

June 14, 2011 DCARA Board Meeting Minutes

Meeting Called to Order: 6:26 PM

Present:, Chris Held, Patty Lessard , Katie Murch, Jane Newkirk, Sharif Rashedi

Excused: Lindsey Feuer

Unexcused: none

Staff Present: Executive Director, Jim Brune; ED Assistant Rebecca Chow

Visitors: Patty Souza, Jax Levesque, Katie Canfield, Allison Bouman, Cynthia Jeanne Lee, and Mark Vanni

Interpreters: Leah Bartell and Jennifer Mantle

MO061411-1 President Rashedi (Lessard) moved that the floor be available to our visitors so they could express their concerns. MSPassed

MO061411-2 Lessard (Held) The Finance Committee recommends that the Board approve the Financial Reports for March 2011. MSPassed.

MO061411-3 Newkirk (Murch) moved to create a committee to research other non-profit boards on the topic of our 36 month separation policy before applying to become a Board member. A report is due August 9th and will be shared with the community. MSPassed

MO061411-4 Lessard (Murch) moved to accept the draft DCARA agency budget for FY 2011-2012. MSPassed

April 2011 Minutes: on hold until complete

May 2011 Minutes: on hold until complete

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Jax Levesque, Katie Canfield, and Allison Bouman all presented concerns about the community's perspective that an individual was hired that doesn't quite fit DCARA's philosophy. They requested more transparency in the evaluation tool, the system to measure communication skills, the candidate's involvement in the Deaf community and that communication skills should rank higher. A report of the process should be available for all to see.

In addition, regarding the DCARA mission statement says "of, by, for Deaf ", the community desires that DCARA enable Deaf individuals to use employment there as a stepping stone to build their skills.

June 14, 2011 DCARA Board Meeting Minutes

Cynthia Lee brought up that there is a population of people with lead exposure as children which can cause hearing loss. The problem is that the Deaf community needs a uniform signal that police officers will recognize that the person is Hard of Hearing or Deaf, such as cupping the hands over the ears.

Executive Director Brune responded to the community concerns by stating that the highest priority in this recent hire was strong management experience. We have many Deaf experts but in order to grow our programs, DCARA needs a person with strong managerial experience. In addition, ED Brune would like to hear how the community interprets the "of, by, for Deaf" philosophy and how it relates to partnering with hearing allies. He will do a vlog about the hire and present it to the community.

Katie Canfield closed by stating that she prefers a consultation partnership with hearing allies, rather than hiring them as staff.

Officers' Reports

President: Sharif Rashedi

A special meeting to continue Fit@50 discussions will be arranged in the near future.

Vice President: Katie Murch – no report

Secretary: Jane Newkirk

Please send me corrections to the minutes.

Treasurer: Patty Lessard

The "line of credit" has been paid off, and the Deferred Revenue to DSS is also at \$0.

Treasurer Lessard mentions every month that we are seriously behind in the amount of revenue the Board is supposed to raise. As of March we were over \$2000 behind. Please take a look at the numbers on that line as well. She am hoping that the Fundraising Committee has appointed the person who is to monitor Board commitments and can begin giving us a "nudge" when we fall behind.

The Finance Committee also discussed setting aside a particular dollar amount for the DCC maintenance. We would like to propose this to the Board and then let agency staff figure out how that will be reported to us.

We will be discussing the proposed agency budget this week. There is a direct connection between Board generated revenue and our ability to make the budget. ED Brune and Director of Administrative and Accounting Patty Souza have worked very hard to have a budget that does not have any negative numbers. We need to do our part to see that it stays that way.

June 14, 2011 DCARA Board Meeting Minutes

We currently have \$100,000 in our emergency fund which is good.

Standing Committees

Fundraising Chair: Jane Newkirk

Newkirk will send each member a copy of their donations to date for their information. Please contact her and Director of Administrative and Accounting Patty Souza to make corrections.

