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A Michigan Works! Agency

MEETING:	DESC Executive Committee Meeting	DATE:	April 27, 2021
VIA ZOOM ATTENDEES:	DESC Executive Committee Members: Cal Sharp, Alice Thompson, Chris Uhl, Maria Woodruff-Wright, Nicole Sherard-Freeman DESC Staff: Terri Weems, Elizabeth Hennessey, Sara Azu, Chanelle Manus, Rebecca Donnelly-Lasecky	LOCATION:	Zoom Meeting
		CALLED TO ORDER:	9:01 am
ABSENT:	Excused: None Unexcused: None	ADJOURNED:	9:29 am
PUBLIC ATTENDEES:	George Pitchford		
FACILITATOR:	Cal Sharp, Board Chair	DATE MINUTES APPROVED/ADOPTED:	06/29/2021

ITEM	DISCUSSION	OUTCOME/ACTION ITEM(S)
I. Welcome & Introductions	<p>Cal Sharp, Board Chair, called the meeting to order and read a statement regarding the state's recent amendment to the Open Meetings Act and how it impacts our virtual meeting. For the purpose of the minutes, all Board members attending remotely identified themselves and the location they were joining from:</p> <p>Cal Sharp from Bloomfield Township, MI Alice Thompson from Detroit, MI Chris Uhl from Berkley, MI Nicole Sherard-Freeman, Detroit MI Maria Woodruff-Wright from Detroit, MI</p>	
II. Agenda and Minutes Approval	<p>Cal Sharp asked for approval to the agenda for the April 27, 2021 meeting:</p> <p style="text-align: center;">Motion: Chris Uhl Seconded: Nicole Sherard-Freeman Motion Carried – Approved Unanimously</p> <p>Cal Sharp called for approval of the meeting minutes for the Board meeting on January 26, 2021:</p>	



	Motion: Alice Thompson Seconded: Chris Uhl Motion Carried – Approved Unanimously with Amendments	
III. DESC Board Chair Report	Cal Sharp: <ul style="list-style-type: none"> • Provided an overview of the orientation of New Board member, Chris Phillips. • Welcomed preliminary discussion on the structure of committees and ideas for aligning skillsets of board members for future discussion. • Discussed Annal Meeting as opportunity to consider updates to subcommittee assignments, if deemed necessary. <p>Committee member discussion ensued.</p>	
IV. DESC President Board Report	Terri Weems: <ul style="list-style-type: none"> • Welcomed new additions to DESC Staff – Sara Azu, Chief Administrative Officer and Chanelle Manus, Junior Chief of Staff. • Discussed DESC’s potential to secure additional funding from both the federal government and state through appropriations and recent legislation. • Highlighted technology investments being made to streamline operational efficiency. • Detailed Office of Auditor General draft audit findings and ongoing discussions with the Office to finalize findings and recommendations. <p>Committee discussion ensued. Ms. Weems fielded questions from the Board of Directors.</p>	
V. Audit & Finance Committee Update	Chris Uhl: <p>Provided a brief overview of the business discussed during the Audit & Finance Subcommittee Meeting including:</p> <ul style="list-style-type: none"> • DESC Fiscal Year 2022 Budget Estimates • DESC Paycheck Protection Program Participation and Status of Forgiveness • Office of Auditor General Draft Audit Findings & Next Steps 	
VI. Program Services Committee Update	Alice Thompson: <p>Provided a brief overview of the business discussed during the Program Services Subcommittee Meeting including:</p> <ul style="list-style-type: none"> • Connect Detroit Contract submitted for Approval to go before board • Compliance matters - Southwest Economic Solutions • Excellent updates from DESC Program Staff on DESC Programming • Report on Human-Centered Design for Career Centers compiled by DESC Staff 	

	<p>She also shared that there is an additional contract from Focus: HOPE that was submitted after the meeting, that will be presented to the full Board for approval.</p> <p>Nicole Sherard-Freeman:</p> <ul style="list-style-type: none"> • Shared a courtesy update on the status of the Amazon State Fair Project. • Discussed a new construction trades training program initiative with Wayne County Community College District to provide hands-on experience to students. 	
VII. Public Comments	There was no public comment.	
VIII. Adjournment	<p>Cal Sharp called to adjourn the meeting:</p> <p style="text-align: center;">Motion: Chris Uhl Seconded: Maria Woodruff-Wright Motion Carried – Approved Unanimously</p>	

DRAFT SUBMITTED BY:

Printed Name: **Elizabeth Hennessey**

Title: Executive Assistant to the President

Signature: /s/ E Hennessey

Date: 4/29/2021

DATE MINUTES APPROVED/ADOPTED: 6/29/2021 Initials: EH

NEXT MEETING: Tuesday, June 29, 2021 @ 9:00 AM