Community College District. The initiative has an inclusion goal of a minimum of 51% Detroit residents on construction jobs and 30% Detroit-based and headquartered businesses.

Grow Detroit’s Young Talent – Ms. Moore explained that Director Shawn Blanchard is in charge of this initiative, which is the Mayor’s summer youth employment program with a goal to get jobs for 5,000 young people working with DESC and City Connect.

Ms. Moore offered Director Blanchard an opportunity to speak to the Board about the Grow Detroit’s Young Talent project, and Director Blanchard provided an overview for the Board. Ms. Moore also shared that DESC and Director Kevin Smith are working to see how both can bring back programs to DPS. DPS has been working hard with DTE and Wayne County Community College District and others in an effort to help drive the city forward.

Board Committees – Will be discussed at an upcoming Board meeting along with chair recommendations for the committees.

Communications – Mr. Robin Johnston, Communications Manager, DESC, has been focused on video development as well as corporate branding. He is also focused on continued promotion of DESC and its services.

Detroit Employment Solutions Corporation (DESC) One-Stop Report

Jose Reyes, Chief Operating Officer, DESC, presented the One-Stop report. He explained that DESC's service model has been a type of one-size-fits-all, stating that DESC needs to look at more detailed service models to meet the needs of its clients. From January 2014 through October 2014, DESC had approximately 23,000 unique customers. Mr. Reyes then provided an in-depth scenario of DESC's overall services and allowed time for questions. Director Melinda Jensen shared that she would like to see where employers are coming from and what they are asking for so that Board members are further enabled to serve as ambassadors for DESC and its services.

Items for Review/Approval

Board Approval of DWDB as One-Stop Operator

Mr. Shimkoski explained that the Workforce Investment Act requires a One-Stop Operator designation. The One-Stop Operator is charged with selecting providers in addition to several other responsibilities. The State has recently decided that every year, the Board must reaffirm a One-Stop Operator. Mr. Shimkoski noted that the current designation of the DWDB as the One-Stop Operator took place on July, 1, 2012. A motion was made by Director Mike Aaron to approve reaffirming the DWDB as the One-Stop Operator, supported by Director Gwen McNeal. Motion Carried Unanimously.

Approval of the DWDB Calendar (2015)

Ms. Bailey provided a brief overview of the Board Calendar (Year 2015) with the DWDB members. A motion was made by Director Sharp to approve the 2015 Calendar for the DWDB supported by Director Madrigal. Motion Carried Unanimously.

2015 Strategic Plan Priorities

Ms. Jeannine LaPrad, Consultant, Corporation for a Skilled Workforce (CSW) provided a brief overview of priorities agreed upon during the Strategic Planning Session, advising members that the Strategic Planning Committee has reviewed and made adjustments to the Plan as needed.

Chair Nelson noted that the Board is heading in the right direction and allowed for questions. Director Mark Gaffney inquired as to whether a senior staff person would be assigned to each item in the plan. Ms. Moore answered in the affirmative. A motion was made by Director Madrigal to accept the revised Strategic Plan Priorities, supported by Director Larry Steward. Motion Carried Unanimously.

Discussion: DESC Board Update

Attorney Kelly Cumberworth, Allen Brothers, provided an update regarding the One-Stop Services contract.

Public Comment

No public comment was presented before the Board.

Good and Welfare

Ms. Moore thanked Mr. Chuck Rivers from MSU Detroit Center for always being so accommodating to DESC with meeting space.

Adjournment

With no further business to come before the DWDB, the meeting was adjourned at 10:20 a.m.

Prepared by: L'Tanya Clegg