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A Michigan Works! Agency

<b>MEETING:</b>	<b>DESC Corporate Board Meeting</b>	<b>DATE:</b>	<b>August 26, 2024</b>
<b>ATTENDEES:</b>	<b>DESC Corporate Board Members:</b> Alice Thompson, Lena Barkley, Ric Preuss, Terri Weems, Chris Uhl, Dannis Mitchell, Maria Woodruff-Wright <b>DESC Staff:</b> Dana Williams, Traci Sassak, Rachel May, Sara Azu, Stephanie Nixon, Sheila Johnson, Madelyne Bernard-Diab, Robert Shimkoski, Todd Drysdale, Carmen Bender, Joseph Bradfield, Anthony Davis, Caletia Binion, Victor Mgbeafulu, Kevin Naud, Linsey Gillery, Darilyn Draper, Rachel McCants, Shareef El-Kildani, Robin Johnston, Stephanie Bouzounis, Monique Mansfield, Carla Phelps, Elizabeth Hennessey, Rachel McCants	<b>LOCATION:</b>	<b>DESC Corporate Offices</b>
		<b>CALLED TO ORDER:</b>	<b>1:45 pm</b>
<b>ABSENT:</b>	<b>Excused:</b> Rian Barnhill <b>Unexcused:</b> None	<b>ADJOURNED:</b>	<b>3:10 pm</b>
<b>PUBLIC ATTENDEES:</b>	Anne Leen, Veronica Sanchez-Peevey, Jose Reyes, Jasmin Clark, Matthew Chambliss		
<b>FACILITATOR:</b>	Alice Thompson, Board Chairperson	<b>DATE MINUTES APPROVED/ADOPTED:</b>	<b>December 2, 2024</b>

ITEM	DISCUSSION	OUTCOME/ACTION ITEM(S)
I. Welcome & Introductions	<p>Alice Thompson, Board Chairperson, called the meeting to order.</p> <p>Ms. Thompson called for a motion to approve the agenda for the August 26, 2024 meeting:</p> <p style="text-align: center;"><b>Motion:</b> Lena Barkley  <b>Seconded:</b> Terri Weems  <b>Motion Carried – Approved Unanimously</b></p> <p>Ms. Thompson called for a motion to approve the meeting minutes of the June 24, 2024 meeting:</p> <p style="text-align: center;"><b>Motion:</b> Terri Weems  <b>Seconded:</b> Dannis Mitchell  <b>Motion Carried – Approved Unanimously</b></p>	
II. Board Chair Report	<p>Alice Thompson, Board Chairperson relayed:</p> <ul style="list-style-type: none"> <li>We are a non-partisan body, but I strongly encourage you to get out and vote.</li> </ul>	



<p><b>III. MWDB Update</b></p>	<p><b>Terri Weems, Group Executive, Workforce Development &amp; Detroit at Work:</b></p> <ul style="list-style-type: none"> <li>• The unemployment rate is trending up, but that is a positive sign, because it means people are engaging with Workforce opportunities.</li> <li>• We are analyzing ARPA as it comes closer to sunseting. We are looking at what we have learned from the funding and what the return on investment is.</li> <li>• We are excited about our programs, particularly those that relate to education. The Thriving Cities Program, which provides opportunities for high school credentialing.</li> <li>• A word about goals, the Mayor's Workforce Development Board's vision is that Detroit's employment rate exceeds those thriving peer cities. And its poverty rate is significantly lower than that of comparable thriving cities. Our mission is to ensure Detroiters of all skill levels, especially black and brown Detroiters, have a pathway to the middle class.</li> <li>• I am hoping you will be able to join us at Michigan Central at a social gathering for the MWDB and DESC Board so we can socialize our goals.</li> <li>• We have 4 primary goals: <ul style="list-style-type: none"> <li>○ Ensuring strong corporate partnerships and increasing employment</li> <li>○ Creating an opportunity for every youth in the city of Detroit to have a career pathway.</li> <li>○ Make sure that we're innovating our career center system.</li> <li>○ Advocate for our customers &amp; employers at the State level with advocacy.</li> </ul> </li> </ul> <p>Board discussion ensued.</p>	
<p><b>IV. President's Report</b></p>	<p><b>Dana Williams, DESC President presented:</b></p> <ul style="list-style-type: none"> <li>• Since today is our Annual Meeting we will be presenting Customer Voices, the success stories of some of the people we touch with the work we do.</li> <li>• Board member Chris Uhl isn't in the room, but he is joining via Zoom and participating in the discussions.</li> <li>• We are handing out our COI for your signature today. This is the annual Conflict of Interest &amp; Nepotism form that you sign each year.</li> <li>• We are also going to be sending out a link to a form for you to fill out regarding changes to titles, locations, assistants' information, phone numbers, all of that critical contact information.</li> <li>• In your Board Packets you will find a Detroit at Work summary page highlights the high level and data in addition to our current marketing.</li> <li>• Our job at DESC is to activate the goals highlighted by Ms. Weems in her report out. <ul style="list-style-type: none"> <li>○ At present 93% of Detroiters are employed, which is up from 82% in 2014. That number is higher than it was before the pandemic.</li> <li>○ Detroit's poverty rate has consistently declined from 2012 – 2019, of course there was impact from the pandemic, but the current poverty rate is 33.8% which is lower than any time before the pandemic.</li> <li>○ <b>B</b>ecause of the work of this system, as well as all sorts of government interventions and special programs, our city continues to grow.</li> </ul> </li> </ul>	<p>Alice Thompson asked that we see in the DESC by the Numbers slide some percentages so comparisons can be made to previous and future data.</p>

