

**May 12, 2009**  
**DCARA Board Meeting Minutes**

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**Meeting Called to Order:** 6:10 PM

**Present:** Jenny Cantrell, Joe Fercho, Chris Held, Michael Higgins, Jaime Jackerson, Patty Lessard, Isidore Niyongabo, Liann Osborne, Andrew Phillips, Roberto Solorzano

**Excused:** Sunnie Kaufmann, Karina Pedersen

**Staff Present:** Executive Director Jim Brune, Katie Canfield, Patty Souza

**Interpreters:** Robin Mills, Dan Veltri

**Visitors:** None

**MO51209-01**

Cantrell (Held) moves that the board approves the FY March 2009 financial report. MPASSED

**MO51209-02**

Niyongabo (Solorzano) moves that the Board select the auditing firm Crosby and Kaneda for the FY 08-09 audit. MPASSED

**MO51209-03**

Cantrell (Solorzano) moves to decide the DCARA FY 09-10 budget. MPASSED AS AMENEDED.

AMENDED... Phillips(Cantrell) "moves to [accept] the DCARA FY 09-10 budget" which will project fundraising to be \$90k with \$6k extra from board members and a projected deficit of no larger than \$22k. APASSED

**May 12, 2009**  
**DCARA Board Meeting Minutes**

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3 **NOTE:** Board has decided not to list corrections to the minutes.  
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5 **Corrections to the March and April 2009 minutes:**

6 Motions accepted as corrected.  
7

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9 **Officers' Reports**

10  
11 **President: Liann Osborne**

12  
13 Osborne announced that the President and Vice President might be forced to  
14 resign due to potential conflict of interest. At this time this situation is being  
15 looked into by staff members in the Department of Rehabilitation's Legal  
16 Department. Osborne wanted all the Board members to be aware of this situation  
17 and be prepared for whatever may come. The conflict lies within the funding that  
18 DR may provide DCARA with to establish or operate the pre-employment  
19 program, which Osborne is excited about. Osborne will keep everyone informed  
20 of any news regarding to this situation.  
21

22 **Vice President: Roberto Solorzano**

23  
24 Solorzano reminded Board members to be committed to their committees and to  
25 sign up for more than one. He explained that this is an important commitment  
26 and Board members need to assist the committee chairs.  
27

28 There will be a Cinco de Mayo event at the DCC on May 16th and Solorzano will  
29 be moderating a panel of deaf Mexicans who now live in the United States. He  
30 asked that Board members attend and show their support.  
31

32 The Board will also need to discuss the employment contract of ED Jim Brune  
33 following the meeting.  
34

35 **Secretary:**

36  
37 None  
38

39 **Treasurer: Patty Lessard**

40 The Fundraising Committee represented by President Osborne met with the  
41 Finance Committee on Thursday, May 7, 2009 at the Family Resource Center in  
42 Fremont.

**May 12, 2009**  
**DCARA Board Meeting Minutes**

1 At that time we all discussed the new budget scenarios presented by ED Brune  
2 and Business Manager Souza also in attendance. Initially, the Board was  
3 presented with Budget Plan A. After discussion at the April board meeting, staff  
4 prepared additional plans, B-G.

5 After much discussion and deliberation, two additional scenarios were  
6 suggested, H and I. ED Brune will be sending those to the Board before the  
7 meeting. It was difficult to come to any one decision on which budget to present  
8 at the May meeting, so all three will be given to the Board, encouraging  
9 discussion, ideas, feedback, etc., from everyone. We anticipate some  
10 disagreement, and that is healthy. After all, that is how we arrived at the two new  
11 alternative scenarios during our meeting.

12 Several ideas were presented for saving money. For example, the Finance  
13 Committee usually meets once a month and incurs interpreting costs as a result.  
14 Beginning next month, the Committee will meet over AIM, or VP to save on  
15 interpreting costs and hopefully save time for the committee members.

16 It is hoped that the Board will take a very close look at what is being proposed  
17 this year. The FY 2009-2010 budget plans have laid out some aggressive goals  
18 in terms of cost savings and funds being generated through fund raising events,  
19 workplace giving, monies awarded through grants and foundations, and  
20 individual contributions by/on behalf of the Board, etc.

21 The Finance Committee did not have a chance to formally review the Financial  
22 Reports for March 2009. It will ask the Board if there are any questions or  
23 concerns regarding these reports during the meeting; resulting in either making a  
24 motion to accept the reports or bringing Board questions back to staff.

