



MEETING MINUTES

A Michigan Works! Agency

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MEETING:	DESC Audit & Finance Committee Meeting	DATE:	August 17, 2023
ATTENDEES:	DESC Committee Members: Alice Thompson, Chris Uhl, Maria Woodruff-Wright, Mark Redman	LOCATION:	DESC Corporate Offices 115 Erskine, 2nd Fl Detroit, MI 48201
	DESC Staff: Angela Smith, Anthony Davis, Cassandra Ricks, Cynthia Mubiru, Dana Williams, David Jackson, Elizabeth Hennessey, Jeanette Huber, Lynnette Robinson, Rachel May, Robert Shimkoski, Sara Azu, Sheila Johnson, Terri Weems, Todd Drysdale, Traci Sassak, William Simpson	CALLED TO ORDER:	10:09 am
ABSENT:	Excused: Paul Trulik Ric Preuss Unexcused: None	ADJOURNED:	10:41 am
PUBLIC ATTENDEES:	NONE		
FACILITATOR:	Chris Uhl, Board Treasurer	DATE MINUTES APPROVED/ADOPTED:	

ITEM	DISCUSSION	OUTCOME/ACTION ITEM(S)
I. Welcome & Introductions	Chris Uhl, Board Treasurer, called the meeting to order.	
II. Agenda Approval / Minutes	Chris Uhl: For Motion - Approval of Agenda for August 17, 2023, Meeting: Motioned: Alice Thompson Seconded: Mark Redman	



	<p>Motion Carried: Approved Unanimously</p> <p><u>For Motion - Approval of Meeting Minutes for June 20, 2023, Meeting:</u></p> <p>Motioned: Alice Thompson Seconded: Mark Redman Motion Carried: Approved Unanimously</p>	
<p>III. Finance Report</p>	<p>Traci Sassak:</p> <p>FY 2024 Budget Estimate: City Funding - ARPA:</p> <ul style="list-style-type: none"> The signature programs for ARPA, which include Learn to Earn, Skills for Life, Community Health Corp., GDYT, and JumpStart are represented on the chart provided. Let it be noted that these figures represent the full amount of the award, not current year funding. <p>Plante & Moran – MiDEAL:</p> <ul style="list-style-type: none"> The State of Michigan negotiates these rates with all of the vendors who are on MiDEAL. Because the State of Michigan has a larger reach, they are able to negotiate better rates, so that we have reduced costs for goods and services. <p>Plante & Moran – MiDEAL – Price & Staffing Auditing Hours Changes (2020 to 2023):</p> <ul style="list-style-type: none"> Other than the principle, the rates are very close to what they were in 2020, which is a little unusual, given the inflation and the impact to many things. What you will notice is that the number of auditing hours has gone up, and part of that was based on last year’s audit. By the December meeting, we anticipate our audit will be completed, therefore we will have the final audit hours needed to complete the audit, and we will show the other audit firms available on MiDEAL. 	<p><u>Next Meeting to Address:</u></p> <ol style="list-style-type: none"> In the last 3 years, has GDYT adjusted the wages for young people, and at what percentage? More information on Plante & Moran – MiDEAL, such as more comparison data that compares other audit firm options, so a better decision of contract length can be made.
<p>IV. Timeline for Audit</p>	<ul style="list-style-type: none"> Financial & Single Audit starts the week of September 25, 2023. Plante & Moran is expecting the field work to be completed by October 13, 2023, which is roughly 3 weeks. 	<p><u>Note:</u></p> <ol style="list-style-type: none"> Alice Thomson will not be able to attend the December 7, 2023, meeting.

	<ul style="list-style-type: none"> • The next Audit & Finance Committee is scheduled for December 7, 2023, where you will have the draft report, so that you can review them, approve them or ask questions. • The final reports issued are expected to be completed by December 15, 2023, which is 15 days in advance of them being due. 	
V. Policy Review	<p><u>DESC Incentives & Stipends Policy:</u></p> <ul style="list-style-type: none"> • The reason behind developing this policy was that we have been expanding the use of incentives and stipends in the programs, as allowed by the state. • We also want to help our program staff, program partners and subrecipients in understanding which one to use and when, and to ensure that they follow the guidance that is provided by the State of Michigan. • Incentives have to be tied to the achievement of an outcome and it has to be documented in the participants file, and in order for an incentive to be paid, it has to be documented that they have achieved it, and they cannot partially achieve it and get partial payment. • Stipends are a fixed amount that the participants receive to help with living expenses, and they are exempt from minimum wage requirements and social security withholding, but they are considered taxable income to the recipient, with the exception of certain ones. <p><u>Chris Uhl:</u></p> <p><u>For Motion - Approval of Policy Review:</u></p> <ul style="list-style-type: none"> • Motioned: Alice Thompson • Seconded: Mark Redman • Motion Carried: Approved Unanimously 	<p><u>Next Meeting to Address:</u></p> <ol style="list-style-type: none"> 1. What are the controls related to the gift card for incentives? 2. Is there any shrinkage for gift cards on an annual basis and what is the shrinkage number? 3. Can we include the Internal Audit plan in the December meeting?
VI. Proposed Meeting Dates	<p><u>Chris Uhl:</u></p> <p><u>For Motion - Approval of Proposed 2024 Audit & Finance Committee Meeting Dates:</u></p> <ul style="list-style-type: none"> • Motioned: Alice Thompson • Seconded: Mark Redman • Motion Carried: Approved Unanimously 	

VII. Public Comments	<u>Chris Uhl:</u> Public Comment: <ul style="list-style-type: none"> • It looks like there are no members of the public online. 	
VIII. Adjournment	<u>Chris Uhl:</u> For Motion – Meeting Adjournment: <ul style="list-style-type: none"> • Motioned: Alice Thompson • Seconded: Mark Redman • Motion Carried: Approved Unanimously 	

MEETING MINUTES DRAFT SUBMITTED BY:

Printed Name: _____

Title: _____

Signature: _____

Date: _____

MEETING MINUTES APPROVAL:

Approved By: _____

Date Approved: _____

NEXT MEETING:

- Thursday, December 7, 2023, from 10:00 am – 11:30 am