	<ul style="list-style-type: none"> <li>• A few of the things we will be focusing on as a system: <ul style="list-style-type: none"> <li>○ A lot of the Detroit at Work activities and our marketing is so focused on the individuals, the residents of the city. We are now ensuring that employers are just as informed about the services as the individuals.</li> <li>○ You'll likely start to see billboards around the city reaching out to the employer community.</li> <li>○ We'll be implementing learning gained from these most recent ARPA funded programs.</li> <li>○ Transportation and childcare will always be a challenge, but we feel education really is the key as we move forward.</li> <li>○ Launching our 3-year fundraising campaign.</li> </ul> </li> <li>• We are also seeing a need for support services rise, so we anticipate being able to address those needs in an upcoming meeting.</li> </ul> <p>Board discussion ensued.</p> <p><b>Ms. Thompson called for a motion to approve the 2025 Governance Meeting Dates:</b></p> <p style="text-align: center;"><b>Motion:</b> Dannis Mitchell  <b>Seconded:</b> Lena Barkley  <b>Motion Carried – Approved Unanimously</b></p>	
<p><b>V. Audit &amp; Finance Update</b></p>	<p><b>Chris Uhl, Board Treasurer gave a high-level overview of the recent Audit &amp; Finance Committee, and introduced Traci Sassak, DESC's CFO:</b></p> <ul style="list-style-type: none"> <li>• Our last Audit &amp; Finance Committee meeting we discussed the need for a new Audit Services provider. We concluded that more information was needed and so we are meeting after this meeting again to review the information we requested and come to a conclusion about choosing a service provider.</li> <li>• We also had a robust discussion about the internal audit process and how we will work as a committee to oversee that process.</li> </ul> <p><b>Mr. Uhl, introduced Traci Sassak, DESC's CFO:</b></p> <ul style="list-style-type: none"> <li>• We are presenting to you a revised travel policy for approval. We had a few small but impactful changes. <ul style="list-style-type: none"> <li>○ We put better parameters around missed flights, Uber and Lyft usage and timely reimbursement submission. All these changes are reflected in the policy you have at hand.</li> </ul> </li> </ul> <p><b>Ms. Thompson called for a motion to approve the updated Travel Policy:</b></p> <p style="text-align: center;"><b>Motion:</b> Lena Barkley  <b>Seconded:</b> Maria Woodruff-Wright  <b>Motion Carried – Approved Unanimously</b></p>	

