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A Michigan Works! Agency

MEETING:	DESC Program Services Committee Meeting	DATE:	December 11, 2020
IN-PERSON ATTENDEES:	DESC Committee Members: DESC Staff:	LOCATION:	Zoom Call
VIA TELEPHONE:	DESC Board/Committee: Alice Thompson, Lena Barkley, Ric Preuss DESC Staff: Michelle Rafferty, Stephanie Nixon, Ericka Page, Elizabeth Hennessey, Patrice Wright, Madelyn Bernard, Terri Weems, Jessica Carr	CALLED TO ORDER:	10:03 am
ABSENT:	Excused: None Unexcused: None	ADJOURNED:	10:52 am
FACILITATOR:	Alice Thompson, Program Services Committee Chair	DATE MINUTES APPROVED/ADOPTED:	

ITEM	DISCUSSION	OUTCOME/ACTION ITEM(S)
I. Welcome, Roll Call, and Introductions	Alice Thompson, Program Services Committee Chair, called meeting to order at 10:03 am and welcomed everyone to the meeting and took roll.	
• Approval of Agenda	Alice Thompson, Program Services Committee Chair, called for a motion to approve the agenda. Motioned: Lena Barkley Supported: Ric Preuss Motion Carried. Passed/Approved Unanimously.	
• Approval of Minutes	Alice Thompson, Board Secretary and Program Services Committee Chair, called for a motion to approve the meeting minutes. Motioned: Lena Barkley Supported: Ric Preuss Motion Carried. Passed/Approved Unanimously.	



<p>II.</p> <ul style="list-style-type: none"> Presentation: Review of Southwest Economic Solutions Contract Recommendation 	<p>Alice Thompson, Program Services Committee Chair, turned the floor over to Stephanie Nixon, CPO, to present the review of Southwest Economic Solutions Contract Recommendation.</p> <p>Stephanie Nixon, CPO, opens the presentation informing the Committee that the Southwest Economic Solutions Youthbuild Contract is currently under corrective action and we want to be transparent about the steps we are taking to hold them accountable. Stephanie then turns the presentation over to Ericka Page, Director of Youth Program Services, to review the Southwest Economic Solutions Scorecard. After the presentation of the scorecard is concluded Stephanie begins to present the recommendation for Southwest Economic Solutions 2020-21 Sub-Recipient Youthbuild Contract.</p> <ul style="list-style-type: none"> Contract period 4/1/2020-3/31/2021 Amount \$406,999.81 Customers to serve- 84 <p>Stephanie reminds the committee that although the amount of this contract doesn't require committee approval, this is for visibility purposes.</p> <p>Committee discussion ensued.</p>	
<p>III.</p> <ul style="list-style-type: none"> Presentation: Career Center Services Update 	<p>Alice Thompson, Program Services Committee Chair, turned the floor over to Madelyn Bernard, Career Center Systems Manager to present the update on the Career Centers.</p> <p>Madelyn Bernard, Career Center Systems Manager informed the committee that that we are currently meeting with Career Center staff and leadership on a weekly basis and moved on to detail some of the topics from the meetings below.</p> <ul style="list-style-type: none"> We are currently sharing best practices across all centers We are cross training staff to avoid service interruptions that may occur due to COVID-19 Due to a significant increase in PATH referrals, we now have a 1:60 ratio for Career Coaches to better assist customers As part of the Human Centered Design, we will be launching a "Front Desk Academy" to assist with the funneling of information to front line staff <p>Madelyn Bernard, Career Center Systems Manager, then turned the floor over to Jessica Carr, Sector Training Programs Manager, to give an update on training. Jessica began by detailing the methods our training providers are using to continue teaching through the pandemic. Some providers are teaching completely online while others have adopted a hybrid method, limiting the number of students in the classroom as well as providing simulated learning experiences.</p>	
<p>II. Public Comment</p>	<p>Alice Thompson, Program Services Committee Chair called for public comments</p> <p>No public present</p>	

III. Adjournment	<p>Alice Thompson, Program Services Committee Chair called for a motion to adjourn the meeting:</p> <p style="text-align: center;"> Motioned: Lena Barkley Seconded: Ric Preuss Motion Carried. Passed/Approved Unanimously </p>	
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DRAFT SUBMITTED BY:

Printed Name: **Patrice Wright**

Title: Executive Assistant to the CPO

Signature: /s/ P Wright

Date: 12/14/2020

DATE MINUTES APPROVED/ADOPTED: _____ **Initials:** _____

NEXT MEETING: Tuesday, April 13, 2021 @ 10:00 AM