

# January 14, 2014

## DCARA Board Meeting Minutes

**Meeting Called to Order: 6:11pm**

**Present:** Sharif Rashedi, Lonnie Tanenberg, Alison Amable, Steve Longo, Kenton Twidt (arrived at 6:20), and Jim Brune

**Excused:** Executive Assistant, Vanessa Phillip (preliminary notes taken By Susan Gonzalez)

**Unexcused:** None

**Staff Present:** Executive Director, James Brune; Assistant to ED, Vanessa Phillip

**Visitors:** Sina McCarthy, Dave Martin, Catie Eller (DCARA staff), and Stan Smith

**Interpreters:** None

**Staff Spotlight:** There will be no staff spotlights this month. We plan to resume staff spotlights once we have recruited new board members.

### Officers' Reports

**President Rashedi:** I had a short meeting with Brune last week Monday caught up on some things. We will create a cheat sheet for all board members to have information about DCARA's vision and mission all on one page and it would be a good reference when we talk with community. The agency will videotape staff spotlights and put those videos on website for all to view. We need to decide on dates for the board retreat: March 15<sup>th</sup>, March 22<sup>nd</sup> or April 12<sup>th</sup>. A motion is needed for the recent electronic votes. At the last meeting we decided to suspend voting for a new board president. The bylaws say the president's term ends on an even numbered year. I need to discuss this with the secretary. Term ended in 2012, so it has already passed. We need to decide how to handle this; do it now or deal with it in 2014.

**Vice President Tanenberg: None**

**Secretary Longo:** Minutes for November and December were sent electronically to board members. The minutes were sent out one week before today. Rashedi sent me corrections. I will make revisions as necessary and re-send to everyone for final approval. *Brune reminded the board that Susan Gonzalez needs the board minutes in order to send to DSS for quarterly reports.* Reports include statistics, narratives, and supplemental notes. I will work with Susan to get her all the information she needs.

**Treasurer Amable:** The financial report is on hold, as corrections need to be made before they are shared. For example, the board commitment of \$500 will need to be changed to \$100 - we need to document that change on paper. DCC facelift funds- we need to reserve that money specifically for the DCC facelift, so it is not used for other expenses. The report needs to accurately reflect our budget/income/expenses before it is brought to the board. I want to have the report corrected before it is presented to the board for approval.

**DCARA'S Investment Policy (IP):** We should meet every three months but we have not met at all. Patty Lessard wants to have the investment policy approved. I will forward to the board with the password to read the document electronically. Please read the entire policy and make sure it is clear and provide feedback. Once approved, we need to decide who will be on the investment board. The investment board is responsible to constantly check into the investments and make sure it is all going well and

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benefiting DCARA financially. DCARA currently has a very conservative package, meaning the investment progress is very slow. The current board needs to decide how DCARA will approach this entire venture and develop the relationship with Danny Lacey, our current planner or another planner. It is worthwhile to have him come present then we make a decision.

**Twid's Report on Fundraising:** The Drag Show will be held Saturday Feb 15th at DCC. We will have different ethnicities represented in the show. I will get ABC (alcohol) license and we will serve wine and cheese. \$10 for admission tickets. Event will be from 7:00pm- 9:00pm. From 9:00pm-10:00pm. I have communicated with Bradley; we will meet Thursday to create a vlog and make fliers for distribution. Board members will have to dress in drag. DCC is reserved from 4:00pm-11:00pm. I am still working on some details, but the last part of the evening we will vote on Miss Deaf DCC and Mr. Deaf DCC. We can accommodate up to 125 people. Ages 21 and up only.

### Reports from DCARA

#### **Executive Director – Jim Brune:**

##### Grantwriting:

- DCARA had submitted two proposals for the Adult English for Immigrants funding through the Silicon Valley Community Foundation.
- They have awarded funding in the amount of \$29,000 for our English class component within the Deaf Employment Training Center (DETC).
- The primary source of funding for DETC is through the California Communication Access Foundation. We learned that because CCAF is going through a strategic planning process they may not release their next RFP until the fall. We had anticipated they would release the RFP around this time in time for the new funding cycle starting May 1st. We now will wait until the CCAF Board meets in February and makes a decision.

##### Family Connections Department:

- ASL classes for parents begin next week
- Parenting Skills classes begin next week

##### Client Support Services:

- San Jose Office Move: The consideration of a move for the San Jose office is being put off for the time being until we have a better sense of how the California Communication Access Foundation plans to address how to fund the programs that they are currently funding, including our Deaf Employment Training Center (DETC) program.