	<ul style="list-style-type: none"> <li>• The Audit &amp; Finance Committee reviewed the recommendations from the last Board meeting around the internal audit process. The key takeaways are: <ul style="list-style-type: none"> <li>○ The Audit &amp; Finance Committee will receive copies of all internal audit reports for their review.</li> <li>○ The annual internal audit plan will be presented to the Audit &amp; Finance Committee <ul style="list-style-type: none"> <li>▪ Plan will include the general area to be reviewed</li> <li>▪ Key points within each area</li> </ul> </li> <li>○ A minimum of one annual meeting between the Audit &amp; Finance Committee and the audit team without staff present. Due to the Open Meetings Act this would still be a public portion of the meeting.</li> </ul> </li> </ul> <p>Ms. Thompson called for the approval of the Board and asked if anyone had exceptions around the parameters laid out regarding the internal audit plan.</p> <p>Board discussion ensued.</p> <ul style="list-style-type: none"> <li>• Ms. Sassak concluded that there will be a special session of the Audit &amp; Finance Committee to approve the selection of the new Audit Services Provider following this meeting.</li> </ul>	<p>Terri Weems made a point that the bylaws will need to be changed to reflect the internal audit process, but to add caveat that this plan does not require an internal audit position permanently. She added that she created the position under her leadership at DESC but would not want it to create and issue down the road.</p>
<p><b>VI. Program Services Committee Update</b></p>	<p><b>Ms. Thompson introduced Stephanie Nixon, DESC COO:</b></p> <p><b>Ms. Nixon continued:</b></p> <ul style="list-style-type: none"> <li>• At our last Programs Services Committee, we discussed our training strategy shift. We have encountered some challenges and opportunities in our new methodology, but the focus remains that we have quality training with user needs and high growth opportunities.</li> <li>• We are working to craft a more abbreviated training system, with high quality training providers with a robust and high growth opportunity catalogue of opportunities.</li> <li>• We want to make sure that everyone has an opportunity to skill up, and increase contextualized training aligned with growth occupations and employer demand. We're marrying our training team with our employment engagement team. The employer engagement team are in the community. They understand what employers are looking for.</li> </ul> <p><b>Ms. Thompson introduced Madelyn Bernard-Diab, Executive Director of Career Center Systems to discuss Career Center PIP Recommendations:</b></p> <p><b>Ms. Bernard-Diab continued:</b></p> <ul style="list-style-type: none"> <li>• We have three of our sub-recipients that are at a performance challenge based on their performance from the program that just ended in June 2024. <ul style="list-style-type: none"> <li>○ ACCESS</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>○ SERCO Inc &amp; Goodwill Industries</li> <li>○ Southwest Economic Solutions</li> </ul> <ul style="list-style-type: none"> <li>• We don't expect these subrecipients to progress to a corrective action stage, this is purely informative to the Board. My staff is working with them, and they are progressing in their performance.</li> </ul> <p>Board discussion ensued and Ms. Bernard-Diab satisfied all inquiries.</p> <p><b>Sara Azu DESC's CAO presented the information around the proposal to negotiate contract terms with Northwest Activities Center for the Westside Career Center location, which are up for renegotiation.</b></p> <ul style="list-style-type: none"> <li>• We issued an RFP and Northwest Activities Center was the only respondent.</li> <li>• Their proposed cost was a year over year increase, we are asking approval for this negotiation to be a "not to exceed" contract.</li> </ul> <p>Terri Weems recommended a motion to allow DESC to enter into negotiations <b>with the city of Detroit</b> for a lease at Northwest Activity Center in an amount not to exceed annual operating costs.</p> <p><b>Ms. Thompson called for a motion to approve the Northwest Activities Center Contract negotiation as per the Board's recommendation:</b></p> <p style="text-align: center;"><b>Motion:</b> Terri Weems  <b>Seconded:</b> Ric Preuss  <b>Abstain:</b> Maria Woodruff-Wright  <b>Motion Carried – Approved Unanimously</b></p>	
<p><b>VII. Success Stories – Customer Voices</b></p>	<p><b>Robin Johnston, DESC's Director of Communications introduced the Programs Customer Voices designees:</b></p> <ul style="list-style-type: none"> <li>• Jasmin Clark (PATH &amp; WIOA Adult participant, currently employed with one of our partners as an IT Support Technician)</li> <li>• Matthew Chambliss (WIOA In-school Participant, The Yunion Youth Career Center, currently in the Drone Apprentice Program and looking for opportunities)</li> </ul> <p>Unable to join us were:</p> <ul style="list-style-type: none"> <li>• Makiya Harris (Jumpstart and CHC Participant, currently employed as a CNA)</li> <li>• Christone West (CHOICES Participant, currently employed at Stellantis full-time, as well as having two entrepreneurial ventures)</li> <li>• Javon Nunn (GDYT Participant, his internship with Be-Moor Radio was indefinitely extended.)</li> </ul>	

	Board discussion ensued, along with congratulations and well wishes.	
<b>VIII. Public Comments</b>	<b>There were no public comments</b>	
<b>IX. Adjournment</b>	<b>Ms. Thompson called for a Motion to Adjourn the meeting:</b>  <b>Motion:</b> Terri Weems <b>Seconded:</b> Ric Preuss <b>Motion Carried – Approved Unanimously</b>	

**DRAFT SUBMITTED BY:**

Printed Name: E. Hennessey Title: Special Projects Administrator

Signature: /s/ Elizabeth Hennessey Date: 10/30/2024

**DATE MINUTES APPROVED/ADOPTED:** 12/2/2024 **Initials:** EMH

**NEXT MEETING: Monday, December 9, 2024 @ 1:45 PM**