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A Michigan Works! Agency

MEETING:	DESC Audit & Finance Committee Meeting	DATE:	June 20, 2023
ATTENDEES:	DESC Committee Members: Chris Uhl, Alice Thompson, Nicole Sherard-Freeman, Mark Redman, Paul Trulik, Maria Woodruff-Wright DESC Staff: Terri Weems, Traci Sassak, Lynette Robinson, Todd Drysdale, Jeanette Huber, Robert Shimkoski, Elizabeth Hennessey, William Simpson, David Jackson, Anthony Davis	LOCATION:	DESC Corporate Offices 115 Erskine, 2 nd Fl Detroit, MI 48201
		CALLED TO ORDER:	1:02 pm
ABSENT:	Excused: Ric Preuss Unexcused: None	ADJOURNED:	2:02 pm
PUBLIC ATTENDEES:	NONE		
FACILITATOR:	Chris Uhl, Board Treasurer	DATE MINUTES APPROVED/ADOPTED:	August 17, 2023

ITEM	DISCUSSION	OUTCOME/ACTION ITEM(S)
I. Welcome & Introductions	Chris Uhl, Board Treasurer, called the meeting to order.	
II. Agenda Approval / Minutes	<p>Mr. Uhl, called for approval of the agenda for the, June 20, 2023, meeting: Motioned: Alice Thompson Seconded: Mark Redman Motion Carried – Approved Unanimously</p> <p>Mr. Uhl asked for approval of the meeting minutes from the April 13, 2023, meeting: Motioned: Nicole Sherard-Freeman Seconded: Mark Redman Motion Carried – Approved Unanimously</p>	
III. Proposed DESC FY 2024 Budget	<p>Mr. Uhl introduced Traci Sassak, DESC’s Chief Financial Officer and Terri Weems, DESC’s President:</p> <p>Ms. Sassak:</p> <ul style="list-style-type: none"> Gave detail on the FY 2024 DESC budget and presented the budget against DESC’s previous budget, approved in June 2022. Explained the effect ARPA funding had on the last few years budgets and how that would be reflected in upcoming fiscal years budgets as the funding sunsets. 	



	<ul style="list-style-type: none"> Reviewed FY 2023 / 2024 budget estimates as broken out to reflect signature programming versus Career Centers, case management and supportive services, as well as administrative and facilities costs. Noted an increase in fringe and salaries overall but provided support for this increase including the increase in full-time equivalents and health insurance. <p>Ms. Weems added:</p> <ul style="list-style-type: none"> Costs for career centers have increased over time reflecting the increase in the number of Career Centers from 3 to 9 over the past few years and the increase in the number of people served. We are working to analyze those costs to ensure administrative costs are minimized. <p>Committee discussion ensued.</p> <p>Ms. Sassak continued:</p> <ul style="list-style-type: none"> Provided detail on City funding for FY 21/22, 22/23 and proposed for 23/24. Detailed the decrease in revenues, due to factors such as employment rates being low (which reduces formulaic funding), and reflective of carryforward amounts from the previous year. Funding levels continue to trend positively. Provided information on grants that are being applied for and won. <p>Committee discussion ensued.</p> <p>Mr. Uhl called for a Motion:</p> <ul style="list-style-type: none"> Proposed FY 2024 Budget <p style="text-align: center;">Motioned: Mark Redman Seconded: Paul Trulik Motion Carried – Approved Unanimously</p>	<p>This budget overview did not include a comparison of the budget-to-actual for FY2022/2023, Ms. Sassak committed to getting the Committee members that comparison at a later date. The budget to actual information is included in the audited financial statements which were presented in a previous meeting.</p>
<p>IV. Audit Firm Selection Approval</p>	<p>Ms. Sassak introduced the proposal for the FY 2024 Audit Provider, Plante Moran:</p> <ul style="list-style-type: none"> Ms. Sassak explained that the selection was made by using the MI Deal system that the State of Michigan provides, which is an allowable procurement method and is more efficient. Mark Redman asked for more detail choosing this provider, and Ms. Sassak said she would provide the technical information to the Committee members should they want to review it. <p>Committee discussion ensued.</p>	<p>Ms. Sassak will provide the more detailed information regarding Plante & Moran to the Committee members as a topic for discussion at the next Audit & Finance Committee meeting.</p>

	<p>Mr. Uhl added:</p> <ul style="list-style-type: none"> For the purposes of approval during this meeting, it is acceptable to the committee to approve a 1-year contract with Plante Moran, and after reviewing the further materials, a three-year contract could be considered. <p>Mr. Uhl called for a motion to approve the FY 2024 Audit Provider:</p> <p style="text-align: center;">Motioned: Alice Thompson Seconded: Paul Trulik Motion Carried – Approved Unanimously</p>	
V. Accounts Receivable Policy Review	<p>Ms. Sassak presented:</p> <ul style="list-style-type: none"> Gave a brief overview of the policy. <p>Committee discussion ensued.</p> <p>Mr. Uhl, called for a motion to approve the Accounts Receivable policy:</p> <p style="text-align: center;">Motioned: Paul Trulik Seconded: Mark Redman Motion Carried – Approved Unanimously</p>	
VI. Public Comments	There was no public comment.	
VII. Adjournment	<p>Mr. Uhl, called for a motion to adjourn the meeting:</p> <p style="text-align: center;">Motioned: Alice Thompson Seconded: Maria Woodruff-Wright Motion Carried – Approved Unanimously</p>	

DRAFT SUBMITTED BY:

Printed Name: Elizabeth Hennessey

Title: Project Coordinator, Human Resources

Signature: /s/ E Hennessey

Date: 06/28/2023

DATE MINUTES APPROVED/ADOPTED: August 17, 2023 Initials: EMH

NEXT MEETING: Thursday, August 23, 2023 @ 10:00 AM