##### Covered California:

- We have applied and been approved as a “vendor” to become counselors to assist Deaf community members apply for Covered California.
  - o Reese Holland, Director of Client Support Services, is currently doing an online training this week about how DCARA should administratively operate this “contract”.
  - o Staff will go through training January 28-30 in Oakland to learn how the system works.
- Possible new CSS office at Ohlone College

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### Community Relations Department:

- Development of a partnership between DCARA and ZVRS that will see ZVRS using DCC as part of a long-term rental agreement.
- The first issue of DeafLink for 2014 is going to press at the time of this report.
- Silicon Valley Gives:
  - May 6, 2014 is the date of the event. It is a “crowdsource funding” endeavor in which Silicon Valley Community Foundation will lead a major fundraising effort to raise money for nonprofit organizations in the Bay Area. Linda Drattell, Director of Community Relations and ED Brune have been attending – and will continue to attend – workshops to learn about this venture and be sure that we’re fully engaged in this process.

### Employment Services:

- For the month of November:
  - Active Clients: 228
  - Enrolled Clients: 14
  - Placements: 4
- Deaf Employment Training Center:
  - The second cycle begins today.

### Accounting and Administrative Services Department:

#### Investment Policy:

- Investment Policy Draft has been reviewed by the Finance Committee and will hopefully reviewed by the full board in January 2014.

### Deaf Community Center:

- The scissors have been found! The years-long mystery has been solved!
- We have been doing a lot of major cleaning of the attic and organizing and developing an inventory.
- We will be meeting with the City of San Leandro tomorrow, Wednesday January 15th, to address the damaged vegetation on DCARA’s property.
- DCC Coordinator Angelina O’Willow plans to meet with various nonprofit organizations to get feedback and discuss a more equitable way to handle rental fees.

### Personnel:

- Interpreter/Employment Specialist @ Concord EDD office: continuing to advertise this position.
- Interpreter/Employment Specialist @ Fremont EDD office: Lindsay Gottermeyer has been hired for this position. Welcome to the team, Lindsay!

### Meetings/Events attended by ED Brune:

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- December 19th: Meeting with Dr. Tom Holcomb, Interim Dean of the Deaf Studies Division to address a few concerns and possible partnership opportunities between DCARA and Ohlone
- January 11th: San Francisco Deaf Club meeting. ED Brune submitted a sponsorship request for 7 events in 2014 totaling \$4,750.
- January 11th: Board Recruitment Party at Board Member Amable's home

### Important Dates:

- January 25th: Club Saturday at DCC
- February 1: Deaf Community Night at DCC
- Our annual community event recognizing volunteerism and activism in the community
- May 17th: Tech Day at DCC
- Our event that offers to our community a closer look at the latest in technology access for our community.
- August 4-8: 3rd Annual Literacy Day Camp by the Family Connections Department
- August 18-22nd: 1st Annual Family ASL Immersion Retreat

### Notes from the ED report:

We are half way thru the fiscal year!!! There is a lot to share. For SVCF Immigrant English for adults, we submitted one proposal with two parts:

- 1) Vocational English-DETC students to supplement the English instruction;
- 2) Daily English- SJ CSS Department (this is separate from DETC).

SVCF is interested in funding Vocational English only. We resubmitted the budget and narrative and received funding. SVCF does release funding frequently. DCARA has worked on establishing a relationship with Manuel Santa Maria Director of Grant Making. This has really benefitted us because they saw DCARA's proposal after learning about DCARA's services. Secondly, CCAF currently funds DETC. CCAF is the parent organization of Deaf and Disabled Telecommunications Program (DDTP). DCARA applied last year and was awarded \$100,000 for DETC. We are still waiting for this year's RFP. I contacted Shelly Bergman. Her response was that the CCAF board is going through strategic planning right now. Its board may delay releasing an RFP until the fall. Funding is from May 1<sup>st</sup> to April 30<sup>th</sup>, but how will we get May 1<sup>st</sup> to fall? I asked about current grantees. We need to develop a plan to address the gap. Board may decide to extend the funding for some grantees. Their board meetings are not open to the public, and this is a concern for DCARA. Susan Gonzalez, Patty O' Sullivan and I have a meeting to decide possible plans to figure how to continue DETC in light of this news. Funding is for a specific term only and cannot be carried over at all. It would be a contractual violation as the agreement is for this particular funding cycle with this specific amount for this specific program. October's grant seekers orientation connected several boards with Jenny as they were very interested in funding a second year. That is something we need to decide tomorrow. Can we find other funding in the next few months? If not, then will we close the program? That would mean terminating staff, which we want to avoid.

**Family Connections** is starting with a bang next week! Demand is high for ASL for families and Parent Education Series. DCARA is responding to the demand.

**San Jose office move** includes CSS staff of three, plus DETC, plus a community room. The CCAF money used to start up DETC cannot be used towards rent. Currently, it is a bit crowded and has been difficult to meet all community needs. There are English classes, computer classes, among others, plus DETC is five full days long...it poses challenges and some staff tension has been happening. Reese and I have been

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looking for quite some time for new office space. The uncertainty about CCAF funding has affected the potential to move. So this is on hold until we know for sure about CCAF funding, so for the time being will stay where we are currently.

