

October 14, 2014

DCARA Board Meeting Minutes

Meeting Called to Order: 6:42pm

Present: Sharif Rashedi, President;; Steve Longo, Secretary; Dave Martin, Treasurer; Kenton Twidt; Sina McCarthy; Mary Garcia, Judy Gough, and Pam Cavazos

Absent: Lonnie Tanenberg, Vice President, Jerry Grigsby

Staff Present: Deborah O'Willow (DOW), Interim Executive Director (ED)

Visitors: Catie Eller, Frances Phiri

Officers' Reports

President's Report (Sharif):

- Meeting Format Changes – Orientation Style for New Board Members
- Community Events
- Deaf Services Advisory Council
- Oktoberfest
- DeafNation
- Sign and Dine
- Upcoming Board Elections December Meeting
- President:
- Treasurer
- Action Items understanding differences between Action Items and Motions
Action Items = Tasks to complete
Motions = Directives for Agency Action
- Secretarial changes/Executive Assistance Absence and what you need to do to help

Secretary's Report (Steve): minutes draft approval and final pdf format

Treasurer's Report (Dave): No word from Danny L. on date of visit yet. Danny had VP me last week if had word on the idle cash to be reinvested. I said will put that motion in tonight and get back to him Wednesday or Thursday after the meeting

Will be submitting a motion regards to reinvesting the cash in the Investment account with Kramer. Provided handout on that last meeting.

Patty Vanni has emailed and has not received response yet from Frank Murray (DCC mortgage). Will see if can set up meeting with Sharif and me to discuss reducing the interest rate on DCC mortgage.

Finance Committee met Oct. 7 with Steve Longo, Patty Vanni, Debbie O'Willow and I. Items covering were on Investment, Finance Reports, Strategic Planning report. We also had a good open discussion with Debbie what the committee does and work with E.D. etc. Committee goals towards improvements in the work committee does. Debbie shared with us Karen Bosley who was interested in joining the committee which we will invite as

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has strength in non-profit organization finance. Will share who if accepts and all works out. If joins will focus on the policy on roles and duties of the committee and hope to finish the draft for review and approval in two months.

Reports from DCARA

Executive Director – (DOW):
(See attached ED Report – Appendix A)

Committee Report (Oktoberfest): Steve gave a summary of event's success and feedback on what can be improvement from the audience that night. Also discussed about theft with the board who gave suggestion. O'Willow will meet with the person to resolve this by warning or action. Several have suggest that we get variety of beer (dark, medium, etc). Expansion of games. Better outdoor lighting. Online purchase by PayPal was flaky. Despite of one month advertisement to public, we got 70 in attendance which is biggest since the first event.

Action items: (see Appendix B)

New Business:

MO101314-1 Martin (seconded by Kenton) to instruct Danny L. at Kramer DCARA Investment company to move idle cash of \$75,000 to be re-invested to the following allocation American Funds Preservation Portfolio Class C 45%, American Funds Income Portfolio Class C 30% and American Funds Global Growth Portfolio Class c 25%. Leaving total at least \$50,000 cash as \$25,000 is reserve and other is for safety net. PASSED

MO101314-2 McCarthy (seconded by Kenton) moved that we set a deadline for DCARA new website. Moved to Action items.

MO101314-3 McCarthy (seconded by Kenton) moved that we should have options other than PayPal for reliability. E-commerce as an example. Moved to Action items

MO101314-4 Kenton (seconded by Martin) moved that all flyers should be printed from color to B/W. MSP

MO101314-5 Gough (seconded by Garcia) moved that Deborah talk with Brad on different email options for board members. MSP

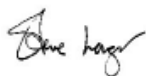
MO101314-6 Cavazos (seconded by Garcia) proposed DCARA ask the city of SL and OSI for free access to the High Speed Fiber Optic loop. MSP

MO101314-7 Longo (seconded by Twidt) moved that we accept Judy Gough and Pam Cavazos as board members effective immediately. MSP

Announcements:

Meeting Adjourned at 9:23pm

Respectfully submitted,



Steve Longo

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Secretary

____ Accepted as read

X Accepted as corrected

Appendix A:

