

**DRAFT MINUTES**  
Detroit Employment Solutions Corporation (DESC)  
Board Meeting  
Wednesday, May 22, 2013

Time: 9:30 a.m. – 10:15 a.m.  
Location: Teleconference  
Room Location: 707 W. Milwaukee, 5<sup>th</sup> Floor Conference Room, Detroit, MI 48202  
Facilitating: Cal Sharp, Chairman

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Members Present: Kenyetta Bridges, David Carroll, Art Dudley, John Harris, Veronica Madrigal, Cal Sharp, Larry Steward, George Swan III, Alice Thompson  
Members Absent: Saunteel Jenkins, Al Nelson  
Staff Present: Pamela Moore, Jose Reyes, Alessia Baker-Giles, Kristin Bailey, L'Tanya Clegg, Robert Shimkoski

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**PROCEEDINGS**

The Special Meeting of the Detroit Employment Solutions Corporation Board was called to order at 9:40 a.m. by Mr. Cal Sharp, Chair.

Chair Sharp asked Mr. David Carroll, Chair of the Audit and Finance Committee, for a review of actions taken earlier this morning by the Audit and Finance Committee. Chair Carroll explained that the following items were approved by the Audit and Finance Committee:

- Michigan Office Solutions Value Lease Agreement
- Ground Works Zero Agreement
- Hardware/Software/Server Equipment Upgrades RFQ

Chair Carroll informed the Corporation Board members that the Audit and Finance Committee, in a meeting that took place earlier that morning, approved the release of the aforementioned RFQ and also approved the two agreements.

Mr. Jose Reyes, Chief Operating Officer at Detroit Employment Solutions Corporation (DESC), discussed in detail the RFQ and the two agreements to be approved by the board.

**Ground Works Zero Agreement**

A motion was made by Member Larry Steward to approve the Ground Works Zero Agreement, supported by Member Madrigal. Motion Carried.

**Michigan Office Solutions' Value Lease Agreement**

A motion was made by Member Steward to approve the Michigan Office Solutions Value Lease Agreement, supported by Member Madrigal. Motion Carried.

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

**Dave Bing, Mayor**

### **Hardware/Software/Server Equipment Upgrades RFQ**

Mr. Reyes explained that staff reviewed the cost of renewing current services as opposed to acquiring new services and decided that it was more logical to acquire a different service which will allow all three facilities to network together.

A motion was made by Member Madrigal to approve the Hardware/Software/Server Equipment Upgrades RFQ, supported by Member George Swan. Motion Carried.

### **DISCUSSION: ROLE OF AUDIT AND FINANCE/DESC CORPORATION BOARD**

Chair Sharp explained the role of the Audit and Finance Committee and the role of the Corporation Board was discussed during the last Strategic Planning Committee meeting and asked whether contracts need to be approved by the Corporation Board.

Ms. Moore shared that DESC's attorneys are reviewing every RFP before they are released. DESC recommends lessening the need to schedule additional special meetings by only informing the Audit and Finance committee about RFPs that are going out for bid and then staff can be charged with the proper RFP procedure. Staff can recommend the selection of the provider and then forward those recommendations directly to the Corporation Board for approval. Member Steward and Member Swan noted that RFPs should go back to the Audit and Finance committee, which should be the entity that makes the recommendation to the Corporation Board.

Member Kenyetta Bridges suggested that if the Corporation Board will be approving contracts, she stated that the Board should receive the contracts at least thirty (30) days in advance so members have adequate time to review what they are charged to approve.

Chair Sharp asked whether it is redundant for the Corporation Board to approve agreements after the Audit and Finance committee has reviewed and approved them. Mr. Robert Shimkoski, Planning Manager at DESC, stated that the by-laws specifically state that contracts and agreements over \$20,000.00 cannot be delegated to any officer or any committee but must be approved by the DESC Corporation Board. He also noted that Chair Sharp was correct when he stated the by-laws would need to be revised in order to allow for this change.

The Corporation Board discussed increasing the agreement approval minimum amount of \$20,000.00 to \$100,000.00 in order to align with the state of Michigan's new procurement policy, which sets a \$100,000.00 barrier over a three-year procurement cycle. Chair Sharp asked for consensus from members about sending only agreements over \$100,000.00 to the Corporation Board for approval. Member Steward asked for this item to be tabled today and put on the agenda for the next Corporation Board Meeting. All agreed.

With no further business to come before the DESC Corporation Board, the meeting was adjourned at 10:25 a.m.