

August 11, 2009
DCARA Board Meeting Minutes

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3 **Meeting Called to Order: 6:45 PM**

4
5 **Present:** Jenny Cantrell, Joe Fercho, Michael Higgins, Jaime Jackerson, Sunnie
6 Kaufmann, Isidore Niyongabo, Andrew Phillips, Roberto Solorzano,

7
8 **Excused:** Chris Held, Patty Lessard, Karina Pedersen, Liann Osborne

9
10 **Staff Present:** Executive Director Jim Brune, Leona Galindo, Kathryn Canfield

11
12 **Interpreters:** Jennifer Mantle and Leah Bartell

13
14 **Presenters:** Ron Hirano

15
16
17 **MO91109-01**

18 Phillips (Niyongabo) moved to adopt the following: This is to certify that we, the
19 members of the Board of Directors of DCARA, do hereby give Executive Director
20 James R. Brune, and in the absence of the Executive Director, Kathryn Canfield,
21 authorization to sign any documents obligating or otherwise representing our
22 agency. I, Liann Osborne, hereby swear that I am truly authorized to legally bind
23 DCARA to the above resolution as recorded in the Board Minutes. I am fully
24 aware that this resolution, executed on Friday June 12th, 2009 in the county of
25 Alameda is made under the penalty of perjury under the laws of the State of
26 California and that the signatures on the form are the actual signatures of the
27 persons who are authorized to sign on behalf of this agency, as described in this
28 resolution.

29 MPASSED

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31 **MO81109-02**

32 Higgins (Kaufmann) moved that board approves May financial report as is.

33 MPASSED
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1 **NOTE:** Board has decided not to list corrections to the minutes.

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3 **Corrections to the June minutes:**

4 Motions accepted as corrected.

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7 **Officers' Reports**

8
9 **President: Given by Roberto Solorzano**

10
11 Solorzano told the Board that Osborne wanted to stress the importance of taking
12 on more responsibility to fundraise considering the fact that the Board approved
13 the budget with a deficit. The Board needs to be held accountable for its decision
14 making, so with that in mind please help the fundraising committee as much as
15 you can.

16
17
18 **Vice President: Roberto Solorzano**

19
20 Osborne's fundraising birthday party was cancelled last week due to a lack of
21 confirming responses. The celebration was postponed. The new date for
22 Osborne's fundraising birthday party is Friday, August 21st from 6pm to 10pm at
23 Colin and David Eberwein's home in SF. Solorzano will send out the electronic
24 invitations this week. If people cannot attend, but still wish to donate to DCARA
25 they can contact Kathryn Canfield. This information will also be in the electronic
26 invitation as well. As for board members, please attend and show your support.

27
28 **Secretary:**

29
30 None

31
32 **Treasurer: Patty Lessard**

33
34 Reports for July and August:

35
36 **JULY**

37 Finance Committee (FC) members Lessard and Fercho were in contact with
38 Danny Lacey from Kramer Financials several times during the months of June
39 and July. We were trying to get an Investment Plan and Policy drawn up, at least
40 on a conceptual level before the next Board meeting.

41
42 On July 8th, ED Brune, Business Manager Souza, FC members Lessard and
43 Fercho met with Danny Lacey to discuss the Investment Plan for DCARA. Mr.
44 Lacey was instructed to make changes to the Investment Account that DCARA

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1 has with Kramer Financials. Details will be discussed with the Board at the
2 meeting.

3
4 Subsequent to this, members of the Finance Committee will meet to develop an
5 Investment Policy and Procedures.

6
7 Re: the Reports of Financial Activity for the month of May

8
9 The "Cash and Cash equivalents" are dangerously low and staff needed to
10 borrow \$65K against the Line of Credit (LOC) to meet operating expenses and
11 make payroll. Though this is not unusual for this time of year, given the state
12 budget situation and the possibility of receiving an IOU from the state DSS, there
13 is cause for concern.

14
15 There is still the state portion (\$66K) of the unpaid invoice from DSS for the
16 month of April; the \$33K from the Federal government has already been
17 received.

