

**DCARA Regular Board Meeting  
Tuesday, February 12, 2008  
Deaf Community Center, San Leandro, CA**

**MEETING CALLED TO ORDER:** 6:05 PM

**PRESENT:** Charles Farr, Karina Pedersen, Liann Osborne, Roberto Solorzano, & Dodi Ellis

**EXCUSED:** Patty Lessard & Tim Gough

**STAFF PRESENT:** CEO Herron, Kathryn Canfield, & Patty Souza

**MO 02/12/08-1**

Pedersen (Ellis) moved to approve Kathryn Canfield, James R. Brune, Jennifer Pesek, Kay Tyhurst, Gerri Born Healy, and Marta Ordaz to be authorized to sign checking accounts for the General, Payroll, Ramger and PayPal accounts effective February 2008.

**OFFICERS' REPORTS**

**President Charles Farr:**

Farr announced that 2 board members have resigned: Jennifer Ann Cook and Jesada Pua, leaving only 8 board members. CEO Herron sees our loss of board members as an exciting time, because it forces us to analyze what is working and what is not working in order to make corrections as needed.

Farr had a discussion with a community member about how DCARA should be more involved at community-based events such as DeafRead, as a way of reaching out to the community. CEO Herron felt that this event only represents small percentage of our community while the other 80 percent may not have the financial access to travel to the event, limited reading comprehensive when it comes to using the Internet. Nonetheless, Farr stated that we needed to start involving community members when doing fundraising. He would like to see all board members present at each DCARA event if possible. He shared that there have been some community member expressing concerns pertaining to the DCC funds. CEO Herron clarified that the money donated meant that it is consider start up. Farr informed us that he has invited all former presidents of the Board to meet with him on February 19, 2008 at 6:30 PM at the DCC to clear up any issues related to what's happening with the DCARA funds.

Farr moved onto discussing the Bylaws and Personal Manual to address the policy of how DCARA staff can file a grievance. Farr asked for a copy of the Personal Manual, and CEO Herron stated that she would send it to the Board via e-mail.

Board member stated that the Personal Manuel clearly states that DCARA employees can contact the President of the Board to begin the grievance procedure. However, the instruction is very vague. CEO Herron stated that the employees do have the right to file a grievance and will check the personal manual to make sure it is there. If it is not, then the Board need to include that in the manual to ensure the employees are protected.

(Report concluded)

**Vice President Karina Pedersen:**

I am following up with Tim Gough, Fundraising Chair, to ensure that he is working with the Director of Community Relations, Katie Canfield. I want to ensure we have some fundraising events in upcoming months and will periodically check with the fundraising committee to ensure that they continue on creating fundraising events.

I will also clarify what is happening with Deaf Culture Series and I need to find out if it is back in the hands of DCARA staff, as the former board member took over this. We can re-visit this and see what action is best for the series.

I also would like to make a note of CEO Herron's desire for us to focus on reorganization and restructuring and only be responsible for major fundraising events. Finally, I would like to mention that we should contribute financially to the agency.

(Report concluded)

**Secretary Liann Osborne Report:**

None

**Treasurer Patty Lessard: (Presented by Vice President Pedersen in Lessard's absence)**

The finance Committee did not meet with staff this month. However, Treasurer was asked to prepare the Audit Fraud Assessment document. She worked in conjunction with CFO, Cooper to prepare answers that she was to enter in the excel spreadsheet provided by the auditor, Roland Vaslin. On January 4, 2008, she participated in an interview with him, over the phone. Later this month she will be present to answer questions during the face-to-face exit meeting. While this was a time consuming process, she admitted that it was also enjoyable as it allowed her to understand the operations of the agency better and also helped her realize that she knows a lot more about Board policies and procedures than she had originally thought.

**Questions for the Board members:**

1. Since we will not be meeting monthly is the Board comfortable with receiving financial reports every 2 months? Would it be acceptable only to report **urgent** items or **items that need Board action** during the intervening months?

The Finance Committee will need to set up its 2008 meeting schedule with the agency staff soon and would like to know how the Board feels about the timetable for financial reports. As you have seen, over the last few months we have been reporting on financial activity two months at a time, trying to catch up. We could meet with the agency staff monthly until we are caught up, and then change to meeting every 2 months if the Board and agency staff are in agreement with this.

