



A Michigan Works! Agency

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| MEETING: | DESC Executive Committee Meeting | DATE: | Tuesday, February 27, 2018 |
| ATTENDEES: | Board Members: Alice Thompson, Cal Sharp, Jeff Donofrio, Maria Woodruff-Wright, Lena Barkley, Ric Preuss. DESC Staff: Nicole Sherard-Freeman, Michelle Rafferty, Terri Weems, Stephanie Nixon, Robert Shimkoski, Jocelyn Malcolm carr. Visitors: Frank Hope, John Allen | LOCATION: | 440 E. Congress, Corporate Conference Room, 3R, Detroit, MI 48226 |
| VIA TELEPHONE: | N/A | CALLED TO ORDER: | 9:01 am |
| ABSENT: | Excused: Laura Hughes | ADJOURNED: | 9:24 am |
| FACILITATOR: | Alice Thompson | DATE MINUTES APPROVED/ADOPTED: | April 24, 2018 |

| ITEM | DISCUSSION | OUTCOME /ACTION ITEM(S) |
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| Call to Order, Welcome, Roll Call and Introductions | Alice Thompson, DESC Board Secretary & Program Services Chair, called the meeting to order at 9:01 am, February 27, 2018. Members, staff and guests introduced themselves, and were welcomed and thanked for attending. | |
| Approval of Meeting, Consent Agenda | Request for Motion to approve the Meeting's Consent Agenda, with corrections was made by Alice Thompson, DESC Board Secretary & Program Services Chair. Motion: Jeff Donofrio Seconded: Maria Woodruff-Wright Motion Carried – Passed/Approved Unanimously | Approval of Meeting's Consent Agenda with correction: <ul style="list-style-type: none"> Meeting Minutes approved should be 12/18/2017. Motion Carried/Passed Unanimously |
| Approval of Meeting Minutes: 12/18/2017 | Request for Motion to approve Meeting Minutes of 12/18/2017, was made by Alice Thompson, DESC Board Secretary & Program Services Chair. Motion: Jeff Donofrio Seconded: Maria Woodruff-Wright Motion Carried – Passed/Approved Unanimously | Approval of Meetings Minutes. Motion Carried/Passed Unanimously |
| CEO Board Report Highlights | Nicole Sherard-Freeman, DESC CEO & President, gave her report: <ul style="list-style-type: none"> Jason Lee was introduced as the new GDYT Executive Director. | |



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| | <ul style="list-style-type: none"> • <u>Calendar Highlights for 2017</u> for customer served and increase in occupational training through DetroitAtWork. <ul style="list-style-type: none"> ○ More than 30,000 customers were served at PATH and One Stop Offices. A good number that were serviced came in for the first time. More than 1000 clients were served in occupational training. ○ IT, Construction, Manufacturing, Healthcare, Retail, Hospitality & Entertainment (growing industries), saw a 143% increase in those placements. DESC assisted with 4200 placements through our system and our partners systems. What is not counted is those who find jobs on their own and do not notify the case managers after getting help from our resource centers. Over time, those who we served may have a longer ramp to be job ready. Our placement numbers may look lower than last years. It's not our real measure that reflects we are having an impact on our community. Looking at community impact and resident impact and how we are using taxpayer dollars allows us to see how we are reaching and serving those who need it, whether we count those placements or not. • Average wage for 2017 is up to \$13.06 [wage record from State of Michigan record], a 23% increase from prior year. To measure properly if residents are moving out of poverty, a look at employment rate, reaching those who have been disconnected and, average wage will give a better measurement • Audit. No compliance findings. There were some recommendations, which will be discussed later in this meeting by Plante & Moran. The Finance and Program Services team worked together to eliminate the findings and made a significant accomplishment | |
| <p>Program Services Committee Update</p> | <p>Alice Thompson, DESC Board Secretary & Program Services Chair, gave her report:</p> <ul style="list-style-type: none"> • Approved 4 contract amendments (Access, Focus Hope, Neighborhood Services Organization, SERCO). • University of Michigan Youth Policy Lab gave a detailed report that shows the impact that GDYT has on students compared with those who are not GDYT-oriented. | |
| <p>Audit & Finance Committee Update</p> | <p>Maria Woodruff-Wright, gave the Audit & Finance Committee report, on behalf of the Audit and Finance Committee:</p> <ul style="list-style-type: none"> • Terri Weems, DESC CFO, kept Committee apprised of what was happening with the Audit. We've changed auditors to Plante & Moran. • Plante & Moran: <ul style="list-style-type: none"> ○ recommended we change our audit to a governmental audit from a non-profit audit, because of the amount and number of federal contracts we have. It is an accounting model, so the audit did not change much, but the look of some statements changed. ○ were required to select 3 randomly selected grants to review: Community Development Block Grant, Employment Services Cluster Grant, Temporary Assistance for Needy Families. Two of the three grants had clean opinions; the third had a slight opinion due to timesheets submitted to the GDYT Program. That issue | |



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| | <p>has since been corrected. Another slight opinion regarding internal control of duties: someone processing checks and writing checks. That issue has also been resolved, under Terri Weems, DESC CFO, leadership.</p> <p>Board Question: Does the change of audit to governmental model have any effect on our funders? Response: No, the change is internal only and should not change the way our funders respond to us. We are still a non-profit agency.</p> | |
| Public Comment | No members of the public were in attendance, so no public comment was received. | Members of the Public |
| Adjournment | <p>Alice Thompson, DESC Board Secretary & Program Services Chair, requested a Motion for Adjournment.</p> <p>Motion: Jeff Donofrio Seconded: Cal Sharp Motion Carried/Passed Unanimously</p> | <p>Approval of Adjournment</p> <p>Motion Carried/Passed Unanimously</p> |

DRAFT SUBMITTED BY:

Printed Name: Cheryl Hildreth

Title: Administrative Assistant

Signature: *Cheryl Hildreth*

Date: February 27, 2018

APPROVED/ADOPTED: 04/24/2018 *LR*

NEXT MEETING: April 24, 2018 at 9:00 am-9:30 am.

