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<b>MEETING:</b>	<b>DESC Audit &amp; Finance Committee</b>	<b>DATE:</b>	<b>December 9, 2021</b>
<b>ATTENDEES:</b>	<p><b>DESC Board/Committee Members:</b> Calvin Sharp, Mark Redman, Alice Thompson, Ric Preuss, Maria Woodruff-Wright, Paul Trulik</p> <p><b>DESC Staff:</b> Terri Weems, Alessia Baker-Giles, Sara Azu, Lynnette Robinson, David Jackson, Angela Smith, Chanelle Manus, Tara Lukas, Nia Turner, William Simpson, Elizabeth Hennessey, S. Rene Fowler</p> <p><b>Guests:</b> Paul Bryant</p>	<b>LOCATION:</b>	<b>Zoom Conference Meeting</b>
<b>BY WAY OF TELEPHONE:</b>		<b>CALLED TO ORDER:</b>	<b>10:00 a.m.</b>
<b>ABSENT:</b>	<b>Chris Uhl, Nicole Sherard-Freeman</b>	<b>ADJOURNED:</b>	<b>10:51 a.m.</b>
<b>FACILITATOR:</b>	<b>Chris Uhl, DESC Treasurer, Audit and Finance Committee Chair</b>	<u>PREVIOUS MINUTES APPROVED/ADOPTED:</u>	<b>June 24, 2021</b>

ITEM	DISCUSSION	OUTCOME/ACTION ITEM(S)
I. Welcome, Roll Call, and Introductions	<p><b>In the absence of Chris Uhl, Audit and Finance Committee Chair, Terri Weems, DESC President, called the meeting to order at 10:00 a.m., December 9, 2021, by way of the Open Meetings Act</b></p> <p><i>In response to the COVID 19 virus pandemic and consistent with the provisions of Governor Whitmer’s Executive Orders #2020-15 (“Temporary Authorization of Remote Participation In Public Meetings”) and #2020-21 (“Temporary Requirement To Suspend Activities That Are Not Necessary To Sustain or Protect Life”), this meeting will be conducted entirely by remote access. All Board Members attending remotely identified themselves and the location they were joining from:</i></p> <p>Calvin Sharp, Bloomfield Township, MI          Maria Woodruff-Wright, Detroit, MI          Paul Trulik, Shelby Township, MI          Mark Redman, Detroit, MI          Alice Thompson, Detroit, MI          Ric Preuss, Detroit, MI</p>	

	<p style="text-align: center;"><b>Terri Weems requested a Motion to approve the Meeting’s Draft Agenda:</b>  <b>Motioned:</b> Mark Redman  <b>Seconded:</b> Alice Thompson  <b>Motion Carried-Passed/Approved Unanimously</b></p> <p style="text-align: center;"><b>Terri Weems requested a Motion to approve, June 24, 2021, Draft Meeting Minutes:</b>  <b>Motioned:</b> Calvin Sharp  <b>Seconded:</b> Alice Thompson  <b>Motion Carried-Passed/Approved Unanimously</b></p>	
<p><b>II. Old Business</b></p>	<p>There was no old business to discuss.</p>	
<p><b>III. Finance Report</b></p>	<p>Terri Weems introduced Paul Bryant the Auditor from Plante Moran.</p> <p>Paul Bryant thanked Alessia Baker-Giles, Finance Director and Accounting Department for the virtual audit work done in a timely manner.</p> <p>Paul Bryant, reported on the following:</p> <ul style="list-style-type: none"> <li>• 2021 Financial Statement Audit</li> <li>• Single Audit Testing – PATH, CDBG</li> </ul> <p>There was much discussion and questions answered. The board was in agreement with the report given and thanked the entire team for a job well done.</p> <p>Terri Weems also thanked the Finance Team for a phenomenal job.</p> <p><b>Policy Review:</b></p> <p>Angela Smith, Finance Manager:</p>	

	<p>reported on <b><u>Internal Control Policy</u></b>, Policy No: 2021 FIN-001), and <b><u>Segregation of Duties Policy</u></b>, (Policy No. 2021 FIN-002), the policies are to comply with the Office of Attorney General (OAG) requirements as follows:</p> <ul style="list-style-type: none"> <li>• Internal Control Policy is to provide information to DESC employees about the internal control structure that affects all levels of the organization             <ul style="list-style-type: none"> <li>- Qualified Personnel for hired positions</li> </ul> </li> <li>• Segregation of Duties Policy- identifies the process to provide information to DESC employees to perform duties in accordance with the proper internal controls as established by management. Segregation of duties is one of the key elements of an Internal Controls Policy as it reduces the risk of fraud, theft, and the recording of improper transactions.</li> </ul> <p>Terri Weems reported a posting for:</p> <ul style="list-style-type: none"> <li>• Internal Audit Department (planning for next year)</li> <li>• Internal Audit Manager</li> </ul> <p>David Jackson, Administrative Manager, reported on, <b><u>Public Funding Purchases including State, Local, and Federal Funds</u></b>, (Policy No. FIN-011) and, <b><u>Private Funding Purchases</u></b>, (Policy No. FIN-012):</p> <ul style="list-style-type: none"> <li>• Public funding policy was revised to included grammatical changes and an update to departments and titles</li> <li>• Cycle III test for procurement public funding – 1 Finding</li> <li>• Ensuring compliance by transitioning procurement, grants management, contract invoicing, and budgets through an electronic system.</li> <li>• Private funding purchases policy was developed by DESC external legal counsel to:             <ul style="list-style-type: none"> <li>• Allow greater flexibility with philanthropic funds</li> <li>• Document retention</li> </ul> </li> </ul>	
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	<p>Terri Weems stated that a separate private procurement policy was developed to allow flexibility due to federal rules.</p> <p><b>FY 2022 ANNUAL BUDGET ADDITIONAL FUNDING</b></p> <p>Terri Weems provided an updated summary of the FY 2022 budget. DESC received additional funding in the amount of \$36,752.44. The committee approved the budget in June 2022 for \$72M. Recently, DESC was awarded several new grants:</p> <ul style="list-style-type: none"> <li>• City of Detroit ARPA Skills for Life    \$16,000,000</li> <li>• City of Detroit ARPA CHC                 \$15,000,000</li> <li>• CHC/CDC                                         \$ 5,752,244</li> </ul> <p>Preview Next Meeting, April 21, 2022</p> <ul style="list-style-type: none"> <li>• Budget</li> </ul> <p><b>Preview Next Meeting:</b></p> <ul style="list-style-type: none"> <li>• Projected FY 2023 Budget</li> </ul>	
<p><b>IV. New Business</b></p>	<p>No new business.</p>	
<p><b>VI. Public Comments</b></p>	<p>No emails from the public</p>	
<p><b>VI. Adjournment</b></p>	<p><b>Terri Weems, DESC President, adjourned the meeting.</b></p>	



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**DRAFT SUBMITTED BY:**

Printed Name: S. Rene Fowler

Title: Executive Administrative Assistant

Signature: *S. Rene Fowler*

Date: January 5, 2022

DATE MINUTES APPROVED/ADOPTED: \_\_\_\_\_

Initials \_\_\_\_\_

**NEXT MEETING: April 21, 2022, 10:00 a.m. – 11:30 a.m., Detroit Employment Solutions Corporation, 115 Erskine, 2<sup>nd</sup> Fl, Detroit, MI 48201 or via Zoom.**

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