18
19 Treasurer Lessard inquired about the +\$7K being held in inventory from the Deaf
20 Store. Plans are being made to take care of that.

21
22 Treasurer Lessard also inquired about the nature of two fixed assets, seeking
23 details about the security deposit and the restricted Certificate of Deposit.
24 Details are forthcoming.

25
26 The next meeting of the FC will be on Thursday, August 6, at 7pm.

27
28 Motion: The Finance Committee recommends that the Board accept the
29 Financial Reports for FY May 2009.

30
31
32 **AUGUST**

33 Members of the FC met with ED Brune and Business Manager Souza on August
34 6 to discuss financial activities that occurred during the months of June and July.
35 We also continued to discuss the creation of an Investment Plan and Policy (IPP)
36 and received an update on the current financial situation at DCARA. Treasurer
37 Lessard will submit a draft IPP to FC members Fercho and Higgins for their
38 review and edits. Subsequently it will be presented to the Board for their
39 approval hopefully in the month of October.

40
41 The FC is exploring possible options for the DCARA investment account. We are
42 at the information gathering stage and will make frequent reports to the Board.

43
44 There will not be a FC meeting in the month of September.

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3 Re: the Reports of Financial Activity for the month of June
4

5 DCARA received an IOU from DSS for the month of May and still has not
6 received funds for the April invoice. ED Brune and Business Manager Souza are
7 exploring the options of what to do with the IOU since this is the first time that
8 DCARA has received one. They will report their decision to the FC as soon as
9 they have it finalized. There are several factors to consider, timing and cash flow
10 are but two. "Furlough Fridays" have had a definite impact on the speed with
11 which DSS processes invoices and the communication flow between DCARA
12 and DSS.
13

14 The June invoice to DSS had not been sent as of August 6, 2009. There is a
15 serious cash flow situation at DCARA, but staff was able to meet operating
16 expenses and make payroll. It is anticipated that the August 21 payroll will also
17 be met. An additional \$70K was borrowed against the LOC, making the total
18 owed \$135K. ED Brune emphasized that this amount will be paid back ASAP
19 and hopefully no further withdrawals will need to be made.
20

21 At this time, since the June Reports on Financial Activities are not complete,
22 there is no recommendation from the Committee to the Board.
23

24 **Standing Committees**

25 **Fundraising Committee: Chris Held**
26

27 Solorzano introduced Kathryn Canfield. Ms. Canfield gave the board the
28 following report:
29

30 Events coming up include: Oktoberfest and two Restaurant nights at Chevy's and
31 California Pizza Kitchen. On August 27th Chevy's will be donating 25% of their
32 food sales to DCARA. Canfield will be sending out enews and flyers for this
33 event. Osborne has tickets for the board for Oktoberfest. Please see her to
34 obtain your tickets to sell for this event. Ticket prices are \$40 each. We have
35 received donation from Wells Fargo of \$3000, Comerica \$2,500 and the Bears of
36 San Francisco of \$2000. DCARA is also looking into possibly doing a fundraising
37 collaboration with Marlee Matlin, a book signing. DCARA is also starting to plan
38 two house parties.
39

40 **Strategic Planning Committee: Andrew Phillips**
41

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1 Phillips updated the Board with the progress of the SPC and its efforts reviewing
2 DCARA's mission, goals, values, and consider who DCARA should serve and
3 which programs are most important. He asked the Board to discuss two
4 questions and he will report back to the SPC with the Board's ideas.

5
6 When you think of DCARA what do you think of?