ED Brune announced the following results from recent fundraisers:

BADAR raised \$1,200 so each agency gets \$600. Our goal is to have more sponsorships and more teams for next year.

Tilden 5K Walk-Run had a \$11,000 net profit which was divided among the four agencies.

Tech Day net \$2,600 through sponsorships and booths.

Strategic Planning Committee (SPC): Chris Held

The most recent meetings were cancelled. We have not yet reapplied for the Taproot Grant which is due Sept 1st

FODCC now meets on the 4th Wednesday of every month in the late afternoon/early evening. The next meeting is in August. Vice President Murch will get back to the Board later about joining this committee.

Board Development and Recruitment Chair: President Rashedi

President Rashedi reports that we have two new applicants. Interviews will be set up within the next month with recommendations at the July meeting.

Finance committee – Treasurer Lessard

The investment policy from 2009 was passed out for review. This is to be discussed in more depth at the next month's meeting. The Board needs to know the importance of this policy (which was too aggressive in 2006), and update it when necessary.

Reports from DCARA

Executive Director: Jim Brune

Community News: The new Superintendent of the California School for the Deaf was announced today at 1pm at CSD. I look forward to meeting with the new Superintendent in the late summer to foster a new relationship between myself and the

June 14, 2011 DCARA Board Meeting Minutes

new Superintendent and ensure that the relationship between CSD and DCARA remains as strong as ever.

Personnel:

- Director of Client Support Services:
 - We are pleased to announce that this position has been filled by previous Board Member Chereese Holland. She comes to us with more than 20 years of experience in hospital administration, managing multi-million dollar operating budgets and capital budgets. She started on Wednesday, June 8th. Welcome, Reese!
- Job Developer/Interpreter (Campbell):
 - We are pleased to announce that this position has been filled by Sarah Ferrell. She comes to us with two years as an educational interpreter. She is a Bay Area native and is a graduate of CSUN (with a BA in Deaf Studies) and Castro Valley High School (where she took ASL for 4 years). Welcome, Sarah!
- Job Developer/Interpreter (San Francisco): This position continues to be vacant.

Employment Development Department:

- DCARA's response for the Wagner Peyser Funding RFP was submitted on Friday, May 27th.
 - This was probably one of our better EDD RFPs we've submitted because we included more information about the pre-employment needs of Deaf individuals.

Client Support Services Department:

- Tech Day event on Saturday June 11th was very successful
 - We had over 100 people in attendance.
 - There were booths from 13 different companies.
 - We had a panel of community members talk about movie captioning.
 - We had a presentation by DRA (Disability Rights Advocates) Executive Director Ben Foss about their services and legal issues impacting Deaf and hard of hearing people.
 - Revenue/Expenses Report:
 - We earned \$600 in booth fees
 - We earned \$2,250 in sponsorships
 - After expenses (\$210), our net profit was \$2,640.
- Program Reviews:
 - What are we trying to achieve?
 1. Work towards a program evaluation tool to evaluate the success/efficiency of each program.
 - a. It should be a 360-degree evaluation: both a self-evaluation and a supervisory evaluation.
 2. Ensure each program's goals and mission support DCARA's mission.
 3. Identify the needs for ongoing support to ensure staff success and success of program.

