

DCARA Meeting Minutes

April 23, 2024

Minutes approved

I. Call to order

Jerry Grigsby called to order the regular meeting of the DCARA at 6:13 pm on April 23, 2024 in-person at Fremont Oak Gardens.

II. Roll call

Jerry Grigsby conducted a roll call. The following persons were present: Kalexin (Kal) Baoerjiin, Mat Domenichini, Duncan Lindberg and Executive Director Amy Gomme.

III. Motion to accept the meeting agenda

Jerry moved that the meeting agenda be accepted. The Board accepted tonight's Agenda.

IV. Approval of minutes from the last meeting

Jerry Grigsby moved that the Board accept the March meeting minutes as read. The motion passed.

V. Board's Report

Lead Jerry Grigsby:

- Welcome a new Board member: Duncan Lindberg
- Board meeting weekly for strategies and plans to support DCARA.
- Praise Amy Gomme & Tiffany Ruffa, DCARA's Contractual HR
- In the midst of a negotiation with Melvin Patterson's group.
- In wake of Jerry's ending term, Kal will take over as the new lead.

VI. Committee Report

Finance Committee - Kal:

DCARA owned building at 330 College avenue in Santa Rosa currently has a loan with a balloon payment of \$507K which will be due in Nov 2024. The building has been unoccupied for the last 3 years. DCARA currently pays \$4700 a month on loan payment. See attached loan statement from Hiawatha bank for more information. Board is currently exploring a few options on how to deal with this balloon payment:

1. Sell the property as is with an approximated price of 600K to 700K. A report from a realtor is attached. The attached report also explained the possibility of rental revenue being \$2800 a month.
2. Refinance the property by Nov 2024 with the current lender or a different bank/commercial lender.

Also received updated Board and Director insurance policy which shows the board and directors are sufficiently covered for liabilities.

DCC/Trolley – Kal:

DCC needs roof repair, new hot water heater and some other miscellaneous updates before it can be opened to the public. The committee feels it would be beneficial to quickly address those issues and reopening DCC so that the Deaf community can use DCC for community and socialization purposes post-pandemic.

We understand there was a plan to rebuild the DCC but given the current macroeconomic challenges, the committee does not feel that is the right avenue to pursue at this moment. The Trolley buyer backed out and the deal did not go through. Will need to restart the selling process.

Audit Committee – Mat:

Announced that he is the newly appointed lead for the audit committee. He will share a report after inquiring more into the role.

Governance Committee – Mat:

Announced that he is the newly appointed lead for the governance committee. He will share a report after inquiring more into the role.

Board Recruitment Committee - Mat:

Welcomed Duncan as our new board member. Announced that Kal plans to post on volunteer.com in hope we get more applications for board members

Fundraising Committee - Mat:

Acknowledged this is an area to improve for the board to work as a whole. Welcomed feedback from the community and would like to get a fundraising started.

Strategic Planning Committee – Duncan:

Introduced himself as a new board member by wanting to improve our outreach as DCARA in whole and to expand our board. Explained his new role leading the strategic planning committee. Plans to share more in his report after learning and monitoring DCARA's pathways.

VII. Executive Director Amy Gomme:

Amy's report this month has the goal of showing the community and the board what is done every month for the Full Staff Meeting. This started with the Community Agreements that was set up in January of 2024 at the in-person Full Staff Meeting by the staff members. Everyone put together about 15 community agreements and narrowed it down to 5 community agreements. This was a practice that Amy utilized from her Institute of Nonprofit Practices classes.

Amy outlined that there are 4 new hires that started on March 11, 2024, starting with the two new Advocates, Lanetra Georgieva and Vincent Chung and two new Interpreter Schedulers, Michael Mendoza and Kevin Way Jr.

Amy stated that going forward, we will be recognizing staff members who have dedicated years of service with DCARA, starting from January 2024 and on. Michelle Yook, Advocate, celebrated 8 years with DCARA in January, along with Sonya Rodrigues-Romero, Director of Grants and Fundings, and Renu Whetstone, Family Services Coordinator who both celebrated 2 years with DCARA in January. There were no staff members who celebrated years of service in February or March. However, in April, Joey Moss, DCC Manager, celebrated 8 years with DCARA, while Rebecca DiPaola, Marketing Assistant celebrated 2 years with DCARA.