Interim Executive Director's Report October 14, 2014

INTERIM EXECUTIVE DIRECTOR

- 45 days update:
 - 8 staff left for 1:1 interviews
 - Agency wide assessment – in progress
 - Report will include:
 - Areas of improvement needed identified
 - Reviewed the infrastructure of DCARA
 - Quality and clarity of advocacy acknowledged
 - Professional development for all staff
 - Recommendations for changes, staff support, trainings for staff
- Supervisor Manual Revision - in progress
- Review Employment Manual for final review and approval – in progress
- NEW format of MTM : effective Oct. 1st
First Wednesday of every month, MTM schedule 9 am – 3 pm at DCC
Agenda:
 - Budget and Grants
 - Policies and Procedures
 - Strategic Planning work
 - ASL / Deaf Culture
 - Trends in the Community
 - Supervisor / Manager Professional Development
 - Cultural Competency Self Assessment
 - Current Issues (different every month)Thereafter on Wednesdays – regular 2 hours MTM
- Deaf Hope and DCCS Self Advocacy Partnership will change to AGENCY Advocacy. First meeting to discuss the new Concept on Oct. 20th.

STRATEGIC PLANNING:

- 2014-2017 Services - Community Relations - Human Resources – Financial Sustainability
- Resume work on November 5th

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- Projected completion of Strategic Planning report- TBA

COMMUNITY RELATIONS DEPARTMENT:

Workshops:

- Creative Photography workshop -- a success

Future Fundraiser event

- Deaf Art Show –More information forthcoming in upcoming months.

Annual Report

- DSS statistics section completed,
- In-Kind donations section completed,
- volunteers section completed,
- CRD highlights section completed.
- Highlights update needed from the other department managers (pending)
- A letter from IED. (pending)
- A letter from Board President. (need to submit by Oct. 21)
- Will share DCARA's annual report at DCN
- Distribution available in December 2014

Deaf Community Night (DCN) --- Saturday, December 06, 2014, 12:00pm - 02:00pm

- Caterer for DCN confirmed – F.E.A.S.T.
- Board involvement encouraged
- POC: Linda Drattell,

Booths in September

- ASL Celebration,
- San Leandro Senior Fair,
- Deaf Awareness Day at Six Flags,
- Ohlone College Welcome Back.

Sponsorships/ Donors

- Completed Sponsorship Menu
- Revised thank you letters for donors
- Annual Campaign (formerly known as Direct Mail)

Deaflink

- Completed Deaf Link for September issue

New staff

- Scott Mosley hired for a 20 hours part time CRS position
 - Coordinates Volunteers program
 - Coordinates booths
 - Reviews and revises Volunteer policy and procedures

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- Donor Reconciliation

Website

- Developing works for a a new DCARA website continues. More information about what the new design will encompass is forthcoming in upcoming months.

FAMILY CONNECTIONS DEPARTMENT:

- Parent Education Series and Family ASL classes will be offered in January 2015
- Potential new positions: ½ family mentor and ½ family advocate. Approval pending
- No Club Saturday in September. Next one on October 25, 2014

CLIENT SUPPORT SERVICES DEPARTMENT:

- Held a successful Picnic in Fremont. Two Board members attended. Their presence meant a lot to the community!
- Agency Emergency Plan committee still ongoing and revisions of the policies and procedures still in progress.
- Concerns re: C.A.R.D disaster training for DCARA staff. Concerns will be addressed
- Covered California recertification concerns which will be addressed

EMPLOYMENT SERVICES DEPARTMENT:

- Challenges in fulfilling the interpreting needs for clients and their appointments.
 - Due to 1.5 staff interpreters
 - Grant compliance and budget re; hiring interpreters outside of EDD.
 - EDD and IED in constant communication. Positive connection
- Deaf Employment Training Center:
 - Number of participants continues to decline.
 - Review and analysis of possible theories of why the recruitment and maintenance of student enrollment

ACCOUNTING AND ADMINISTRATIVE SERVICES DEPARTMENT:

- Budget: Preparing for the annual major audit due in November
- Human Resources:
 - EDD: Interpreter/ Employment Specialist position in San Jose – still vacant
 - Information & Referral Position now reporting to AAS
 - 7 applications received and reviewed.
 - Five qualified for the interview
 - 5 interviews scheduled for October 21st & 22nd
 - DETC: a full time Employment instructor.
 - 2 applications received and interviewed.