***One important note: the reports for these two months still reflect the beginning of this FY's budget cycle. Currently, it is based on estimates of expenditures and reimbursements. Some transactions that occur in a given month have to go through a reimbursement process and as a result, do not always show up in the report for that month. After about six months, we will have a more realistic picture of what are the trends and what the actual budget looks and will make revisions if necessary.***

(Report concluded)

## **STANDING COMMITTEES**

### **Finance Committee:**

Conducted under Treasurer's Report

### **Board Recruitment & Development Chair Roberto Solorzano:**

Board Recruitment & Development Chair Solorzano will meet with Vice President Pedersen to prepare for the retreat on March 11, 2008. We will be focusing on CEO Herron and Canfield's results pertaining to the re-organization. President Farr is considering asking Charlotte Toothman to help us with the fundraising. CEO Herron and Toothman felt that DCARA overall is so broad which may make it harder to get money and that is why we have no true identity. The staff are spreading ourselves thinly. DCARA has too many different programs and that needs to be restructured. Maybe by visiting different organizations to observe how they function to help us see how we can operate.

According to DSS we have to provide services to our clients but Herron points out if we want to lose DSS we must reorganize the agency. Di feels that DCARA is so spread out and wants to fine-tune it. We need to see the statistic reports, as it is a good tool to reassess what needs to go and what needs to be fine-tuned.

Herron would like to have Toothman to help us guide with operating wheels. Herron felt that we are spoon-feeding the community and not really focused with what we can do without spreading ourselves. Serving the community costs money and it is not helping DCARA so we have to be realistic. Farr felt that we need to put a strong foundation by gathering more money and establishing better programs and services. We will continue to discuss on deciding whether to work with Toothman.

DCN is happening on March 15<sup>th</sup> and Agency staff needs Board to help out. A staff will be doing the flyers and taking care of the Award. The **Ramgor** award event will be happening at the San Leandro library. Afterwards everyone can head over to the DCC for food and socializing. There will be entertainment, as JAC from HOVRS is sponsoring the Deaf Family movie. The admission is \$25. Ticket can be bought online or purchased at DCARA Headquarter. Solorzano shared that they will have volunteers to work as waiters. The theme is PAH to WOOT to celebrate Deafhood.

### **Fundraiser Committee Tim Gough:**

No report

### **CEO Diana Herron: (attached at the end of the minutes)**

CEO Herron asked if anyone had any questions regarding her report. VP Karina asked about the decision to move a staff to director deputy but it cannot be discussed due to employee confidentiality. Farr stated that CEO Herron's decision pertaining to some changes is nothing but a positive move as it will be helpful to DCARA. So we should not be worried. Herron has found someone to do grant writing so it might be helpful. Has already received applicants. We need to have a lot of people to write grants. One person writing grants is not good because they may re-apply certain grants and not bother to look for more. More people on grant writing board will help attract more funds.

CEO Herron read DSS report. DAP money usually is cut because not all clients are served by the agency. It is uncertain the time for DCARA, and it will be a long process battle. Herron sent us an email with

the petition form and Herron wants us to send it to the community and ask them to send in the petition. Written testimonies are the best when standing before the legislations.

CEO asked the Board what we would like to see more in her reports. The Board felt that the CEO's report should be a highlight of what is happening in the agency. Keep it short and sweet. CEO Herron wanted to discuss what should happen to DCC. Therefore, wants to form a DCC committee to focus on DCC by choosing individuals who are experts in real estate, knows the community & is aware of what the market is like. The question is should we keep DCC? Or demolish it and rebuild it? The Board and CEO needs to look at our options pertaining to the DCC.

(Concludes the report)

Farr added that his name is on the financial investment so the investment policy should be passed onto Patty Souza. Now need to come up with new investment policy. Pedersen feels that we should have an investment policy now. Pedersen asked if the Finance committee should compose investment policy... Herron says they are not in hurry but wants us to move.

#### **OLD BUSINESS:**

None

#### **NEW BUSINESS:**

Pedersen (Ellis) moves to approve Kathryn Canfield, James R. Brune, Jennifer Pesek, Kay Tyhurst, Gerri Born Healy, and Marta Ordaz to be authorized to sign checking accounts for the General, Payroll, Ramger and PayPal accounts effective February 2008.

Ellis moves to close new business. Pedersen seconds.

#### **ANNOUNCEMENTS:**

Farr plans on going to the Open House hosted by DCARA, and encourages others to attend if possible. It is from 4 PM till 7 PM at the DCARA HQ.

Solorzano asked us to please spread the word about the Deaf Family Night event happening on March 15<sup>th</sup> at the DCC.

Job Announcements: Deputy Director, Executive Assistant, 4 Job Developer/Interpreter.

New staff members: LaRonda Zupp, Client Support Services Specialist at Fremont Oak Glen, January 22, 2008.

Staff: Jim Brune accepted a new position as Program Manager of Client Support Specialist effective February 4, 2008.

Open House: February 13, 2008 from 4 pm to 7 pm at DCARA Headquarters.

