

MINUTES

Detroit Employment Solutions Corporation Board
Executive Committee
Friday, September 23, 2016

Time: 9:30 a.m. – 10:30 a.m.
Location: 440 E. Congress, Suite 400, Detroit, MI 48226
Facilitating: Director Cal Sharp

Directors Present: Alice Thompson, Cal Sharp, Mark Gaffney
Directors Absent: Laura Hughes
DESC Staff Present: Jose Reyes, Kristin Bailey, Alessia Baker-Giles, Chauncey Samuel, Stephanie Nixon, Robert Shimkoski, Deondra Parks

PROCEEDINGS

The Meeting of the Detroit Employment Solutions Corporation (DESC) Board Executive Committee was called to order at 9:35 a.m. by Director Cal Sharp. Director Alice Thompson made a motion to approve the minutes of May 20, 2016, supported by Director Sharp. Motion carried unanimously. Director Thompson made a motion to approve the September 23 meeting agenda, supported by Director Sharp. Motion carried unanimously.

CHAIR REPORT

Chair Hughes thanked Director Sharp for leading the DESC President/CEO search process. She also noted that Director David Carroll is retiring from Quicken Loans and therefore is also retiring from the DESC Board. Chair Hughes stated that she is grateful for his service to DESC and the DESC Board. She noted that she is working with the Mayor's office for a new individual to join the Board.

In addition, she reminded Board members about the interest in aligning mentors with DESC's internal leadership team.

DESC INTERIM PRESIDENT/CEO REPORT

Mr. Jose Reyes, DESC Interim President & CEO, shared the following highlights from his report:

Finance/Budget

Cycle III - Monitoring visit scheduled for September 26-30, 2016 covering the following topics: Cash management, Complaints & Grievances, Equipment Management, Procurement & Contract Administration and Service Provider/ Worksite Monitoring.

GDYT - Final reconciliations of GDYT payroll are in process.

Single Audit - Abraham & Gaffney were on site September 12-16th conducting field work for the 2016 Single Audit. Waiting on final review.

Program Services Committee

DOL Demo Grant Review - The DOL in conjunction with WDA were on site September 12-16th conducting a programmatic and fiscal review of the Returning Citizens Demonstration Pilot Program. A report is expected within 40-60 days.

Planning/Fund Development

JP Morgan Chase - DESC received approval for two years of funding at \$680,000.00.

America's Promise Grant - DESC participates as a partner in several grant applications. America's Promise provides funding for efforts related to regional economic development and training for H1B visa occupations. DESC partners include a consortium of Midwest urban workforce agencies including Milwaukee, St. Louis, Kansas City, Cleveland and other cities. Training will initiate Pharmacy Tech apprentices for CVS Health and App Developers for Grand Circus. A Workforce Innovation Network (WIN) proposal will work with six workforce agencies and community colleges in Southwest Michigan to provide CNC-related training for robotic and computer-related equipment developed by the FANUC Corporation.

Procurement

The Construction Basic Skills Training RFP was released and due back September 23, 2016.

Initiatives

Experience IT - The Experience IT cohort of 20 Detroiters learning .NET and JAVA will graduate on October 27, 2016.

DOL Tech Hire Model - DESC currently is working with Focus Hope, Southwest Solutions, and Grand Circus to recruit and launch its Tech accelerator program in late October which targets Detroit residents 18+ who are unemployed/under employed or low income.

DOL Summer Jobs and Career Pathways - Work has begun to implement DESC's DOL Summer Jobs and Career Pathway grant. Three hundred youth have been placed in summer jobs in coordination with the GDYT program. A draft plan has been developed. A search is underway to hire a program manager.

SNAP 50/50 Initiative - Under the leadership of the Mayor's office, and the Jobs and Economic Development team, DESC is working with the State of Michigan to develop the initiative. The reimbursement program provides 50% reimbursement for non-federally funded programs that provide eligible employment and training opportunities for Food Stamp-only recipients.

Robert Woods Johnson Foundation

DESC and the University of Michigan, Dearborn participated as partners in a concept paper developed by the Corporation for a Skilled Workforce (CSW) that would create a digital badging program for Opportunity Youth related to trauma-based care and restorative practices. If selected, CSW will be asked to submit a proposal which details the effort.

Program Highlights

GDYT

The work experience component of the GDYT program has officially ended. DESC is currently leading the effort to resolve all outstanding payroll and budget issues.

PATH

DESC's Work Participation Rate (WPR) is 70%, exceeding the PATH program goal by 20 points.

Demonstration Grant for Returning Citizens

As of September 9, 2016, DESC has enrolled 298 participants and has placed 33 individuals into jobs. A more aggressive strategic plan is in motion for year 2 of the grant.

Community Engagement

Mr. Reyes provided the following updates on DESC's community engagement efforts:

- In the process of developing a report on successful test of post boosting on Facebook. Minimal budget (\$50/week) has yielded:
 - Increase in likes from 3,000 to 5,300
 - Increase in total reach from 18,000/month to 61,000/month
- Significant increase in media activity, working directly with Mayor's office on media advisories, press releases and events promotion.
- Demonstration Grant Family Flyers are being distributed to 30 MDOC Correctional Facilities. Also, for use at Project Clean Slate, One-Stops, and by Janee Ayers' RC Taskforce.
- The Demonstration Grant video edit is running on social media and city cable channels.
 - Website landing page and dedicated phone number are both in place.
- Tracking placements to identify success stories.
- Developing an approach with City of Detroit for monthly workforce-related show to run on city cable channels.
- Success stories are currently being developed on video, partnering with Media Services.
- Planning underway for next DESC partners meeting (October).