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- New instructor hired. Start date: Oct. 20th
- o As of 9/21 – total of DCARA employees – 30
- Deaf Community Center
 - o Usage:
 - DCARA classes, Deaf San Leandro Seniors, DCARA board, Church services, Private Parties
 - o Friends of Deaf Community Center (FODCC)
 - Scheduling to meet has been challenging. Still pending
 - o High volumes of people stopping by for I & R of Deaf community
 - o Volunteers to help with DCC – NEEDED POC: Angelina

GRANT WRITING & GRANT DEVELOPMENT:

- o 4 possible grants from Santa Clara County via BidSync but they have not been posted it.
 - Checked 09/11, 17 and 10/02. As of 10/07/2014, they have not been released.
- o 09/18/2014 Kaiser Permanente Community Grant meeting.
 - Grant Submission Due November 1, 2014
 - Will focus on developing a health educational series to occur in different locations.
 - One can be emergency preparedness at home and funds can be used to purchase small emergency preparedness kits to take home.
- o Note from Program Developer: Dept of Health Care Services-RFP to provide services via Statewide Hearing Coordination Center; RFP was released July 14, 2014 and submission was extended to September 09, 2014. (1) Had there been sufficient time, it is possible DCARA could pursue this particular funding to expand and supplement the Family Mentoring Program and Parent Education Series. Severe lack of time and peoplepower made it near impossible to write a good proposal. A letter of concern can certainly be drafted given the focus and department control of this particular RFP.
- o Regular check in with CAAF grant funding Deaf Employment Training Center (DETC)

PERSONNEL:

- Sept 29th Scott Mosley – Community Relations Specialist for Community Relations Department

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- Sept 8th Ian Sanford – Assistant Employment instructor for DETC
- Sept. 26th Joanne Otsuki – ending of temporary contractual work with CRD
- Sept 30th Joanne Otsuki – contracted to provide CR training especially donor reconciliation to Scott Mosley- 10 hours contract: Sept. 30th and Oct 1st

IMPORTANT DATES:

- November 1st Day of the Dead at DCC
- November 2nd: Zumbathon Fundraiser
- November 11th Open House at CSD
- November 4th Townhall meeting at SJ DCARA in San Jose
- November 15th: Annual Thanksgiving Feast to be held at DCC, FOG and in San Jose
- December 6th: Annual Deaf Community Night event at DCC
- December 19th : DCARA staff holiday party

SUPPORT FROM THE BOARD OF DIRECTORS

What does IED need from the Board of Directors? How can the Board of Directors support DCARA?

- Develop new fundraising events for this fiscal year 2014- 2015 Pending
- Letter from the president for our Annual Report
- Invite the board members to attend our events and full staff meetings(FSM) : (not limited to)
 - FSM - October 17th at DCC
 - Thanksgiving Feast – November 15th
 - FSM Holiday Party – December 19th
 - Booth at the Open House at CSD – November 11th
- Arrange a special meeting to discuss and review expectations regarding DCARA's future direction.
 - 45 days evaluation report asap
 - Review and draft a new ED job description - Feb. 2015
 - Development and implementation of new ED search process - April / May 2015
 -

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Appendix B:

DCARA Board Action Items

01-070814 To work with DCARA IT Support to advise, assist and help launch the new website. (SM) Open (McCarthy) Website committee's most recent meeting was cancelled. Scheduling a meeting is becoming a problem. As a board member, where does she stand with giving staff deadlines to complete projects? (DOW) The IT department has a full plate. She suggests McCarthy set a meeting with Linda Drattell (Community Relations), DOW (Family Connections), and Bradley Rodrigues (IT) to establish IT priorities together

02-070814 DCARA logo revamp. (SM) Open Same as 01-070814

03-070814 General Improvement of DCARA Facebook, Videos and Photographs to achieve consistency with the Assistance of McCarthy (SM) Same as 01-070814

02-040814 To work with Bradley to fix the Board Recruitment Form on the Website. (SL) Closed Longo will now work with Bradley Rodrigues (IT) on this item. Further testing needed.

04-040814 To work with Patty Vanni to get a Investment Portfolio Report for Board to follow and track our Investment performance. (DM/SL) Open

08-070814 To expand and explain the Arbitrary Council aspect of the Board Grievance Procedure and finalize it for vote at next Board Meeting (SL) Open Longo is still working on the language for the procedure. He will give to Rashedi to review and then to a lawyer.

06-040814 To research into how the Board can help bring about awareness to ASL being taught by members of the Deaf community at the Collegiate Level. (SM) Open

10-070814 To expand on the Financial Stability Plan of the Strategic Report (ALL) Open

03-040814 to email vendors and to check for potential discounts as incentive for Board (SR) Open New Action Needed: DCARA to renew membership at Restaurant Depot ASAP (Jethro) Update: Steve and Deborah have renewed the membership.