

DRAFT MINUTES
Detroit Employment Solutions Corporation (DESC) Board
Strategic Planning Committee Meeting
Monday, September 16, 2013

Time: 8:30 – 10:30 a.m.
Location: 707 West Milwaukee, 2nd Floor, Room 2A, Detroit, MI
Facilitating: Dr. George Swan, Chair

Directors Present: George Swan, Karl Gregory, Lena Barkley, Cal Sharp, Art Dudley
Directors Absent: Kenyetta Bridges, John Harris
Staff Present: Pamela Moore, Robert Shimkoski, Kristin Bailey, Robin Johnston, Ciara Ginyard, L'Tanya Clegg

PROCEEDINGS

The meeting of the Detroit Employment Solutions Corporation Board (DESC) Strategic Planning Committee was called to order at 8:40 a.m. by Dr. George Swan, Chair. A motion was made by Director Karl Gregory to approve the Draft Agenda of September 16, 2013, supported by Director Art Dudley. Motion Carried Unanimously.

Discussion ensued regarding the Draft Minutes of May 15, 2013. Under the heading “Board Development/Definition of Roles,” Director Gregory reviewed the statement “This fact becomes increasingly important because of the direction the organization is headed” and inquired about the contextual meaning of “direction”. Chair Swan stated this was an editorial comment and a positive affirmation of where the organization is heading in making a distinction between the Policy Board and the Corporation Board. Director Cal Sharp concurred and mentioned that it is important to understand the differences between the two Boards and how the distinction impacts the Policy Board By-Laws as well as the Corporation Board By-Laws. A motion was made by Director Cal Sharp to approve the Draft Minutes of May 15, 2013, supported by Director Gregory. Motion Carried Unanimously.

STRATEGIC PLAN QUARTER TWO UPDATE

Ms. Pamela Moore, President/CEO at DESC, shared that she provided a Strategic Plan Quarter Two Update at the Detroit Workforce Development (Policy) Board meeting on Friday, September 13, 2013 and asked the committee members if they had any questions regarding the update. Director Gregory asked whether any items are progressing less than expected. Ms. Moore responded in the negative. She noted that one item requiring attention is the need to update the Corporation Board By-Laws, which are on today’s agenda.

Director Sharp requested a status update regarding DESC’s 501(c)3 reinstatement. Ms. Moore shared that there is still no resolution at the moment regarding the reinstatement. She mentioned that she had a conversation with Senator Debbie Stabenow and that the Senator agreed to assist DESC in getting the matter resolved.

CORPORATION BOARD BY-LAWS AMENDMENTS

Chair Swan explained that this body adopted the By-Laws for the Corporation over a year ago along with Articles of Incorporation and other items in order to structure how DESC would function going forward. The Corporation Board decided that it needed to revise the By-Laws and forwarded its current By-Laws to DESC’s counsel for review. The revisions would then be reviewed by the Strategic Planning Committee, and then move to the Corporation Board for final approval and adoption.

Chair Swan asked Attorney Kelly Cumberworth from Allen Brothers to guide the committee through the revisions. Attorney Cumberworth apologized that Attorney David Jones was unable to attend the meeting today due to an unexpected court appearance but noted that she was on the call where revision recommendations were made by Chair

Swan, Director Dudley, Ms. Moore, Mr. Robert Shimkoski (Planning Manager at DESC), and Ms. Kristin Bailey (Administrative Manager at DESC). Attorney Cumberworth noted that the memo presented in the materials outlines all substantive changes that were made. A lot of the changes were requested by the participants on the aforementioned conference call.

The committee requested the following additional revisions for the By-Laws:

- Article 3 Revisions:
 - Article 3.4: This article needs to be clear on which class is elected (and which year) in order to show that directors are rotated on an ongoing basis. The committee suggested three-year staggered terms for board members with three classes.
 - Article 3.5: The Chair should be added to listed individuals that should receive notice of resignations.
 - Article 3.6: This article should state “Removal and Appointment of Successor”.
- Article 4 Revisions:
 - Article 4.7: This article should be deleted.
- Article 5 Revisions:
 - Article 5.5 Reference to Detroit Workforce Development Board in initial paragraph should be deleted.
 - Article 5.6 Delete items a, e, f and g, and item c should be re-worded.
- Article 7 Revisions:
 - Article 7.1 Officers of the Corporation Board are the Chair, Vice Chair, Secretary and Treasurer. The officer descriptions in Article 7 should be reviewed and updated as needed.
 - Article 7.6: Should state “Vice Chairman” instead of “Vice President”.

Discussion continued that the Detroit Workforce Development Board (Policy Board) is ultimately responsible for oversight of the agency. The Policy Board’s Executive Committee will work with Allen Brothers in order to review necessary revisions for the Policy Board By-Laws.

The committee decided to re-convene on Monday, October 7, 2013 to review the additional recommended changes to the Corporation Board By-Laws prior to moving the By-Laws to the Corporation Board.

Discussion continued about the Open Meetings Act (OMA) and the fact that all board committees (e.g., the Compensation Committee) are subject to the OMA.

DISCUSSION: DESC ASSESSMENT METHOD

Chair Swan stated that Corporation for a Skilled Workforce (CSW) offered to provide a Board self-assessment tool. Ms. Moore mentioned that there is also a need for the Corporation Board to assess the agency. Ms. Moore will speak with Mr. Larry Good from CSW to discuss the assessment tools that it could offer for the Corporation Board. Chair Swan noted that the assessment tool he previously provided was designed for use by the Policy Board.

DISCUSSION: MISSION/VISION STATEMENT

The committee agreed that although review of the Mission/Vision Statement is a charge of the Policy Board, this committee could offer revision suggestions.

Director Gregory stated that a vision statement reflects how DESC should be perceived by others as well as how DESC would like to perceive itself in the future. A vision statement must indicate what DESC wants to be, as opposed to how it arrives at its destination. Director Gregory suggested that the vision should reference a workforce system that is both customer-driven and collaborative since those two descriptions are key ingredients for DESC’s direction. Mr. Robin Johnston, Communications Manager at DESC, suggested “being stewards of a customer driven workforce system” as possible language for the vision statement.

Discussion continued that the mission statement must describe what DESC wants to do. The committee agreed the mission statement should be short, to the point, and should also be easy to remember. The mission statement could also be added to all agendas in order to remind members of the organization's goals.

Ms. Moore recommended that committee members forward any ideas regarding the vision or mission statement to staff for review at the next committee meeting.

GOOD AND WELFARE

Director Gregory asked when the boards will start looking at possible collaborations and ways to leverage private and public dollars. He requested a report to be generated that shows the agency's current status with different funding sources.

The committee agreed that a lot of the possible work that could be accomplished by DESC hinges on its 501(c)3 status. Director Gregory noted that he understood but believes that both boards should be in the planning stages now so that when the 501(c)3 status is reinstated, DESC is prepared to execute funding strategy. Director Gregory further mentioned that he is looking forward to reviewing the plans in the near future.

ADJOURNMENT

With no further business to come before the Strategic Planning Committee, the meeting was adjourned at 10:20 a.m.

Prepared by: L'Tanya Clegg