- 7
- 8 • An agency where any deaf person can go for help in anything
- 9
- 10 • Resource center that can empower the Deaf community
- 11
- 12 • Job training and finding jobs for Deaf people
- 13
- 14 • Gathering for deaf people in the Bay Area
- 15
- 16 • A transition center for deaf people (for Deaf people to come, get info, find
17 work and later become independent)
- 18
- 19 • Diversity of clients /community members, race/ethnicity, lifestyle,
20 economic status/
- 21
- 22 • Value Deaf culture/ Deaf centeredness
- 23
- 24
- 25

26 Of by and for the Deaf means what?

- 27
- 28 • Agency is run and supported and for deaf only.
- 29
- 30 • Pertains to everybody all deaf and HOH
- 31
- 32 • Takes a village to "raise" an organization (takes an village to raise a child")
- 33
- 34
- 35 • Includes people who grow up with deaf experience and who later become
36 deaf and family member with Deaf child/adult
- 37
- 38
- 39

40 **Reports from DCARA**

41
42 **Executive Director:**
43 **Jim Brune**
44

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1 During the last couple of months, we have seen many ups and downs.
2

3 Cash Flow:

- 4 • After months of meetings and failed votes, the California Legislature finally
5 passed the budget and Governor Schwarzenegger signed it on Tuesday,
6 July 28th. This was, obviously, an immense relief. The good news is that
7 while there were heavy cuts in health and human services, Deaf Access
8 Program funding was spared. So, there are no cuts to DCARA's DSS
9 funding. The bad news is that it has created a serious cash flow problem
10 for DCARA. I had numerous meetings with Business Manager Patty
11 Souza to analyze our cash flow situation week by week. While I had
12 made advance requests for possible payment deferment, I have not had to
13 go forth with the requests. We have been able to pay our bills and make
14 payroll to date. For our April invoice, we have been paid \$33K of the \$99K
15 (federal match) owed to us in reimbursements. We have been issued an
16 IOU for our May invoice (\$102K). We are still waiting for the cash
17 advance (\$282K) which is always issued to each of the sister agencies at
18 the start of each Fiscal Year. At this time, we do not know if it will be in
19 the form of an IOU or an actual check. Our cash flow is adequate to make
20 the next payroll and my goal is to NOT have to use our line of credit to pay
21 bills until we are able to get a regular cycle of invoice submissions and
22 reimbursements.
23

24 Thefts:

- 25 • This is one update I'm sharing with you that disturbs me the most. We
26 have had a rash of thefts in headquarters – 3 in all. The following are
27 dates of when and what was reported to be missing:
 - 28 • End of May/beginning of June:
 - 29 ○ 3 laptops, 1 camcorder, 1 monitor, 1 camera, and 1 projector
 - 30 • End of June/beginning of July:
 - 31 ○ One floater laptop for presentations
 - 32 • July 22:
 - 33 ○ One floater laptop for presentations
 - 34 • A police report was filed for each of the thefts. The building
35 manager reported NO other thefts in other offices in this building.
36 We have taken the following steps to minimize the risk of future
37 thefts:
 - 38 ○ A sign in/sign out sheet for ALL visitors
 - 39 ○ A sign out/sign in sheet for the borrowing of all floater
40 equipment
 - 41 ○ All floater equipment will be locked in the server room and
42 only 3 people have keys to that server room: the IT person
43 and 4 people at the management level.

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- We are exploring the option of locking down our monitors and CPUs. We're in the middle of exploring costs.

Personnel:

- For the first time in a LONG time, DCARA is now fully staffed! This is a wonderful accomplishment!
- We have filled the following positions:
 - Job Developer/Interpreter at EDD-SF: Jacquelyn Levesque
 - Client Support Specialist at FOG: Tracy Husted

DCARA Presentations/Workshops/Events in June and July:

- We had an extremely BUSY June with workshops, classes, and events! July was a bit quieter.
- The Vlog/Blog Symposium was a highlight of June. We were able to bring in vloggers/bloggers from out of town to attend this symposium. We had a variety of topics around the vlog/blog theme including internet addiction, psychological/social/emotional aspects of vlogging, using vlogs to advocate for social justice, and documenting history via vlogging.
 - The best part of the day was the impromptu decision to do a live streaming of the symposium on the internet. At the height, we had well over 100 viewers tuning into the symposium! What great exposure for DCARA!
- On-going computer classes at DCC, San Jose, and FOG (beginner and advanced classes). In June, we had four different series of computer classes going on.
- Grief Counseling Peer Support series
- We gave a presentation about DCARA services at El Cerrito High School mainstream program

