



A Michigan Works! Agency

115 ERSKINE, 2<sup>nd</sup> FLOOR  
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<b>MEETING:</b>	<b>DESC Audit &amp; Finance Committee Meeting</b>	<b>DATE:</b>	April 21, 2022
<b>ATTENDEES:</b>	<b>DESC Committee / Board Members:</b> Cal Sharp, Alice Thompson, Paul Trulik, Mark Redman <b>DESC Staff:</b> Terri Weems, Chanelle Manus, Lynnette Robinson, Andrew Melton, Sheila Johnson, Tara Lukas, David Jackson, Sara Azu, Rene Fowler, William Simpson	<b>LOCATION:</b>	DESC Corporate Offices 115 Erskine, 2 <sup>nd</sup> Fl Detroit, MI 48201
		<b>CALLED TO ORDER:</b>	09:04 am
<b>ABSENT:</b>	<b>Excused:</b> Chris Uhl, Nicole Sherard-Freeman, Maria Woodruff-Wright, Rik Preuss <b>Unexcused:</b> None	<b>ADJOURNED:</b>	09:30 am
<b>PUBLIC ATTENDEES:</b>	None		
<b>FACILITATOR:</b>	Alice Thompson, Board Secretary	<b>DATE MINUTES APPROVED/ADOPTED:</b>	June 23, 2022

ITEM	DISCUSSION	OUTCOME/ACTION ITEM(S)
I. Welcome & Introductions	Alice Thompson called the meeting to order and asked for introductions from all present.	
II. Agenda Approval / Minutes	Ms. Thompson asked for approval of the agenda for the April 21, 2022, meeting:  <p style="text-align: center;"><b>Motion:</b> Mark Redman  <b>Seconded:</b> Cal Sharp  <b>Motion Carried – Approved Unanimously</b></p> Ms. Thompson asked for approval of the meeting minutes from the December 9, 2021, meeting:  <p style="text-align: center;"><b>Motion:</b> Cal Sharp  <b>Seconded:</b> Paul Trulik  <b>Motion Carried – Approved Unanimously</b></p>	
III. Finance Report	Terri Weems previewed the budget process for the 2023 budget assumptions and introduced Andrew Melton, Director of Finance.  Mr. Melton shared:	



	<ul style="list-style-type: none"> <li>The Finance department is working with Plante Moran to finalize the 990 Non-profit Organizational tax return. It will be submitted by the deadline of May 15, 2022.</li> </ul> <p><b>Ms. Weems introduced Lynnette Robinson, DESC's Controller.</b></p> <p><b>Ms. Robinson shared:</b></p> <ul style="list-style-type: none"> <li>Update on the Mayors State of the City address.</li> <li>Update on our offices opening up for employee use.</li> </ul>	
<b>IV. Public Comments</b>	<b>There were no public comments.</b>	
<b>V. Adjournment</b>	<p><b>Ms. Thompson called to adjourn the meeting:</b></p> <p style="text-align: center;"><b>Motion:</b> Paul Trulik  <b>Seconded:</b> Mark Redman  <b>Motion Carried – Approved Unanimously</b></p>	

**DRAFT SUBMITTED BY:**

Printed Name: **Elizabeth Hennessey**

Title: Administrator, Special Projects

Signature: /s/ E Hennessey

Date: 05/02/2022

**DATE MINUTES APPROVED/ADOPTED:** 06/23/2022 Initials: EH

**NEXT MEETING:** Thursday, June 23, 2022 @ 10:00 AM