

July 13, 2010
DCARA Board Meeting Minutes

Meeting Called to Order: 6:33 PM

Present: Nancy Hammons , Chris Held, Patty Lessard, Jane Newkirk

Excused: Joe Fercho

Unexcused: none

Staff Present: Executive Director, Jim Brune

Visitors: Steven Richardson

Interpreters: Leah Bartell and Jennifer Mantle

MO071310-1 Fercho (Lessard) The ED Evaluation Committee moves that the Board accept the 2010-2012 contract for ED Jim Brune and the terms and conditions therein. MSPassed.

MO071310-2 Lessard (Hammons) moves that the agency use the line of credit to pay the balance to repair the DCC sewer with the understanding that the Board will increase fundraising by an equal amount by the end of the fiscal year to pay off the line of credit. MSPassed.

MO071310-3 Newkirk (Hammons) moves that we accept the following language to establish our conflict of interest policy. (Option #2)

MO071310-4 Held (Hammons) moves that Jane Newkirk be appointed as Board Secretary effective immediately.

MO071310-5 Lessard (Held) moves that the Members of the Board of Directors of DCARA do hereby give James Brune, Executive Director, and in the absence of the Executive Director, LaRonda Zupp, Director of Client Support Services, authorization to sign any documents obligating or otherwise representing our agency.

Corrections to the December 2009 minutes:

The minutes were approved as corrected.

Corrections to the March 2010 minutes:

The minutes were approved as corrected.

Corrections to the April 2010 minutes:

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The minutes were approved as corrected.

Corrections to the June 2010 minutes:

The minutes were approved as corrected.

Action Items

- ❑ Board recruitment committee to schedule interviews week of July 25, 2010
- ❑ Selection of new Board candidates done by the committee due first week of August

Officers' Reports

President: Chris Held

Jaime Jackerson is no longer on the board.

Vice President: Patty Lessard

A. ED Brune and VPres Lessard met last week to review and evaluate his performance this last year (2009-2010); to set up goals for 2010-2011; and to discuss his contract before we each were to be out of town.

Basically his contract is the same with the following additions: [N.B. NO salary increase. He said he will not accept an increase until his staff can get some kind of increase. The Finance Committee will discuss this topic at our next meeting and hopefully have something to bring to the Fundraising Committee.]

1) He has asked for a two-year contract

2) He has asked for 25 hours of mentorship which should run around \$2500. I need Treasurer Fercho of the ED Evaluation Committee to make the following motion: Fercho (Lessard) The ED Evaluation Committee moves that the Board accept the 2010-2012 contract for ED Jim Brune and the terms and conditions therein.

Then President Held and ED Brune will sign the contract.

B. I worked several hours with Secretary Hammons to get the March and April minutes prepared for Board approval.

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March has been finalized and will need to be voted on tonight.

Jane Newkirk and I worked on preparing the minutes for April. She will ask for your edits and a motion to pass those minutes as well.

I would like to remind you of due dates associated with reports for the minutes. Jane will review them with you tonight.

Also, once we get the minutes out on a regular cycle, the Board will have two weeks to review the minutes and complete any action items assigned to them.

Secretary: Jane Newkirk

- Filled out cards for Assembly members opposing AB 2072
- Met with ED Brune June 17 to write Board response letter to Mr. Tom Lee's June 2 letter to ED Brune. Submitted it to Board members for feedback, and mailed it June 20

Treasurer: Patty Lessard for Joe Fercho

none

Standing Committees

Board Development and Recruitment Chair: Chris Held

President Held sent inquiries to 3 people. One person has withdrawn his interest, and is waiting on a response for the other two.

Hammons, Held, and Newkirk are on the interview committee. Interviews will be at DCARA headquarters on Wednesday, August 25.

Fundraising Chair: Chris Held

None submitted

Strategic Planning Committee: Chris Held

None submitted

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Reports from DCARA

Executive Director: Jim Brune

Personnel:

- Program Developer position: As of today, Debby Buchan (who started on July 1st) will no longer be with us effective Thursday July 15th. We have immediately offered the position to the next qualified candidate and Susan Gonzalez has accepted. She will start on Friday, July 16th.

Agency Budget for 2010-2011:

- The agency budget for 2010-2011 will be ready for board approval at the August 24th meeting. The reasons that it is not being put to vote this evening are:
 - We still do not have a signed agreement with Self Help for the Elderly.
 - We need decide tonight how to budget for the DCC sewer line repairs.

Grant Writing/Contracts:

- We learned that we won the bid for the EDD contract for 2010-2011 but will be receiving \$16,000 less in funding.
 - We are able to absorb the loss through DSS funding.
 - We increased DSS percentage of time for the Pre-Employment position.
 - We increased DSS funding for EDD interpreting needs.
- We received word that the one-time funding for the Family Connections program via Santa Clara County was approved by the Board of Supervisors.
- Self Help for the Elderly
 - This is still pending.

Fundraising:

- No update.
- Oktoberfest Planning Committee is under way.
 - We need Board members to assist with securing silent auction items.

DCC:

- DCC was closed for a period of time because we had yet another situation with our sewer lines.

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- We have received four quotes and finally have some consistency with the assessment of issues related to our sewer lines.
- My recommendation is that we go forth with the quote from Evenflow.
 - Estimate: \$14,000 (based on a March 15th estimate)
 - Waiting to learn more information:
 - Does the estimate amount still stand?
 - When can they do the work?
 - How long would it take?
 - Would it require closure of the DCC?
- To cover the \$14,000 expense, there are a few options:
 - We have \$7,335 from the DCC Improvement Fund
 - The remaining \$5,765 can be funded by one of 3 options:
 - Our investments
 - Increasing fundraising revenue
 - Approving a budget for the 2010-2011 year with a deficit.

Staff recommendation: Increasing fundraising revenue.
- The Strategic Planning Committee has established a new group called The Friends of DCC.
 - I reported at the last meeting the purpose of FODCC.
 - The first meeting will be July 22nd (not confirmed).

Old Business

None

New Business

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ANNOUNCEMENTS

VP Lessard shared flyer from Fremont Bank announcing "B-Charitable". The bank will make an annual donation to your designated charity for those who have an account with them.

VP Lessard friend sent me a web address that donate money to charities – is DCARA is on the list.

EA let board know about Precision Graphics – donation page –

Hammons sent an email to all Board members about the Aug 28 chili cook off event which will be at FOG to benefit DCARA. Hammons is chairperson for this event, and is working independent from the Fundraising Committee/DCARA staff.

Meeting Adjourned at 9:03 PM

Respectfully submitted,

Jane Newkirk
Secretary



____ Accepted as read

__X__ Accepted as corrected