Deaf Community Night (DCN): "Pah to Woot" on March 15<sup>th</sup> from at San Leandro Library followed by dinner and entertainment at DCC in the evening. Deaf Pah will be celebrating its 20<sup>th</sup> anniversary.

Headquarter Renovation (mini): This project is close to completion. February 11<sup>th</sup>, staff will be putting the final touches in preparation for the Open House on February 13<sup>th</sup>.

2007 Staff Holiday Party: All except one employee who was sick attended the annual holiday party. This was a bittersweet party as we all celebrate the holidays and said good bye to staff members who were laid off at the end of the month in December.

**MEETING ADJOURNED** at 9:45 PM

Enter into Executive session at 9:50 PM

Executive session concluded at 11:30 PM: No action taken

Respectfully submitted,

Liann Osborne,  
Secretary

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

\_\_\_\_X\_\_\_\_Approved as corrected

**CHIEF EXECUTIVE OFFICER REPORT**  
**Diana Herron**  
**February 2008**

**PROGRESS ON 2008 GOALS**

- 1: To strengthen the partnership between the CEO and the Board.
  - Met with the new board president, Charles Farr, on February 5, 2008 for our first one-on-one meeting to discuss long-term plans for DCARA board and agency as well as communication issues between CEO and board.
- 2: To strengthen DCARA's finances.
  - Due to the proposed budget cut to DSS funding, I had to cut some spending from the general fund and allocated it to cover expenses related to services and programs until the Governor approve the 2008-09 budget before DCARA can receive reimbursements.
- 3: To strengthen existing and to create new programs and services.
  - Posted a job announcement to recruit a new deputy director to provide leadership in program development and expansions of programs.
- 4: To strengthen resources, training and support for employees to be able to provide top-notch services to clients and community.
  - The management team had a one-day retreat on January 10<sup>th</sup>.
  - Employment Services Department had a one-day retreat on January 17<sup>th</sup>.
  - Client Support Services Department had a one day retreat on February 7<sup>th</sup>.

**UPDATES**

Audit of 2006-08 Fiscal Year: This was completed in January 2008. The report is now available to be distributed to our funders. Annual report is almost complete. It will be available for distribution to the public on March 15<sup>th</sup>.

Government Fundings:

- California Employment Development Department (EDD): DCARA is awarded 2008 contract; awaiting receipt of contract to sign.
- Associated Community Action Program (ACAP): DCARA is awarded 2008 contract; contract signed on January 31<sup>st</sup>. Need to discuss technical training plan to ensure that DCARA has the appropriate resources and skills to meet service goals.
- California Department of Social Services - Deaf Access Program (DSS-DAP): 2008-09 contract proposal is due on February 22<sup>nd</sup>. The hopefully the new contract will include new services and staff positions.
- City of Fremont (2): Site visits was arranged but cancelled as City of Fremont is having difficulty finding interpreters for the visit.
- City of San Leandro: City Councilmembers visited DCC to observe a workshop funded by the City of San Leandro. 2008-09 application is pending approval. Jim Brune gave a

brief presentation to the councilmembers on February 9<sup>th</sup> on our application for an increase in funding.

- City of San Jose: 2008-09 application approval pending for Deaf for Self-Sufficiency Program in San Jose.
- County of Santa Clara (2): 2008-09 application approval pending for Deaf for Self-Sufficiency Program and Parent Connections Program in San Jose.

#### Foundations:

- Five Bridges Foundation, application approval pending for operating support for 2008-09.
- Stanley Langendorf, letter of intent submitted, awaiting approval. This is for Deaf for Self-Sufficiency Program in San Francisco.
- Thomas Long, application pending approval for operating support.
- Silicon Valley Community Foundation, application is being completed, due February 15, 2008.

### **PROBLEMS FACING THE ORGANIZATION**

DSS Contract: The Governor proposed \$581,000 cut to Deaf Access Program. We will not know until late summer or early fall whether or not DAP will be affected by the cut. I have lobbied, along with Coalition Members, the Assemblymembers to ask that DAP be spared from the budget cut. I will continue to lobby until the budget is finalized.

Staffing Shortages: Since DCARA is uncertain about the budget issue, the Development Associate position that was advertised recently is on a hiring freeze until the budget crisis is over. The grantwriting position has been cut effective March 1<sup>st</sup> until further notice. Both positions are paid out of the general fund. Executive Assistant position is vacant and I, as well as other staff members, am overwhelmed with workload as we are taking up the slack from this position. Lack of personnel support at the DCC is taking a toll on HQ staff members' time and energy, as well as the quality of work, as we have been taking turns to maintain the facility.

### **PLANS FOR THE FUTURE**

The Leadership Team has broken into 3 subcommittees: strategic plan, identity, and communications policy. Each committee will be making proposals for action plans for each goal. They will be making a presentation to the board in April or June.

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