

# **DCARA Meeting Minutes**

August 2, 2022

*Unofficial Minutes until approved by the Board*

## **I. Call to order**

Jerry Grigsby called to order the special meeting of the DCARA at 6:02 pm PST on August 2, 2022, via Zoom and FB Livestream.

## **II. Roll call**

Jerry Grigsby conducted a roll call. The following persons were present: Roz Ramos-Barry, Kal Baoerjiin, interim Executive Director Amy Gomme.

## **III. Motion to accept the meeting agenda**

Jerry Grigsby asked that we remove the Executive Session from the Agenda. Roz Ramos-Barry seconded the motion. Jerry moved that the meeting agenda be accepted as corrected. Roz Ramos-Barry seconded the motion. The motion passed.

## **IV. Board's Report**

**Lead Jerry Grigsby:** Tonight's meeting will focus on one subject:

Search for Executive Director (ED):

We have two options.

1. The Board will search for a new ED by sending the information to the public.
2. Hire an organization to find an ED for the Board based on criteria/qualifications.

Board looking for an ED does not cost money. The Board will create a committee to create job descriptions, post jobs, interview, provide community feedback, and hire.

Hiring an organization to do the ED search will cost money. Two organizations have submitted bids.

Innivee – They offer five phases of searching for new ED. The steps are:

- 1) Prepare for the search
- 2) Develop Profile and Strategy
- 3) National recruitment and Solicitation
- 4) Interview and Selection
- 5) Executive Transition.

The cost of this service is \$55,000. Shane Feldman, CEO of Innivee gave his presentation.

California Employers Association (CEA) - Offers the following services:

- 1) Consultation with Company and Search Team
- 2) Create a Job Description and/or Job Posting
- 3) Posting of the Ad (On-Line with up to 6 resources)
- 4) Review of All Resumes
- 5) Conducting Phone Interviews of Candidates
- 6) In Person or Virtual Behavioral Interviews
- 7) Employment Reference Checks for up to 3 Candidates
- 8) Follow-up Letters/calls for Candidates Not Chosen
- 9) Creation of a Job Offer Letter
10. 60-Day Replacement Guarantee.

The cost of this service is 15% of ED's salary. They do require a non-refundable \$3,500 deposit.

Board needs to know how much is in DCARA's general fund before deciding which option we will take. Amy will look into this and let us know.

Amy shared that DCARA finished closing the previous year's fiscal finance report. DCARA started a new fiscal year beginning on July 1st. She will work with Patty to get more accurate information about how much is in the General Fund.

The Board discussed and agreed to create a committee led by Kal Baoerjinn. Kal will work with Amy to decide if we have the funds to hire an organization to search for us. The Board agrees that the sub-committee cannot make any final decision. The subcommittee will collect information and pass it to the Board, and the Board will decide. The name of the Committee will be Executive Director Search Committee.

The Executive Director Search Committee will consist of:

- Two Board members
- Three Staffs
- Two Deaf Community

Board will interview Staff that volunteers, and Deaf Community and decide who will serve on the Committee.

Amy shared that since we did not have a Board meeting last June, we should have one soon. Board agrees and sets a date, August 23rd, 2022. The Board needs to decide which option we will take.

## **V. New business**

- a) MO080222-01 The Board proposes that Kal will lead the Search for Executive Director Committee. The committee comprises seven members: two from the Board, three from the Staff, and two from the community, to find the next Executive Director. Carried

## **II. Announcement**

None

## **III. Adjournment**

Jerry Grigsby adjourned the meeting at 7:01 pm PST

Minutes submitted by: Jerry Grigsby