25 At this time, the agency is preparing for its 2008-2009 audit. Every year DCARA  
26 hires an auditing firm to perform the audit, which will then be presented to the  
27 Audit Committee. Crosby and Kaneda is one firm that DCARA has used in the  
28 past. They were used to do the audit last year. Since there has not been three  
29 consecutive years of service from Crosby and Kaneda, DCARA can use their  
30 services again this year. We recommend that the Board approve a motion to  
31 appoint them again this year.

32 In addition, there will need to be a committee formed for the 2008-2009 audit.  
33 There must be at least one member from the Finance Committee, and Joe  
34 Fercho has agreed to be it. There should be at least 2 other Board members on  
35 the committee.

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**May 12, 2009**  
**DCARA Board Meeting Minutes**

1 **Motion:** That the DCARA Board select Crosby and Kaneda, Certified Public  
2 Accountants who are dedicated to Nonprofit Organizations, to perform the  
3 2008/2009 FY audit.

4 **Standing Committees**

5 **Board Development and Recruitment: Pedersen**

6  
7 The Board Retreat will be held on June 20th. Once again, Pedersen cannot  
8 emphasize more the importance to attend. Two members will not be able to  
9 attend and Pedersen has made a decision to go on with this retreat due to  
10 majority being able to.

11  
12 President Osborne and Pedersen will attend the Strategic Planning Committee  
13 meeting on June 2nd to learn more about strategic planning issues DCARA will  
14 need to work on and see how the Board retreat can address some of these  
15 concerns.

16  
17 Pedersen is working on planning the Board retreat and will let the Board know  
18 the schedule soon. She is looking forward to discussing past and present goals  
19 of DCARA, and visions for the future.

20

21 **Fundraising Committee Representative:**  
22 **Katie Canfield**

23

24 DCARA has had a very successful year to date fundraising. DCARA still needs to  
25 raise more money due to the budget situation. The Fundraising Committee  
26 proposed a very optimal goal and Canfield is not sure if it is realistic. Tonight in  
27 the discussions, the Board will be presented with more conservative numbers.  
28 DCARA needs more contributions from Board members. Also, DCARA has cut  
29 expenses on events by a lot over the last four years.

30

31 There will be a house party on May 30th and hopefully Board members can  
32 attend.

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35 **Reports from DCARA**

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37 **Executive Director:**  
38 **Jim Brune**

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Personnel:

**May 12, 2009**  
**DCARA Board Meeting Minutes**

- 1       • One positions has been filled:
- 2           \* CSS – Family Life Educator – Deborah O’Willow will begin on June 25<sup>th</sup>.
- 3       • DCARA currently has 3 positions open (including I& R position):
- 4           \* Information & Referral Specialist position (we are doing interviews this
- 5           week).
- 6           \* EDD - San Francisco Job Developer/Interpreter
- 7           \* Staff Interpreter (part-time)

8       DCARA Presentations/Workshops/Events in April:

- 9       • DCARA had a Tech Day event on April 18<sup>th</sup> at DCC which drew more than 90
- 10       people. DCARA was able to get \$3,200 in sponsorships and had booths from
- 11       various companies and organizations so people could get information about
- 12       technology that’s currently available. It was a big success. DCARA had this
- 13       annual event but then put it on hiatus. It’s good to have it back.
- 14       • On-going computer classes at DCC, San Jose, and FOG (beginner and advanced
- 15       classes). Right now, DCARA has four different series of computer classes going
- 16       on.
- 17       • On-going ASL classes for HOH/LD people
- 18       • Gallaudet Leadership Institute classes provided by Jack Levesque: “Deaf Culture,
- 19       Deaf History, Deaf Leadership”
- 20       • Deaf Foreign Born classes in San Jose
- 21       • Workshop on the basics of recycling for the San Leandro Deaf Seniors group
- 22       • DCARA has a partnership with Sorenson in which they come once a month to
- 23       San Leandro, San Jose, and FOG to provide one-on-one tech support and
- 24       information. This has been very effective because it used to be that clients would
- 25       come in and ask our staff to take on the technical assistance calls. Now, Sorenson
- 26       comes and works with our clients directly.
- 27       • Workshop on assistive devices and arthritis coping skills for the Hayward Deaf
- 28       Seniors Group.

29

30       Fundraising:

- 31           • The postponed House Party at Dan Girard, Melinda Harrison and Heather
- 32           Montero’s home in Hayward has a new date: Saturday evening May 30th.