Events

- WRAP program Stakeholder meeting to discuss 25 new enrollees at DRC scheduled August 12
- Operation Clean Slate scheduled for September 24
- Attorney General Barbara McQuaide's Employer Appreciation Lunch scheduled for October 4 and the Job Fair is scheduled for October 23.

Administrative Services/Operations

Customer Referral Process

DESC staff is working with the Mayor's office on the development of a customer referral process that will allow stakeholders an opportunity to refer constituents or other community members to DESC for job search, training, or other workforce-related services. Once referred, DESC would issue an electronic report to the stakeholder on the status of the candidate's job search.

Organizational Development, Culture and Leadership

Organizational Assessment

DESC received an unofficial notice that our request for funding to support our organizational assessment was approved. It is anticipated that the project will kick off on or about October 24th.

For the next meeting, Chair Hughes requested a summary of staff feedback resulting from town hall meetings as well as staff survey results.

AUDIT AND FINANCE COMMITTEE RECOMMENDATIONS

SNAP 50/50: Mr. Robert Shimkoski, Director of Planning, DESC, provided an overview. This particular program and its associated contracts are different from the normal model because of the funding structure. SNAP 50/50 is from the Department of Agriculture. The Mayor's office took the lead on this effort, and the State of Michigan assisted as well. DESC released an RFP to procure providers, and Focus:HOPE and Southwest Economic Solutions (SWES) were selected:

Southwest Economic Solutions (SWES) will provide eligible Food Assistance Program (FAP) recipients with Food Assistance Employment and Training program services through workforce-related case management, work readiness training, GED preparation, basic skills & computer literacy training and opportunities to earn industry-recognized credentials. The contract dollar amount is \$295,175.00 (which would be reimbursed at 40%), 10/1/16 – 9/30/17.

Focus:HOPE will provide the FAE&T program services to Food Assistance Program (FAP) recipients in the City of Detroit. Their goal is to provide a braiding of comprehensive support services, case management, work readiness, industry training and academic enrichment to assist qualified SNAP/FAP recipients in obtaining and retaining sustainable employment opportunities. The contract dollar amount (for one year) is \$796,300.00 (which would be reimbursed at 40%), 10/1/16 – 9/30/17.

Director Sharp made a motion to approve Southwest Economic Solutions and Focus:Hope for the Snap 50/50 contracts, supported by Director Thompson. Motion carried unanimously.

MCCI: Ms. Chauncey Samuel, Procurement Specialist, DESC, provided an overview of this contract. MCCI will provide support to DESC in website management, website backup and disaster recovery, social media management and content curation, and event management. The contract dollar amount is \$50,000.00, 9/1/16 – 8/31/17. Director Mark Gaffney moved to approve the MCCI contract, supported by Director Sharp. Motion carried unanimously.

PROGRAM SERVICES COMMITTEE RECOMMENDATIONS

Transformational Programming for Paroling Individuals (Demo Grant): Ms. Samuel explained that Luck Inc. will provide Transformational Programming, which includes Moral Reconciliation Training, Cognitive Behavior Techniques, Conflict Resolution, Mentoring and Family Reunification Services for the parolees upon release and for participants enrolled in the Detroit Re-Entry Demonstration Project at both the Detroit Re-Entry Center (DRC) and Macomb Correctional Facility (MRF). The contract dollar amount is \$127,500.00, 10/1/16 – 6/30/17. Director Sharp moved to approve Luck Inc. for this contract, supported by Director Thompson. Motion carried unanimously.

Director Gaffney provided an update on the Program Services Committee, stating that the committee reviewed several funding recommendations that will be presented as contracts before the DESC Board in October. Those contracts include Employment Etiquette services, PATH contracts, and Food Assistance Employment and Training.

DESC FINANCE REPORT

GDYT Payroll Update: Ms. Alessia Baker-Giles, Director of Finance, DESC, stated that staff members are currently in the process of reconciling the GDYT budget. In addition, the City of Detroit is conducting desktop monitoring on CDBG funding and will visit DESC to review files.

Ms. Baker-Giles noted that an evaluator will also come in to review the program, its execution, evaluate issues as well as recommend solutions for next year.

The group subsequently discussed the importance of capturing lessons learned from the program. In addition, Chair Hughes requested a formal report of the GDYT program (from the fundraising effort through program closeout). She noted that the formal report should reference the partners that contributed towards the GDYT effort as well.

DESC Finances update: Ms. Baker-Giles stated that financial statements will be available from Abraham and Gaffney hopefully by the end of October.

CEO SEARCH COMMITTEE UPDATE

In mid-July, a job description was posted for the CEO of Detroit Employment Solutions Corporation. Director Sharp went before the committee with 322 prospective candidates, and with the assistance from DESC's HR team, the number was then taken down to 10 candidates.

The search committee consists of several individuals including Chair Laura Hughes, Director Sharp, Director Jeff Donofrio, William Jones (former CEO of Focus Hope), Delores Hunt (VP of HR for DMC); Linda West (Southwest Solutions), and Nicole Sherard-Freeman (Corporation for a Skilled Workforce). There are also two advisors: Danielle Waddell (Department of Labor) and Janet Howard (State of Michigan).

The committee developed a scoring grid based on the attributes the next CEO should possess:

- Strategic
- Agility
- Innovation
- Data Analytics
- System Thinking (whole ecosystem of workforce)
- Organizational Agility

In addition, a system of competencies that fall within the attributes that are sought as well are:

- Strategic Agility
- Politically Savvy

The committee hopes to narrow down the candidates soon and present to the Board in the near future.

PUBLIC COMMENT

No public comment was presented to the committee.

ADJOURNMENT

With no further business to come before the DESC Board Executive Committee, the meeting was adjourned at 10:30 a.m.

Prepared by: Deondra Parks