Every other month, DCARA spotlights various departments within the agency during the Full Staff Meeting. To date, the following departments have done their spotlight, Employment Services (ES), Advocacy Services (AS), and Youth & Family Services (YFS). Each spotlight presentation encourages staff engagement by offering pop questions asking about service numbers, trends, key concepts, and other pertinent information. Upcoming spotlights include, Marketing Department, Interpreting Services, Administration, Finance, and DCC.

April's FSM opened with an activity that focused on DCARA's 10 values. The 10 values are:

- Deaf Culture
- Culture, Diversity, and Intersectionality
- ASL
- Accountability
- Mutual Respect
- Financial Sustainability
- Mental, Emotional and Spiritual Wellbeing
- Integrity
- Quality Service
- Communication and Language Access

Since the adoption of the 10 values, staffing has undergone changes resulting in different interpretation of the values. This activity had 5 groups of 4 staff members who are assigned two values each and each group had to interpret and ASLize each value. Each staff pair had to present to the agency as a whole, which required each individual staff to practice public speaking. This activity will continue on at the next few Full Staff Meetings.

Amy then outlined several organizational structural changes that will take effect on July 1, 2024:

- Advocacy Services will be renamed to Community Empowerment Services. Advocates will be renamed to Community Empowerment Specialists.
- The IT Administrator will no longer be a full-time position, but rather be a subcontractor position.
- The DCC Manager will be renamed to Facilities Manager, where the manager will be responsible for all of DCARA's buildings, owned or leased.
- Youth & Family Services will undergo some departmental changes due to an increased need for IEP advocacy.
 - Youth Services Coordinator and Family Services Coordinator will be now one position instead of two-creating the Youth & Family Services Coordinator

- With the merging of two positions in one, it allowed for a new position to be created, which will be called the Education & Language Advocacy Coordinator.
- The Finance Department will have a new position open up for Accounting Receivables.
- Department of Social Services (DSS) will be reinstating the requirement of having all interpreters that DCARA utilizes for services, staff meetings, etc, be certified by either NAD or RID.

Amy provided several updates on the organization's operations:

- DSS Request for Award (RFA) has already been submitted for the next 5 years, and we're hoping for the same amount we usually get, which is 1.8 million.
- We recently undergone the mid-year review for the City of Fremont Grant. That went really successful, especially with new management at the City of Fremont overseeing the grant.
- We also had our DSS Compliance Review happen in the beginning of this month, which went really smoothly. We met all contractual expectations, and we also were able to provide feedback to DSS about trends and challenges.
- We're going to be undergoing the Employment Development Department (EDD) audit this coming May.
- We will have our next in-person Full Staff Meeting in San Francisco in July.

DCARA has had several events that has occurred since January 2024. These events are:

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VIII. Unfinished Business

No old Business.

IX. New business

1. The Board proposes Kal to be the board lead.
 - a. Mat seconded the motion.
 - b. Unanimously passed.
2. The Board proposes authorizing Kal to post a Board position on the Volunteer website.
 - a. Mat seconded the motion.
 - b. Unanimously passed.
3. The Board proposes to accept Duncan Lindberg to serve on the Board for a two-year term.
 - a. Kal seconded the motion
 - b. Mat recuses due to a conflict of interest.
 - c. Unanimously passed.
4. The Board proposes that the DCARA lawyer, Daniel Cravens, handle the settlement submitted by Melvin Patterson.
 - a. Mat seconded the motion.
 - b. Motion is moved to "Old Business"

5. Kal proposes that the board authorize the financial subcommittee to work with the DCC/Trolley subcommittee to submit a detailed report on the work that will need to be done to reopen DCC.
 - a. Mat seconded the motion.
 - b. Unanimously passed.
6. Kal proposes that the board rescind the motion from June 14, 2023 to engage discussion with the architect to rebuild DCC.
 - a. Mat seconded the motion.
 - b. Unanimously passed.

X. Announcement

No announcement.

XI. Adjournment

Jerry Grigsby adjourned the meeting at 8:08 pm.

Minutes submitted by Mat Domenichini