Upcoming Presentations/Workshops/Events in August:

- Deaf Culture Lecture Series: Genie Gertz on June 17th on "Dysconscious Audism" and Fred Weiner on June 20th on "Systems Advocacy".
- Vlog/Blog Symposium on June 27th: we are bringing in various speakers to talk about topics related to vlogging/blogging from across the country for this event on Saturday June 27th. Please see your packets for more flyers. Encourage people to come! It's a very unique opportunity
- Multi-Cultural Potluck on June 13th
- ADA and Self-Advocacy workshops
- Parenting Skills class at Fremont FRC on Wednesday June 10th.

Grant Writing:

- **Funding for the Improvement of Post Secondary Education (FIPSE):** DCARA is now partnering with Ohlone to jointly apply for funding from the

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1 Department of Education to get our Deaf Employment Training Center off
2 the ground and running. With this partnership, Ohlone will be providing
3 the curriculum development, curriculum implementation, and instruction
4 for the Academic Skills and Employee Integrity Skills components of the
5 training. DCARA will take the lead on the occupational training and
6 employment placement, as well as the case management support
7 services. DCARA and Ohlone will work together on the orientation and
8 vocational assessment components of the program.

- 9 ▪ Side Note: We submitted the application on Tuesday August
10 4th. We should hear by late September. The funding cycle
11 begins on October 1st. Whether or not we get this funding, I
12 will continue to work with Ohlone to develop the partnership
13 into a more formal structure including the development of a
14 Memorandum of Understanding.
- 15 ▪ Second Side Note: we were able to get numerous letters of
16 support for our FIPSE grant. While this was a necessary
17 component of the grant application, it gave us an excellent
18 opportunity to market our desire to implement DETC. Our
19 letters of support came from CSD's Career Center, Ohlone
20 Vice President Jim Wright, Gallaudet Provost Steve Weiner,
21 CSUN's National Center on Deafness' Director Roz Rosen,
22 GLAD CEO Dr. Patty Hughes, NorCal CEO Sheri Farinha,
23 Regional Technical Training Center (in Oakland) CEO
24 Bernard Ashcraft, Department of Rehabilitation Supervisor
25 Wendy Wilkinson, and Employment Development
26 Department- San Francisco office Manager Linda Gomes.

- 27
- 28 • **Department of Rehabilitation:** We are currently in the writing phase of
29 applying for funding from California Department of Rehabilitation's
30 stimulus funding for the Deaf Employment Training Center. There is only
31 one segment of the RFP in which we fit their priorities and that is:
32 "Programs, projects, and activities designed to improve functioning of the
33 system for delivering Vocational Rehabilitation (VR) services and to
34 improve coordination and working relationships with other State and local
35 agencies, industry, labor, community rehabilitation programs, and centers
36 for independent living."
 - 37 ▪ Side Note: We're in the middle of developing the budget so
38 we do not yet know how much we will apply for. The RFP is
39 due Monday August 24th.
 - 40 ▪ Second Side Note: apart from the stimulus funding
41 application, we will be pursuing certification and
42 vendorization with DOR so that we can enter a fee for
43 service contract with them to generate revenue for DETC.

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- 1 • **First Five Alameda County:** Once we are done with the DOR, we will
2 turn our attention to the First Five Alameda County RFP, in which we will
3 apply for our Family Connections program. There is a technical
4 assistance training meeting tomorrow in which 3 staff will attend. The
5 application is due September 15th.

