Meeting Called to Order: 6:45 PM

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

Excused: Chris Held, Patty Lessard, Karina Pedersen, Liann Osborne

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

Interpreters: Jennifer Mantle and Leah Bartell

Presenters: Ron Hirano

MO91109-01
Phillips (Niyongabo) moved to adopt the following: This is to certify that we, the members of the Board of Directors of DCARA, do hereby give Executive Director James R. Brune, and in the absence of the Executive Director, Kathryn Canfield, authorization to sign any documents obligating or otherwise representing our agency. I, Liann Osborne, hereby swear that I am truly authorized to legally bind DCARA to the above resolution as recorded in the Board Minutes. I am fully aware that this resolution, executed on Friday June 12th, 2009 in the county of Alameda is made under the penalty of perjury under the laws of the State of California and that the signatures on the form are the actual signatures of the persons who are authorized to sign on behalf of this agency, as described in this resolution.
MPASSED

MO81109-02
Higgins (Kaufmann) moved that board approves May financial report as is.
MPASSED
NOTE: Board has decided not to list corrections to the minutes.

Corrections to the June minutes:
Motions accepted as corrected.

Officers’ Reports

President: Given by Roberto Solorzano

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

Vice President: Roberto Solorzano

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

Secretary:

None

Treasurer: Patty Lessard

Reports for July and August:

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

On July 8th, ED Brune, Business Manager Souza, FC members Lessard and Fercho met with Danny Lacey to discuss the Investment Plan for DCARA. Mr. Lacey was instructed to make changes to the Investment Account that DCARA
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has with Kramer Financials. Details will be discussed with the Board at the
meeting.

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

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

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

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

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

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

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

Motion: The Finance Committee recommends that the Board accept the

AUGUST

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

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

There will not be a FC meeting in the month of September.
Re: the Reports of Financial Activity for the month of June

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

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

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

Standing Committees

Fundraising Committee: Chris Held

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

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

Strategic Planning Committee: Andrew Phillips
Phillips updated the Board with the progress of the SPC and its efforts reviewing DCARA’s mission, goals, values, and consider who DCARA should serve and which programs are most important. He asked the Board to discuss two questions and he will report back to the SPC with the Board’s ideas.

When you think of DCARA what do you think of?

- An agency where any deaf person can go for help in anything
- Resource center that can empower the Deaf community
- Job training and finding jobs for Deaf people
- Gathering for deaf people in the Bay Area
- A transition center for deaf people (for Deaf people to come, get info, find work and later become independent)
- Diversity of clients/community members, race/ethnicity, lifestyle, economic status/
- Value Deaf culture/ Deaf centeredness

Of by and for the Deaf means what?

- Agency is run and supported and for deaf only.
- Pertains to everybody all deaf and HOH
- Takes a village to "raise" an organization (takes an village to raise a child")
- Includes people who grow up with deaf experience and who later become deaf and family member with Deaf child/adult

**Reports from DCARA**

**Executive Director:**

**Jim Brune**
During the last couple of months, we have seen many ups and downs.

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

Thefts:
- This is one update I’m sharing with you that disturbs me the most. We have had a rash of thefts in headquarters – 3 in all. The following are dates of when and what was reported to be missing:
  - End of May/beginning of June:
    - 3 laptops, 1 camcorder, 1 monitor, 1 camera, and 1 projector
  - End of June/beginning of July:
    - One floater laptop for presentations
  - July 22:
    - One floater laptop for presentations
  - A police report was filed for each of the thefts. The building manager reported NO other thefts in other offices in this building.
  - We have taken the following steps to minimize the risk of future thefts:
    - A sign in/sign out sheet for ALL visitors
    - A sign out/sign in sheet for the borrowing of all floater equipment
    - All floater equipment will be locked in the server room and only 3 people have keys to that server room: the IT person and 4 people at the management level.
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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Department of Education to get our Deaf Employment Training Center off the ground and running. With this partnership, Ohlone will be providing the curriculum development, curriculum implementation, and instruction for the Academic Skills and Employee Integrity Skills components of the training. DCARA will take the lead on the occupational training and employment placement, as well as the case management support services. DCARA and Ohlone will work together on the orientation and vocational assessment components of the program.

