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A Michigan Works! Agency

<b>MEETING:</b>	<b>DESC Executive Committee Meeting</b>	<b>DATE:</b>	<b>July 27, 2020</b>
<b>VIDEO CONFERENCE ATTENDEES:</b>	<b>DESC Committee Members:</b> Cal Sharp, Alice Thompson, Chris Uhl, Maria Woodruff-Wright, Nicole Sherard-Freeman <b>DESC Staff:</b> Terri Weems, Sheilah Clay, Marie Hocker, Elizabeth Hennessey	<b>LOCATION:</b>	<b>Zoom Meeting</b>
<b>ABSENT:</b>	<b>Excused:</b> None <b>Unexcused:</b> None	<b>CALLED TO ORDER:</b>	<b>3:04 pm</b>
<b>FACILITATOR:</b>	<b>Cal Sharp, Interim Board Chair</b>	<b>ADJOURNED:</b>	<b>4:13 pm</b>
		<b>DATE MINUTES APPROVED/ADOPTED:</b>	<b>08/25/2020</b>

<b>ITEM</b>	<b>DISCUSSION</b>	<b>OUTCOME/ACTION ITEM(S)</b>
<b>I. Welcome, Roll Call and Agenda Approval</b>	<p>Cal Sharp, DESC Interim Board Chair, called the meeting to order and read a statement acknowledging our adherence to the Governors Executive Orders of March 2020, and stating that we have provided a means to the public to submit comments for the consideration of this committee.</p> <p>Cal Sharp called for a motion to approve the agenda for today's meeting:</p> <p style="text-align: center;"><b>Motion:</b> Chris Uhl  <b>Seconded:</b> Alice Thompson  <b>Motioned Carried – Approved Unanimously</b></p>	
<b>II. DESC Structure</b>	<p>Terri Weems, Interim CEO &amp; President, DESC reported:</p> <ul style="list-style-type: none"> <li>• Terri Weems provided a refresher of the conversation from the previous Board meeting to discuss how the organization is structured.</li> <li>• The MWDB drives the strategy.</li> <li>• DESC as the fiduciary handles most of the operational functions.</li> </ul>	
<b>III. Board Correspondence</b>	<p>Terri Weems reported:</p> <ul style="list-style-type: none"> <li>• An anonymous letter was sent to Board members, questioning DESC's structure.</li> </ul>	



	<ul style="list-style-type: none"> <li>DESC’s structure has recently been reviewed by legal counsel. There are no significant concerns DESC has and will continue to follow legal counsel and the Board’s direction.</li> </ul> <p>Cal Sharp asked if there was a plan in place to address the issue with staff, like a survey or the Gallup Q12?</p> <p>Terri Weems responded that DESC is considering several options to survey staff on satisfaction and engagement.</p> <p>Alice Thompson recommended complete transparency with staff and reassuring them that the Leadership is aware of the organizational complexities and staff sentiment, and that they are working on addressing issues and want to support full and clear communication.</p> <p>Marie Woodruff-Wright recommended that there is clear indication that the Board supports the staff, and Terri as the leader.</p> <p>Terri Weems said DESC’s leadership is committed to further talking through our structure with staff, and to do an anonymous survey, addressing satisfaction and engagement. We will talk to staff about the results and bring the information back to the Board for clarity.</p>	
<p><b>IV. Strategy</b></p>	<p><b>Nicole Sherard-Freeman, Executive Director, MWDB reported:</b></p> <ul style="list-style-type: none"> <li>Terri and Nicole spent time examining roles and responsibilities that sit with in the two leadership positions across the Mayor’s Office for Workforce Development and DESC, including structure and operations under various scenarios.</li> </ul> <p>Committee discussion ensued.</p> <p>Chris Uhl commented that a system of checks and balances is already in place which are quite sufficient and should be followed closely in the discussions regarding local, state, and national oversight.</p> <p>Nicole Sherard-Freeman asked that Cal Sharp address the discussion of the title of the leadership at DESC. The roles should be clear to the public and staff.</p> <p>Cal Sharp continued:</p> <ul style="list-style-type: none"> <li>The operational nature of the work at DESC falls along the lines of President. The CEO title implies strategy.</li> </ul> <p>Committee discussion ensued.</p> <ul style="list-style-type: none"> <li>This body should formally approve the change in title from President and CEO, to President.</li> </ul>	

	Terri Weems added that this change would require a change to our bylaws in a future meeting.	
<b>V. Board Selection of DESC Leader</b>	<p><b>Cal Sharp reported:</b></p> <ul style="list-style-type: none"> <li>We should be discussing time frames on selection of a candidate for the position of President. The Board could conduct a search or post the position, or make an appointment.</li> <li>Recommend the Board appoint President at the next meeting.</li> </ul> <p>Alice Thompson asked for clarity that in the DESC construct there will not be a CEO position moving forward. It was agreed that this would be the structure moving forward.</p> <p>Terri Weems asked that the body agree that there will be a change to bylaws regarding the title, to President, and no other changes will be made to the bylaws. The Committee agreed to that change.</p>	
<b>VI. Community Health Corporation</b>	<p><b>Terri Weems instructed:</b></p> <ul style="list-style-type: none"> <li>The program will be funded by monies from the CARES act.</li> <li>DESC is a fiduciary of the program, responsible for grant administration and hiring of staff for the program, among other things.</li> </ul> <p><b>Terri Weems introduced Sheilah Clay, Director, Training Quality &amp; Retention, who reported:</b></p> <ul style="list-style-type: none"> <li>Covid-19 has made clear that there are challenges in our communities including access to help and support.</li> <li>The program in an intensive, restorative program, that will be going door to door and addressing four areas: food, utilities, with a focus on water and energy, housing instability and behavioral health, which will include mental health and substance abuse.</li> <li>We will be hiring program staff. That includes Master's level lead case managers, Bachelors level case managers and peer counselors.</li> <li>We will be partnering with communities agencies to fulfill needs, but we will stay in the picture until the issue is concluded, moving them into the DAW program, so they can continue on a journey to becoming employed and on the road to self-sufficiency.</li> </ul> <p>Committee discussion ensued.</p>	
<b>VII. Public Comment</b>	<p><b>Cal Sharp, called for public comment:</b></p> <ul style="list-style-type: none"> <li>There was no public comment</li> </ul>	
<b>VIII. Adjournment</b>	<b>Cal Sharp called to adjourn the meeting:</b>	

	<b>Motioned:</b> Alice Thompson <b>Seconded:</b> Chris Uhl <b>Motion Carried. Passed/Approved Unanimously.</b>	
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**DRAFT SUBMITTED BY:**

Printed Name: **Elizabeth Hennessey**

Title: Executive Assistant to the Interim President & CEO

Signature: /s/ E Hennessey

Date: 08/10/2020

**DATE MINUTES APPROVED/ADOPTED:** 08/25/2020 **Initials:** EH

**NEXT MEETING:** Tuesday, August 25, 2020 @ 9:00 AM

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