6
7 Marketing:

- 8 • **Marketing Services:**
- 9 ▪ DCARA staff have been working hard to reframe how we
10 market our services to the community. We are working to
11 “repackage” our services to reflect the programs we have
12 and are developing:
 - 13 • Multi-Cultural Program
 - 14 • Deaf Seniors Program
 - 15 • Family Connections
 - 16 • Deaf for Self Sufficiency
 - 17 • HOH/LD
 - 18 • Employment Services
 - 19 • Deaf Employment Training Center (pre-employment
20 services)
 - 21 ▪ Staff are in the process of developing brochures to advertise
22 the various services offered in each respective program.
 - 23 ▪ Once this is complete (end of this month), Katie and I will be
24 meeting with Precision Graphics to discuss “tying” all of the
25 brochures together into a consistent theme as well as
26 developing a general brochure that will also include
27 information about our Volunteer Program, DCC, our website,
28 and fundraising.
- 29 • **Marketing DCC:**
- 30 ▪ We now have staff (Brian Martinez) working here at DCC 5
31 days a week which allows for interested individuals to have a
32 look at our facility. Since his move last month, it has had a
33 positive impact.
 - 34 ▪ Since we have cable here, we will be hosting Monday Night
35 Football during the fall and charging admission.
 - 36 ▪ We are looking into advertising DCC room availability in
37 various local publications.
 - 38 ▪ We are also working on developing a script for a vlog to post
39 on our webpage about DCC rentals.
 - 40 ▪ We will also be looking into translating our DCC rates and
41 policies into Spanish.

42
43 Miscellaneous:

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- 1 • I want to recognize that two staff who have long used voice interpreting
2 services and CART services have now sufficiently improved their sign
3 skills to the point that they no longer require interpreters for meetings.
4 This is a great example of referring back to our mission statement that
5 mentions “celebrating ASL” and ensuring that we raise the bar in terms of
6 expectations of improving sign language fluency in the agency.
- 7 • We have changed the name of our program from Parent Connections to
8 Family Connections to reflect that parents are not the only individuals
9 responsible for raising Deaf children; it is also the siblings, relatives, and
10 grandparents who are often actively involved in the raising of a Deaf child.
- 11 • CAD and California Youth Ambassadorship Program:
 - 12 ▪ At the March 2009 board meeting, Daniel Girard and Judy
13 Gough gave a presentation and requested DCARA
14 involvement in the form of representation at the conference
15 and sponsoring a contestant at CDYAP. A motion that was
16 passed during that meeting (Pedersen/Jackson) asked
17 staff to consider having a booth, sending representatives,
18 and sponsoring one contestant. We are sending one staff
19 member, Tanja Bierschneider, to be the representative for
20 DCARA at the conference. We are not hosting a booth
21 because our “sister agency” Deaf and Hard of Hearing
22 Service Center of Fresno will be doing that. We are also the
23 fiscal sponsor of Kayla Thomas who will compete as Miss
24 Deaf DCARA. We wish Kayla good luck in the competition!

25
26 Final Note:

- 27 • I’m on vacation Wednesday August 12th through Wednesday August 19th.
28 I’ll be flying to New Jersey to be with my family for my mother’s big
29 retirement bash on Saturday. LaRonda Zupp is my back-up for any urgent
30 needs and Leona can always be contacted, as well. I’ve told the
31 management team that it would be fine to contact me by pager if need be.

32
33
34 Old Business

35
36 None

37
38 New Business

39
40 **MO91109-01**

41 Phillips (Niyongabo) moved to adopt the following: This is to certify that we, the
42 members of the Board of Directors of DCARA, do hereby give Executive Director
43 James R. Brune, and in the absence of the Executive Director, Kathryn Canfield,
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1 agency. I, Liann Osborne, hereby swear that I am truly authorized to legally bind
2 DCARA to the above resolution as recorded in the Board Minutes. I am fully
3 aware that this resolution, executed on Friday June 12th, 2009 in the county of
4 Alameda is made under the penalty of perjury under the laws of the State of
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9
10 **MO81109-02**

11 Higgins (Kaufmann) moved that board approves May financial report as is.

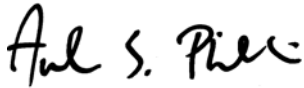
12 MPASSED

13
14 **ANNOUNCEMENTS**

15
16 None

17
18 **Meeting Adjourned at 9:00 PM.**

19
20
21 Respectfully submitted,

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23 

24
25 Andrew Phillips

26 Secretary

27
28
29
30
31 _____Accepted as read

_____Accepted as corrected