

# December 12<sup>th</sup>, 2012

## DCARA Board Meeting Minutes

**Meeting Called to Order:** 6:06 PM

**Present:** Patty Lessard, Sharif Rashedi, Steve Longo, Lonnie Tanenberg, and Chris Held

**Excused:** Jane Newkirk, James Brune

**Unexcused:** none

**Staff Present:** Patty Souza, Patty O'Sullivan, Mark Vanni and Assistant to ED Rebecca Chow

**Visitors:** Hilary Crosby (from Crosby and Kaneda Accounting firm) and Interpreter Robin Mills

**MO121112-1** Tanenberg (Held) moved to withdraw \$520.00 from Board's dinner budget to donate \$20.00 each to DCARA staff for Holiday gift cards. \$20.00 gift cards from Target for DCARA staff (26). MSPassed.

**MO121112-2** Tanenberg (Longo) moved to accept the Finance Committee's recommendation that the Board approves the Auditor's report of June 30<sup>th</sup> 2012. MSPassed.

**MO121112-3** Tanenberg (Held) moved to accept the Finance Committee's recommendation that the Board approves the October 2012 finance reports. MSPassed.

**Staff Spotlight:** Patty O'Sullivan gave a Power Point presentation on EDD policy and service.

### Officers' Reports

**President:** Sharif Rashedi – Short Meeting tonight on account of the absence of Jim Brune and Lonnie Tanenberg. Welcomed visitors Vadim and Allison. Emphasis tonight on recruitment.

**Vice President:** Lonnie Tanenberg – No report

Secretary: Vacant – No Report

**Treasurer:** Patty Lessard

-DSS started paying us.

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## DCARA Board Meeting Minutes

- DCC repairs
- Investment policy – will show finance committee, then board then approve
- There was no Finance Committee meeting in Jan 2013

**Guest Speaker: Hillary Crosby discussed DCARA's financials and investment strategy.**

### Reports from DCARA

**Executive Director:** Jim Brune

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**Photos:** Please enjoy photos from the Thanksgiving Feasts held in San Jose and Deaf Community Center on Saturday, November 17th and at Fremont Oak Gardens on Sunday, November 18th.

### **Request for Proposals (RFPs):**

- We are now entering RFP season and will be submitting responses to the following RFPs:
  - o California Department of Social Services: due January 3rd
  - o City of San Leandro: due January 4th
  - ☒ We are undecided about submitting a proposal. We will make a decision after the bidder's conference this Friday December 14th
  - o Santa Clara County Adult and Aging Services: due January 24th
  - o City of Fremont: due January 24th
  - ☒ Up until now, we have been able to submit TWO proposals: one for the Human Services Commission and one for the Senior Services Commission. However, due to economic hardships and the subsequent streamlining of resources, they are combining the funding and RFP process into ONE. So we will only be able to submit one proposal.

### **Client Support Services Department:**

- Multi-Cultural Program: plans are under way to host a History of Performing Artists workshop/event with CUPED in honor of Black History Month in February 2013

### **Family Connections Department:**

- Plans are under way to partner with the Deaf Youth Arts group to produce the 2013 Literacy Camp next summer.
- Parent Education Program: Plans are under way to provide a new series of parent education classes beginning February 2013

### **Employment Services Department:**

- Staff attended 3 different job fairs this month.
- We are working to prepare a proposal for DOR as part of our project to become vendorized with DOR. Our next meeting with DOR is January 22nd.

### **Community Relations Department:**

DCARA Regular Board Meeting December 13, 2011  
Deaf Community Center, San Leandro, CA  
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- We have sent out over 2,500 letters as part of our Direct Mail campaign.
- Board participation in the Direct Mail campaign was 50%.
- We are working on creating a new volunteer page for the website as part of our volunteer recruitment effort.

### **Personnel:**

- Job Developer/Interpreter (Fremont): This position has just been posted and is for a temporary fill until January 2013 while our current staff is on medical leave.
- Family Advocate: This position is currently going through the interview phase and we expect to fill this position by next week.

### **Events attended by ED Brune:**

- Deaf Senior Retirement Corp board meeting at FOG on November 16th
- Thanksgiving Feast at San Jose and San Leandro on November 17th
- Thanksgiving Feast at Fremont on November 18th
- Presentation to San Jose Deaf Seniors group about FOG on November 21st
- Attendance to DSS RFP meeting in Sacramento on November 27th
- Meeting with Butch Zein to discuss partnership with Deafhood Foundation to provide a Deafhood class series in February 2013

### **Important Dates:**

- December 15th: Club Saturday/Pinecone Festival at DCC
- December 20th: Holiday Party at the San Jose office
- January 12th: Personal Wellness Symposium

### **Miscellaneous**

- We have had a number of ergonomic concerns among our staff. So, the Management Team held an ergonomic training provided by our insurance carrier. The presenter also provided one-on-one consultation for Headquarters staff. Each manager is responsible for bringing the information to each staff within her department.
- One community concern was that board meeting minutes were not updated on the website. This issue has now been resolved and board meeting minutes through October are now posted on the website.
- ED Brune will be on vacation for the holiday break from Saturday December 22nd through Tuesday January 1st. During his absence, Patty Souza will be the designated agency representative. She can be reached at [Patty.Souza@dcara.org](mailto:Patty.Souza@dcara.org), [souzapager@gmail.com](mailto:souzapager@gmail.com), or 510.343.6676 VP.

Can board dinner fund roll over to next year? Have several options can discuss  
Gift cards to appreciate staff? Or event? – will discuss in New Business

Steve Longo will change to online application – he'll give it to Jim or President Rashedi

### **Old Business**

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**DCARA Board Meeting Minutes**

Discussed whether a motion is needed to improve minutes. President Rashedi did some looking into this and found no motion is needed. Just correction by Board and then approved by President.

Bylaws – What is the proper way to amend it? Steve Longo with the help of former Board member Pam Snedgar will make revisions with original information and send to President Sharif Rashedi.

**New Business**

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**ANNOUNCEMENTS**

**Meeting Adjourned at 9:35 PM**

Respectfully submitted,



Sharif Rashedi  
President

\_\_\_\_\_Accepted as read

\_\_\_X\_\_\_Accepted as corrected