**May 12, 2009**  
**DCARA Board Meeting Minutes**

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2 Miscellaneous:

- 3       • **EDD RFP:** The total amount they are disbursing is the same (\$1.5 million) so  
4       DCARA will be applying for the same amount of funding (\$390,000). DCARA is  
5       finishing up the application and sending it on Wednesday morning May 13<sup>th</sup>.  
6       • **DCC Rates and Policies:** DCARA has revised the room rental rates and policies  
7       and the information is now available on our website. So, DCARA is now back to  
8       hourly rental rates. Brune has instructed staff to work on a specific marketing  
9       plan to increase occupancy at DCC.  
10      • **Department of Rehabilitation Planning Meeting:** Brune attended this meeting  
11      and testified on two different subjects: 1. Public Comments about the State Plan  
12      – Brune shared that the National Council on State Administrators of Vocational  
13      Rehabilitation had published last year the Model State Plan for VR services for  
14      Deaf people. There is NO mention in the California State Plan about this report  
15      and NO mention about services to Deaf and hard of hearing people. Brune told  
16      the panel of California DOR people that this oversight must be corrected. 2.  
17      They were looking for public comments/suggestions/ideas of how they should  
18      appropriate the \$56 million that they expect to receive in stimulus money. Brune  
19      talked about the huge gap in services for Deaf people needing pre-employment  
20      skills training.  
21      • **Coalition:** The Coalition had its first meeting in over a year at GLAD on Friday,  
22      April 17<sup>th</sup> in Los Angeles. They discussed a number of things: 1. the California  
23      Alcohol and Drug Program (and the possibility of some of the ADP funding to  
24      establish a “pilot” program to serve Deaf people), 2. the California Emergency  
25      Management Agency and a new program to train local interpreters on how to  
26      interpret during disaster incidents, 3. the transfer of ACCI (American  
27      Consortium of Certified Interpreters – an old business the Coalition had years  
28      ago) to GLAD, and 4. The transfer of Coalition money to a lower risk investment  
29      portfolio.  
30      • **San Leandro House:** Brune met with the Regional Center of the East Bay and the  
31      Housing Consortium of the East Bay last Friday, May 8th. They were interested  
32      in seeing the inside of the SL house. They are VERY interested in speaking to the  
33      DCARA Board about a possible collaboration in which the SL house would house  
34      Deaf with developmental disabilities. Brune told them that any discussion would  
35      need to happen AFTER the Board has had the opportunity to have a discussion to  
36      determine what direction we want DCARA to go in – do we want to “branch out”  
37      and serve the Deaf with developmental disabilities population? Is that how we  
38      would like to best use the SL House? Or does DCARA want to solidify our  
39      services to the Deaf senior population? That could come in the form of the SL  
40      house becoming a Board and Care home (the other idea that I mentioned at the  
41      last meeting).

**May 12, 2009**  
**DCARA Board Meeting Minutes**

- 1       • Deaf Employment Training Center: Tonight, Chriz Dally will be giving a  
2 presentation on the Deaf Employment Training Center program plan.

3

4       Note: Brune will be on vacation starting this Friday, May 15<sup>th</sup>. He will be out of  
5 the country until May 28<sup>th</sup>. He will be back in time for our internal Full Staff  
6 Meeting on May 29<sup>th</sup>, the CAD Roundtable meeting on Saturday morning  
7 4/30 and the House Party on May 30<sup>th</sup>. Liann and Leona have a copy of his  
8 itinerary so those two will know how to reach me while he is away. And they  
9 both have my gmail address which he plans to check every couple of days.

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13       **Old Business**

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15       None

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17       **New Business**

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19       **MO51209-01**

20       Cantrell (Held) moves that the board approves the FY March 2009 financial  
21 report. MPASSED

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23       **MO51209-02**

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25 Kaneda for the FY 08-09 audit. MPASSED

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27       **MO51209-03**

28       Cantrell (Solorzano) moves to decide the DCARA FY 09-10 budget. MPASSED  
29 AS AMENEDDED.

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32       Higgins stressed balancing the budget and addressed concerns he has about  
33 fundraising and cutting expenses.

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35       AMENDED... Phillips(Cantrell) "moves to [accept] the DCARA FY 09-10 budget"  
36 which will project fundraising to be \$90k with \$6k extra from board members and  
37 a projected deficit of no larger than \$22k. APASSED

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**May 12, 2009**  
**DCARA Board Meeting Minutes**

1 **ANNOUNCEMENTS**

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3 Held announced that Toolworks is looking for people who are interested in  
4 working as live-in caretakers.

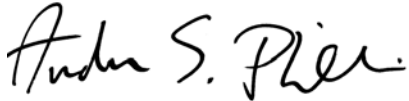
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6 **Meeting Adjourned at 9:30 PM.**

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9 Respectfully submitted,



10

11 Andrew Phillips  
12 Secretary

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17 \_\_\_\_\_Accepted as read                      \_\_\_\_\_Accepted as corrected