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A Michigan Works! Agency

MEETING:	DESC Executive Committee Meeting	DATE:	June 24, 2024
ATTENDEES:	DESC Executive Committee Members: Alice Thompson, Lena Barkley, Terri Weems, Chris Uhl, Dannis Mitchell DESC Staff: Dana Williams, Sara Azu, Robert Shimkoski, Traci Sassak, Rachel May, Elizabeth Hennessey, Carmen Bender, Sheila Johnson, Joseph Bradfield	LOCATION:	DESC Corporate Offices
		CALLED TO ORDER:	1:00 pm
ABSENT:	Excused: Maria Woodruff-Wright Unexcused: None	ADJOURNED:	1:43 pm
PUBLIC ATTENDEES:	Hector Arroyo		
FACILITATOR:	Alice Thompson, Board Chairperson	DATE MINUTES APPROVED/ADOPTED:	08/26/2024

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 June 24, 2024 meeting:</p> <p style="text-align: center;">Motion: Lena Barkley Seconded: Chris Uhl Motion Carried – Approved Unanimously</p> <p>Ms. Thompson called for a motion to approve the meeting minutes of the October 24, 2023 meeting:</p> <p style="text-align: center;">Motion: Chris Uhl Seconded: Lena Barkley Motion Carried – Approved Unanimously</p>	
II. Board Chair Report	Alice Thompson, Board Chairperson expressed excitement regarding the agenda items and forwent her Board report.	
III. President’s Report	<p>Dana Williams, DESC President presented:</p> <ul style="list-style-type: none"> Ms. Williams introduced to the Committee the subject of implementing an internal audit function in the organization. 	Mr. Uhl will circle back to the Committee with information regarding potentially updating the DESC by-laws and setting up expectations regarding the



	<p>Terri Weems, Member of DESC Board & Group Executive, DAW & Workforce, provided expertise on running audits in varying types of organizations and expressed how this function did not exist prior to her leadership era at DESC, and commented upon the benefits of internal audits.</p> <p>Committee discussion ensued.</p> <ul style="list-style-type: none"> Ms. Williams further discussed the upcoming Annual Board meeting in August and the potential of new Board Members being introduced at that meeting. More information will follow. <p>Committee discussion ensued.</p> <ul style="list-style-type: none"> Ms. Williams presented that there will be a few changes to the bylaws presented for motion the upcoming Annual Board meeting, including the board’s involvement in audit process and a potential change allowing the title of CEO & President for the leader of DESC, versus the title of President. <p>Committee discussion ensued and a decision was made to bring the changes to the Annual Board meeting in August.</p>	<p>Finance team leading this audit process, as well as the Audit & Finance Committee leading in the reporting.</p>
<p>IV. Annual Career Center Performance Reviews Insights (Amended portion added to the agenda)</p>	<p>Ms. Thompson introduced Madelyne Bernard-Diab, Executive Director, Career Center Systems:</p> <p>Ms. Bernard-Diab reported:</p> <ul style="list-style-type: none"> We make performance reviews of the Career Centers on a monthly basis. We also offer technical assistance on a monthly basis as well to all of our subrecipients. We look at the performance metrics and what's required in the contract. We have at least one subrecipient that is being put on a performance improvement plan based on their metrics this past year, SERCO, Inc., and Goodwood Industries. They have 3 measures that they did not meet this year. <p>Board discussion ensued.</p>	
<p>V. Public Comments</p>	<p>There were no public comments</p>	
<p>VI. Adjournment</p>	<p>Ms. Thompson called for a Motion to Adjourn the meeting:</p> <p style="text-align: center;">Motion: Chris Uhl Seconded: Lena Barkley Motion Carried – Approved Unanimously</p>	

