

# September 14, 2010 DCARA Board Meeting Minutes

**Meeting Called to Order:** 6:10 PM

**Present:** Joe Fercho, Chris Held, Jane Newkirk, Sharif Rashedi, Steven Richardson

**Excused:** Nancy Hammons, Patty Lessard

**Unexcused:** none

**Staff Present:** Executive Director, Jim Brune; ED Assistant Leona Galindo; LaRonda Zupp, Director of Client Support Services

**Visitors:** none

**Interpreters:** Jennifer Mantle and Leah Bartell

**MO091410-1** Held (Fercho) moves that Linda Drattell replace LaRonda Zupp as an authorized signature for DCARA checks. MSPassed.

## **Corrections to the August 2010 minutes:**

The minutes were approved as corrected.

## **Action Items**

- A new calendar needs to be established to guide the next round of Board recruitment to start in October. Newkirk will do this.
- All Board members will sell tickets to Oktoberfest.
- Rashedi and ED will check into internet conferences as a way to keep Board members connected

## **Board Orientation**

LaRonda Zupp, Director of Client Support Services, reviewed with the Board the 7 programs and 7 services DCARA provides.

## **Officers' Reports**

**President:** Chris Held

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1) President Held welcomed and introduced the new Board members Sharif Rashedi and Steven Richardson.

2) Lessard, ED Brune, and Held met last Friday to discuss about Board retreat on October 15 & 16. We will be discussing this during "Old Business".

**Vice President:** Patty Lessard

absent

**Secretary:** Jane Newkirk

Please follow protocol for submitting reports for the minutes.

**Treasurer:** Joe Fercho

As of 9/13/10 the update on the investment accounts are as follows:

AGZ was at \$13,823.50 - still at gain of \$263.91.

IEF was at \$12,097.50 - still at gain of \$619.08.

### **Standing Committees**

**Board Development and Recruitment Chair:** Chris Held

A new calendar needs to be established to guide the next round of Board recruitment to start in October. Our by-laws state we should have 7-22 Board members.

**Fundraising Chair:** Jane Newkirk

No report

**Strategic Planning Committee:** Chris Held

No report

### **Reports from DCARA**

**Executive Director:** Jim Brune

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### Personnel:

- Job Developer/Interpreter (Fremont) position has been filled by Dana Pope. She joined our team as of Monday, September 13<sup>th</sup>.
- Job Developer/Interpreter positions (San Francisco and Campbell) continue to be vacant. Positions have been advertised.
- Director of Client Support Services position will become vacant September 17<sup>th</sup>. This position has been advertised; however, this position will not be filled for the time being. Please see “State Budget” below for rationale.

### State Budget:

- We are now 75 days into the new Fiscal Year with no state budget passed. This is creating a strain on DCARA’s financial resources.
- According to one colleague from another “sister agency” who has a contact at the state, the budget is not expected to pass until after the November elections.
- This means that we cannot get reimbursed by our two largest funders – California Department of Social Services (CDSS) and Employment Development Department.
- We are awaiting one more check from CDSS for June 2010 expenses. This check should arrive within the next few weeks.
- At the current rate, we will probably run out of cash by late October.
- At this point, we will need to start borrowing against our line of credit (which is highly undesirable because our funders will not reimburse us for the interest accumulated).
- Action ED Brune has taken to address this issue:
  - ED has ordered an across-the-board freeze on expenses (this excludes payroll).
  - We contacted all of our debtors to inquire about the possibility of deferred payment without penalty.
    - The debtors to whom we pay mortgage and rent:
      - We are still waiting to receive responses.
    - All other debtors:
      - Most would not grant us this request. Two are allowing a deferred payment plan – the company who provides for our liability insurance and Comcast.
  - ED has postponed all action on replacing the bathroom floors until we have cash flow coming in again.
  - ED has put the hiring process for the Director of Client Support Services position on hold until the state budget has passed and ED knows if DCARA will face a budget cut (or not).
    - ED will be assuming the programmatic supervision of the Client Support Services department and will be

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promoting one of the Client Support Specialists to assume many of the administrative tasks.

### Telecommunications Education and Assistance in Multiple-languages (TEAM) Collaborative with Self Help for the Elderly (SHE):

- This is one of our newest contracts.
- SHE provided training for the entire Client Support Services (CSS) Department last Friday.
- This contract centers around providing complaint resolution services for Deaf and hard of hearing clients who are disputing charges on their telecommunications bills. As part of the contract, we will:
  - Provide outreach via public service announcements, media contacts, and meetings with legislators.
  - Provide consumer education workshops
  - Provide complaint resolution services.

### Grant Writing Priorities:

- The staff management team met and set the following priorities for grant writing (in order of highest priority starting at the top):
  - Santa Clara County funding that ends in June 2011. The RFP will come out sometime this fall. This funds:
    - Deaf Services Program in the San Jose office.
    - Family Connections program serving Santa Clara County
  - General Operating Support.
    - This includes:
      - Corporate giving programs
      - Private family foundations
      - Maintaining contact with foundations whose giving priorities do not fit DCARA's services now but could be a possible match in the future.
  - Employment Services
    - This includes the Deaf Employment Training Center
  - The fourth priority is a combination of several programs:
    - Hard of Hearing/Late Deafened Program
    - Deaf Multi-Cultural Program
    - Deaf Seniors Program
    - Any funding opportunity that comes up for any program.

### Old Business

The Board recommended to keep the monthly Board meetings at DCC due to public transportation access. Rashedi and ED will check into internet conferences as a way to keep Board members connected.

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**New Business**

**MO091410-1** Held (Fercho) moves that Linda Drattell replace LaRonda Zupp as an authorized signature for DCARA checks. MSPassed.

**ANNOUNCEMENTS**

Newkirk reminded the Board to help advertise for Oktoberfest, post flyers, sell tickets, and help solicit items for the Silent Auction. Receipt books were handed out and instructions on how to use them were explained.

**Meeting Adjourned at 9:04 PM**

Respectfully submitted,



Jane Newkirk  
Secretary

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

\_\_\_\_\_Accepted as corrected