



Detroit
Employment
Solutions
Corporation

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MEETING:	Executive Committee Meeting	DATE:	Thursday, September 25th, 2017
ATTENDEES:	Committee Members: Laura Hughes, Cal Sharp Alice Thompson, Marie Woodruff-Wright; DESC Staff: Nicole Sherard-Freeman, Lisa Roberts, Alessia Baker-Giles, Terri Weems, Michelle Rafferty, Stephanie Nixon; Guests: Frank Hope	LOCATION:	DESC – 440 E. Congress, 3R Corporate Conference Room
VIA TELEPHONE:	N/A	CALLED TO ORDER:	9:34 am
FACILITATOR:	Laura Hughes	ADJOURNED:	10:12 am
DATE APPROVED:	December 18, 2017		

ITEM	DISCUSSION	OUTCOME /ACTION ITEM(S)
<p>Call to Order, Welcome, Roll Call</p>	<p>Board Chair, Laura Hughes called the meeting to order at 9:34 am and asked each participant to state their name.</p>	
<p>Approval of Consent Agenda and Minutes dated May 25, 2017</p>	<p>Board Chair, Laura Hughes, requested a consent agenda motion with 1 correction; the removal of the Closed Session on the day's Agenda</p> <p style="text-align: center;">Motion: Alice Thompson Second: Cal Sharp</p> <p style="text-align: center;">Motion Carried; Passed – Approved Unanimously</p>	<p>Committee Unanimously Passed/ Approved:</p> <p>1) the Meeting Agenda, with removal of the Closed Session;</p> <p>2) the Executive Committee Minutes dated May 25, 2017 with no corrections.</p> <p style="text-align: center;">Motion Carried – Passed/Approved Unanimously</p>
<p>Proposed 2018 Calendar Dates</p>	<p>Board Chair Laura Hughes thanked the DESC team for polling the Committee and finding the best dates to meet in 2018. The Executive Committee has agreed to meet in 2018 the 4th Tuesday of every other month starting in February.</p>	<p>Proposed 2018 Executive Committee and Corporate Board Meeting dates received by Executive Committee.</p>
<p>Board Chair Report</p>	<p>Board Chair Laura Hughes, mentioned that Chris Uhl, Treasurer, is transitioning from Rock Ventures to IFP as Regional Director. Chris would like to stay involved with the Board and</p>	

	<p>Committees, and his expertise in Finance would be useful for the Audit & Finance Committee. Laura had conversations with the Mayor's office and Nicole to see what kind of representation we could have from Quicken Loan.</p> <p>Laura thanked Co-chair Cal Sharp for his diligence in remembering things and his help in designing the performance appraisal process for DESC President & CEO, Nicole Sherrard-Freeman, approximately 10 months ago. Laura said the performance appraisal of Nicole Sherrard-Freeman will be conducted by the end of this year hopefully. The Mayor's office and the Co-Chairs of the MWDB will be a part of the performance appraisal. The areas of the performance appraisal include program goals, professional skills, problem solving and decision making, business & quality relationships, resource development, general leadership, community & public affairs, budgeting and fundraising, compliance, risk management and administration.</p> <p>Chair and Co-Chair to discuss salary recommendations with DESC's Audit and Finance Committee.</p> <p>The Co-Chair is experienced in salary review of regional directors</p> <p>Cal said that the Finance Committee needed to also look at the State Salary Cap.</p> <p>Alice asked if bonuses were included in the salary cap. Cal said it was his understanding that bonuses were to be included in the salary cap.</p>	<p>Audit & Finance Committee to research if state salary cap includes bonuses. And if dependent on funding stream.</p>
<p>CEO Report</p>	<p>Nicole Sherard-Freeman proposed for the Committee's consideration, a revision to the Contract Approval Process.</p> <p>According to Section 4.8 of the Amended and Restated Bylaws of DESC, any contract that exceeds \$20,000 needs Board approval.</p> <p>The DESC Leadership team – Terri Weems, CFO, Alessia Baker-Giles, Director of Finance, and team, looked at what the impact could be if the Executive Committee granted the Executive Director the ability to approve any new contract of \$1M or less, and any renewal contract if metrics were met.</p> <p>Nicole stated that in 2017 56 contracts were approved within budget, all within guidelines, all usual and necessary; 48 of the 56 contracts were less than \$1M. On average, it takes at least 2-2 1/2 months to approve a contract. Considering that:</p> <ol style="list-style-type: none"> 1) 2018 may see more contract activity. 2) By modifying the contract approval process, it will allow DESC to get more services to Detroiters faster. <p>With Executive Committee support, Nicole will submit an interim resolution to the full Corporate Board at the October 27, 2017 Corporate Board Meeting, which includes a revision to the contract policy to allow the CEO to approve:</p> <ol style="list-style-type: none"> 1) new contracts up to and including \$1M; 2) any renewal contract as long as contract performance is satisfactory. Any strategic shift contract will require Board approval. The CEO is proposing this interim resolution until such time as we officially change and adopt our by-laws and procurement policy. 	<p>DESC team to come back with performance measures/metrics; scorecard timeframe and limits; and, scale of funding amounts for contracts.</p>

	<p>Discussion followed including comments on:</p> <ul style="list-style-type: none"> • how many contracts in last year were over \$1M (9 – which represents 60% of total contract value); • performance appraisal of contracts need to be share with Executive Committee for second and third year renewals; • survey of other CEOs reflected that they only take contracts to Board for information only - the CEO approves the contracts; • need timeframe to review 2nd year renewals to make sure performance is adequate; need scale on \$20,000 vs. \$1M -why the big jump? Multi-year renewals 1 -5 years? New practice by DESC is first year, with up to 2 years renewal. For professional contracts, 6 months, with up to four 6-month renewals. This allows for reviewing performance. <p>Nicole said that the Executive Committee would see the scorecards of the smaller contracts, after CEO approves contract. The previous work of the DESC team in developing metrics could be shared to help inform Executive Committee. Nicole stated that DESC uses standard state & federal performance measures, as well as additional measures DESC requires above and beyond the state & federal limits.</p> <p>Oversight discussion should be continued in future Executive Committee meetings to answer concerns on performance measures as it relates to limits, time for input, timeframe to respond.</p> <p>Laura opened the Public Comment section. No public comments were made.</p> <p>Laura Hughes, Chair of Executive Committee requested a motion to adjourn</p> <p style="padding-left: 40px;">Motion: Cal Sharp Second: Alice Thompson</p> <p style="padding-left: 40px;">Motion Carried; Passed – Approved Unanimously</p>	<p>Committee Approved the Motion to Adjourn</p> <p>Motion Carried – Passed/Approved Unanimously</p>
<p>Public Comment</p>		
<p>Motion to Adjourn</p>		
<p>Adjournment</p>	<p>Meeting adjourned at 10:12 am</p>	

SUBMITTED BY:

Printed Name: Cheryl Hildreth

Signature: *Cheryl Hildreth*

Title: Administrative Assistant

Date: 12-18-2017