**Covered CA-** If DCARA successfully gets clients covered with health insurance, DCARA will be paid. This can become a source of revenue for DCARA. Eight CSS staff will go through training in Oakland to become benefits counselors. This will mean any D/DB/HH/Ld client can go to CSS staff to get their health insurance. It is a win-win situation.

**Possible new DCARA office at Ohlone:** I met with Tom Holcomb before the holidays. Tom expressed concerns that the two counselors at Ohlone, Nan Zhou and Stefanie Ellis, are spending a lot of time on issues not relating to academics (like housing, benefits, childcare, document translation) and these are services that DCARA can easily provide. Tom reached out to see if it would be possible for DCARA to have a satellite office there. FRC staff are working on scheduling, so that is four days at FRC and one day at Ohlone. This could be very good for DCARA as there are a lot of potential clients at Ohlone. We would be meeting students' needs. DCARA receives City of Fremont funding, so we could use those numbers to meet City of Fremont contract numbers. I did check with Tom and he felt one day would be sufficient. It's new for all of us. We can revisit the schedule if the needs exceed the hours of availability.

**ZVRS wants to use DCC as a place for PR.** DCARA wants sponsorship, so there are constant negotiations. ZVRS will rent DCC for space for outreach events to reach new customers in order to increase their client base. It's a good way to increase rental revenue.

**Silicon Valley Gives-** [see Brune's ED Report above] This is a big one-day fundraising event on May 06th for online crowd source funding resource called Razoo. Any non-profit can create a profile and post. SVCF will seek people to invest for the non-profits. Organizations can reach out to their own donors. SVCF has had several trainings and workshops leading up to this one-day event. For instance, this coming Thursday the training will be "How to Tell Your Story Effectively." Other trainings are on creating communication plans. There will be a series of workshops leading up to the May 06th event. They will have different prizes (i.e. for the most donations between 12:00 noon-1pm, a lot of bonuses for the most XYZ). It will be structured almost like a telethon. It will be a very good opportunity for DCARA and I will keep you all posted; I will send an attachment to everyone.

**Over the years DCC rental agreements** have been so varied depending on organizations that rent DCC. Some pay nothing while other faithfully pay their rents. Angelina plans to meet with different organizations to see what can be worked out. For those who cannot pay rent, perhaps they can barter a specific service such as yard work, painting services, etc. We could host a town hall meeting so that everyone can check-in and see how we can bring DCC back to the Deaf community. We can see what DCC can do for community as well as what community can do for DCC. It is an exciting prospect in many ways to have an exchange of services. It can be a win-win situation for everyone. That way we do not exclude organizations that cannot afford the rental rates.

### Old Business:

**(Rashedi) The Presidential term:** Should we resolve this issue now or hold until December 2014?  
(Amable) Point of Order - We already voted to have Rashedi stay until April 2014. We need to have new members on the board first.

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## New Business

(MO11414-1) - Amable moved that the audit reports be approved tonight in the board meeting as they have already been approved electronically. Twidt seconds. **MSP**

**Board Minutes:** Please communicate with Longo if there are any corrections or not so that board minutes can be approved and submitted (especially to Susan who needs minutes for the funders' report).

(MO11414-2) - Tanenberg moved that board approve December's minutes. (Rashedi) That does not need to have a motion. Just ask if board approves.

## ANNOUNCEMENTS:

(Longo) Beethoven's Nightmare has been approved to be in America's Got Talent. We are in contract negotiations right now and will do auditions. We have to play as well as provide a DVD. First we will perform in LA, then NYC. This can be a 1-6 week experience. 1<sup>st</sup> place will receive a million dollar and a label contract.

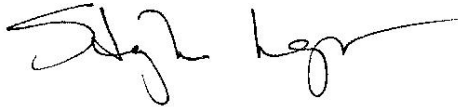
(Twidt) Don Baer passed away a month ago and there will be a celebration of his life. The event will be at CSDF from 10:00am-1:00pm in the Little Theatre, as Don Baer was an alumnus of CSDB. There will be a potluck appetizer and an hour long service. His Celebration of Life will be posted on Facebook. Service will start at 11:00am.

(Brune) Marilyn Smith is not available April 12th, so the board retreat cannot be on that day. I am communicating with her via email about other dates, March 15th or 22nd, for the board retreat.

(Tanenberg) I need two days to decide if I am available. All board members will communicate by Thursday the 16th. All are available March 15th.

## **Meeting Adjourned at 8:30 PM**

Respectfully submitted,



Steve Longo  
Secretary

Accepted as read

Accepted as corrected