



MEETING MINUTES

A Michigan Works! Agency

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MEETING:	DESC Audit & Finance Committee Meeting	DATE:	December 07, 2023
ATTENDEES:	DESC Committee Members: Alice Thompson, Chris Uhl, Maria Woodruff-Wright, Mark Redman, Paul Trulik	LOCATION:	DESC Corporate Offices 115 Erskine, 2nd Fl Detroit, MI 48201
	DESC Staff: Angela Smith, Anthony Davis, Dana Williams, Hassan Fouani, Jeanette Huber, Lynnette Robinson, Rachel May, Sara Azu, Sheila Johnson, Tara Lukas, Terri Weems, Todd Drysdale, Traci Sassak, William Simpson	CALLED TO ORDER:	10:01 am
ABSENT:	Excused: Alice Thompson, Ric Preuss Unexcused: None	ADJOURNED:	10:52 am
PUBLIC ATTENDEES:	NONE		
FACILITATOR:	Chris Uhl, Board Treasurer	DATE MINUTES APPROVED/ADOPTED:	

ITEM	DISCUSSION	OUTCOME/ACTION ITEM(S)
I. Welcome & Introductions	Chris Uhl, Board Treasurer, called the meeting to order.	
II. Agenda Approval / Minutes	Chris Uhl: For Motion - Approval of Agenda for December 07, 2023, Meeting: Motioned: Paul Trulik Seconded: Mark Redman Motion Carried: Approved Unanimously	



	<p><u>For Motion - Approval of Meeting Minutes for August 17, 2023, Meeting:</u> Motioned: Paul Trulik Seconded: Mark Redman Motion Carried: Approved Unanimously</p>	
<p>III. Financial & Single Audit</p>	<p>Plante & Moran:</p> <p>Single Audit Results:</p> <ul style="list-style-type: none"> • For last year’s single audit report, there were issues; however, the findings from last year have been corrected. • This year’s single audit report had 1 finding related to journal entry, but there were no internal control deficiencies and no compliance findings. • This year’s single audit tested the WIOA cluster program, as it is DESC’s largest federal program. 	
<p>IV. Finance Report</p>	<p>Traci Sassak:</p> <p>New Finance Team Member:</p> <ul style="list-style-type: none"> • Welcome Hassan Fouani, our new Fiscal Manager for Fiduciary and Specialty programs. <p>New Funding:</p> <p><u>Pathways to Home:</u></p> <ul style="list-style-type: none"> • This is a DOL grant that works with returning citizens and the Wayne County Sheriff. • We have the subrecipient SERCO on this grant, and the majority of funding is going to SERCO. <p><u>City of Detroit – ARPA Training:</u></p> <ul style="list-style-type: none"> • This grant is for training, and we are waiting on the contract for this. <p>City of Detroit Invoice Submission Requirements for ARPA:</p> <ul style="list-style-type: none"> • Terri Weems explained that the City of Detroit has extensive requirements regarding invoice submission for ARPA, such as requesting 100% of the receipts and 100% of documentation be submitted with the invoices. 	

- Chris Uhl asked a question regarding the offset of administrative fees.
- Traci Sassak responded to Chris’s question by stating that we have asked the City of Detroit for a revision on two of our contracts for the administrative expenses and those are pending right now.

Action Items From Last Audit & Finance Meeting:

GDYT Wages:

- At the last meeting, one of our Committee members asked about the GDYT wages.
- We wanted to provide the data for the last 5 years of GDYT wages, which shows that we are showing an increase in wages.

Plante & Moran – MiDEAL:

- At the last meeting, one of our Committee members asked about MiDEAL and what it was, as we have not used it in the past.
- MiDEAL is negotiated contracts by the State of Michigan with multiple vendors across all types of services and products that any governmental entity can utilize.
- The reason for MiDEAL is that the state negotiates against their buying power, and we are able to piggyback off of that.
- MiDEAL also helps with administrative costs so that we do not have to execute a full RFP.
- Plante & Moran has been our auditor since 2018.
- At the last meeting, we received approval for a 1 year contract renewal for Plante & Moran.
- Mark Redman asked how the fees for this year’s audit compared to last year’s audit.
- Traci Sassak responded to Mark’s question by stating that we are trending lower this year, but that is because we have not concluded our hours for this year yet.
- Mark Redman asked how we get billed by Plante & Moran.
- Traci Sassak responded to Mark’s question by stating that we are only billed for the hours that Plante & Moran actually use.
- Traci Sassak also clarified that we can negotiate hours, not the rate.

	<p><u>Gift Cards:</u></p> <ul style="list-style-type: none"> • At the last meeting, one of our Committee members asked about gift cards. • For gift cards, we use for incentive purposes for our participants, which is allowable under all of the rules and regulations. • An internal audit was conducted by our internal auditor and there were no findings • Gift cards have been distributed to subrecipients at the career centers. • Our internal auditor had recommendations surrounding gift cards. • We updated our Policy and Procedures for distribution, as well as safeguarding. • We are looking to run all of the gift card purchases while they are decentralized to the various departments. • We are looking to centralize that with our Procurement team, and moving towards it in 2024. <p><u>Agenda Items for our Next Audit & Finance Committee Meeting:</u></p> <ul style="list-style-type: none"> • Plante & Moran Contract Renewal Length • Budget to Actual • Internal Audit Plan 	
<p>V. Proposed Meeting Dates</p>	<p>Chris Uhl:</p> <p><u>For Motion - Approval of Proposed 2024 Audit & Finance Committee Meeting Dates:</u></p> <ul style="list-style-type: none"> • Traci Sassak wanted it to be noted that the Committee did vote and approve the 2024 meeting dates at the last Audit & Finance Committee; however, the dates have changed from Thursday's to Monday's to accommodate other meetings, such as the Board meeting. • Traci Sassak also wanted it to be noted that the December 2024 proposed date might be changed, as it is too close to the Audit completion date. • Mark Redman asked if the December 2024 meeting could be moved to January 2025 • Traci Sassak answered Mark's question by stating that the Financial Statement results must be reviewed by the Board for recommendations and get to the City of Detroit by December 31, 2023, as that is the cutoff date. Therefore, the December 2024 proposed meeting date cannot be moved to January 2025. 	

	<ul style="list-style-type: none"> ● Motioned: Paul Trulik ● Seconded: Mark Redman ● Motion Carried: Approved Unanimously 	
VI. Public Comments	<p>Chris Uhl:</p> <p>Public Comment:</p> <ul style="list-style-type: none"> ● Chris Uhl stated that there are no members of the public online. 	
VII. Adjournment	<p>Chris Uhl:</p> <p><u>For Motion – Meeting Adjournment:</u></p> <ul style="list-style-type: none"> ● Motioned: Paul Trulik ● Seconded: Mark Redman ● Motion Carried: Approved Unanimously 	

DRAFT SUBMITTED BY:

Printed Name: Jeanette Huber

Title: Executive Assistant

Signature: /s/ J Huber

Date: 12/28/2023

DATE MINUTES APPROVED/ADOPTED: June 17, 2024 **Initials:** EMH

NEXT MEETING:

- Monday, April 15, 2024, from 10:00 am – 11:30 am