- Side Note: We submitted the application on Tuesday August 4th. We should hear by late September. The funding cycle begins on October 1st. Whether or not we get this funding, I will continue to work with Ohlone to develop the partnership into a more formal structure including the development of a Memorandum of Understanding.

- Second Side Note: we were able to get numerous letters of support for our FIPSE grant. While this was a necessary component of the grant application, it gave us an excellent opportunity to market our desire to implement DETC. Our letters of support came from CSD’s Career Center, Ohlone Vice President Jim Wright, Gallaudet Provost Steve Weiner, CSUN’s National Center on Deafness’ Director Roz Rosen, GLAD CEO Dr. Patty Hughes, NorCal CEO Sheri Farinha, Regional Technical Training Center (in Oakland) CEO Bernard Ashcraft, Department of Rehabilitation Supervisor Wendy Wilkinson, and Employment Development Department- San Francisco office Manager Linda Gomes.

- Department of Rehabilitation: We are currently in the writing phase of applying for funding from California Department of Rehabilitation’s stimulus funding for the Deaf Employment Training Center. There is only one segment of the RFP in which we fit their priorities and that is: “Programs, projects, and activities designed to improve functioning of the system for delivering Vocational Rehabilitation (VR) services and to improve coordination and working relationships with other State and local agencies, industry, labor, community rehabilitation programs, and centers for independent living.”
  - Side Note: We’re in the middle of developing the budget so we do not yet know how much we will apply for. The RFP is due Monday August 24th.
  - Second Side Note: apart from the stimulus funding application, we will be pursuing certification and vendorization with DOR so that we can enter a fee for service contract with them to generate revenue for DETC.
• First Five Alameda County: Once we are done with the DOR, we will turn our attention to the First Five Alameda County RFP, in which we will apply for our Family Connections program. There is a technical assistance training meeting tomorrow in which 3 staff will attend. The application is due September 15th.

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

Miscellaneous:
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- I want to recognize that two staff who have long used voice interpreting services and CART services have now sufficiently improved their sign skills to the point that they no longer require interpreters for meetings. This is a great example of referring back to our mission statement that mentions “celebrating ASL” and ensuring that we raise the bar in terms of expectations of improving sign language fluency in the agency.

- We have changed the name of our program from Parent Connections to Family Connections to reflect that parents are not the only individuals responsible for raising Deaf children; it is also the siblings, relatives, and grandparents who are often actively involved in the raising of a Deaf child.

- CAD and California Youth Ambassadorship Program:
  - At the March 2009 board meeting, Daniel Girard and Judy Gough gave a presentation and requested DCARA involvement in the form of representation at the conference and sponsoring a contestant at CDYAP. A motion that was passed during that meeting (Pedersen/Jackerson) asked staff to consider having a booth, sending representatives, and sponsoring one contestant. We are sending one staff member, Tanja Bierschneider, to be the representative for DCARA at the conference. We are not hosting a booth because our “sister agency” Deaf and Hard of Hearing Service Center of Fresno will be doing that. We are also the fiscal sponsor of Kayla Thomas who will compete as Miss Deaf DCARA. We wish Kayla good luck in the competition!

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

Old Business
None

New Business

MO91109-01
Phillips (Niyongabo) moved to adopt the following: This is to certify that we, the members of the Board of Directors of DCARA, do hereby give Executive Director James R. Brune, and in the absence of the Executive Director, Kathryn Canfield, authorization to sign any documents obligating or otherwise representing our

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agency. I, Liann Osborne, hereby swear that I am truly authorized to legally bind
DCARA to the above resolution as recorded in the Board Minutes. I am fully
aware that this resolution, executed on Friday June 12th, 2009 in the county of
Alameda is made under the penalty of perjury under the laws of the State of
California and that the signatures on the form are the actual signatures of the
persons who are authorized to sign on behalf of this agency, as described in this
resolution.

MPASSED

MO81109-02
Higgins (Kaufmann) moved that board approves May financial report as is.

MPASSED

ANNOUNCEMENTS

None

Meeting Adjourned at 9:00 PM.

Respectfully submitted,

Andrew Phillips
Secretary

____Accepted as read    _____Accepted as corrected