June 14, 2011 DCARA Board Meeting Minutes

4. Identify clear goals and mission of each program and purpose – program clarity.
 - a. Clear program parameters
 - i. What are the criteria for referring a new client? This new client will go to which program?
 - ii. What will each program do and not do?
 - b. Establishing clarity regarding cross-program referrals and cross-program collaborations.
 - c. Makes it easier to identify future potential funding opportunities
- Timeline
 - Phase#1:
 - Director of Client Support Services Reese (DCSS) to have 1:1 meetings with CSS team, individually (except for Deaf Services Team) June 10th through July 5th.
 - Share June 9th meeting discussion with CSS at June 10th
 - Criteria for program plan becomes guide for subsequent meetings
 - Phase#2:
 - DCSS to develop structure/template to guide each program towards development of program plan and to create structure for subsequent meetings by **July 18th**
 - DCSS to schedule the meetings with each program for July through October (2nd round of meetings to take place during the month of August) by **July 25th**
 - Phase #3:
 - Program Director Susan Gonzalez, DCSS, and ED Brune to meet and discuss first rough draft of program plans (meeting to take place sometime between September 6th to 16th)
 - Phase #4:
 - DCSS to have 3rd round of meetings and work on draft #2 during September
 - 5 Program Plans: target date of completion is **November 18th**.
 - RFPs start being released in late November
 - City of San Leandro
 - City of San Jose
 - County of Santa Clara (2)
 - City of Fremont (2)
 - DSS
 - City of Pleasanton
 - City of Livermore
 - City of Dublin

Community Relations Department:

- Fundraising
 - BADAR event (May 21st):
 - This was a very successful event with 10 teams participating.

June 14, 2011 DCARA Board Meeting Minutes

- This event resulted in a net profit of \$1,200, 50% of which goes to DCARA. The other 50% goes to CAD's Youth Program.
- Tilden Event (June 5th)
 - We had 300 people register for this event with approximately 200 people attending.
 - Please see attached for revenue/expenses report. The information is preliminary, **not** final.
 - Executive Director Brune participated in a radio interview with CBS Radio SF on May 24th.

Important Dates:

- June 18th: Juneteenth event hosted by our Deaf Multi-Cultural Program at DCC
- June 25th: One Year Anniversary of Club Saturday
- June 30th: Last day of the 2010-2011 Fiscal Year
- July 1st: First day of the 2011-2012 Fiscal Year
- July 15th: Agency-wide staff retreat at Preservation Park in Oakland

Meetings and Events Executive Director Brune attended:

- I attended the Department of Rehabilitation Model State Plan Public Comment meeting.
 - I gave public input about the importance of including pre-employment services for Deaf individuals in the State Plan.
- I attended the Ohlone College Interpreter Preparation Program exit panel on May 13th.
- I attended the San Francisco Club for the Deaf meeting on Saturday, May 14th to give an update on their request for sponsorship.
- I attended the Meet the Candidates event at CSD on May 23rd.
- I attended the NAD Spring Gala.
 - It was a wonderful opportunity to meet potential sponsors for our 50th Gala.
- I attended Satellite Housing's 45th anniversary dinner party in Oakland on June 2nd.
- I attended a meeting along with Hard of Hearing Specialist Linda Drattell to a meeting with BART officials as well as attorneys with DRA (Disability Rights Advocates) regarding accessibility of BART.
- I, along with Director of Administrative and Accounting Patty Souza, attended a workshop at CompassPoint, "NonProfit Sustainability" on June 9th.

Closing Remarks:

- I will be on vacation out of state from tomorrow afternoon (Wednesday, June 15) through Monday, June 20th and returning to the office on Tuesday, June 21st. I will be in the office Tuesday and Wednesday June 21 - 22. I will be on vacation again Thursday June 23rd through Monday June 27th, returning to the office Tuesday June 28th.

June 14, 2011
DCARA Board Meeting Minutes

- During my absence, Michael Baer will be the officer on duty. He can be reached at Michael.Baer@dcara.org or 510.921.0031. He works out of two offices. His VP number at the EDD Fremont office is 510.371.0223. His VP number at HQ in San Leandro is 510.343.6669.

Old Business

President Rashedi will investigate short term monetary and nonmonetary compensation goals for boosting staff morale as part of "Fit@50"

New Business

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Treasurer Lessard reminded us to advertise the 50th Gala coming up to everyone as it will be a prime fundraiser.

ANNOUNCEMENTS

The July meeting has been changed to the 19th.

Meeting Adjourned at 8:59 PM

Respectfully submitted,



Jane Newkirk
Secretary

_____Accepted as read

_____Accepted as corrected