

# July 8, 2014

## DCARA Board Meeting Minutes

**Meeting Called to Order: 6:30pm**

**Present:** Sharif Rashedi, Lonnie Tanenberg (via VP), Steve Longo, Dave Martin, Sina McCarthy, Jerry Grigsby, and Mary Garcia

**Absent:** Kenton Twidt (excused)

**Staff Present:** James Brune, Executive Director; Vanessa Phillip, Assistant to ED

**Visitors:** Patty Vanni, Director of Accounting and Administrative Services; Mark Vanni, Employment Specialist; Catherine Eller, Information and Referral Specialist- HQ; Victoria Munoz, Accounting Clerk II/ Payroll Specialist; Thomsen Young

### Officers' Reports

**President Rashedi:** Did not have much to report tonight as we have a lot to cover but will have some information to share during new business. Want to remind everyone that we will have an Executive session tonight so would like to keep on track."

**Secretary Longo:** Update on Board Grievance Procedure Policy and Arbitrary Counsel (held for later discussion per Rashedi)

- Board meeting minutes need to be finalized
  - Made two corrections to the draft: if a married couple comes to the board meeting, they will be noted as individuals, not as a couple and job titles of staff members will be included in the notes
- Starting the Oktoberfest committee

### **Treasurer Martin:**

- The meeting with Danny Lacey was last month- Brune took notes. To get the dividends transferred back into the fund for growth. Martin does not want to instruct Lacey on what to do without consulting the board for a vote.
- The SEI that we have now, we can take out
- Our portfolio is divided into 3 areas: 20/60/20 20% is reserved/ 60% is moderate/ 20% is aggressive. The investment should grow 7-9%
- We can borrow up to \$75,000 without penalties and it takes up to 3 days.
- Martin will share the notes from that meeting with the whole board. Rashedi already has them.
- Finance committee is working on making the reports more readable. They have created a snapshot of the finance report without a lot of details. Board members are to give any feedback about the change to Martin.
- Meeting schedule has changed to 1<sup>st</sup> Wednesday of the month at 4pm.
- The Investment Portfolio has not changed until we decide on what next steps should be taken.

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- The board could wait to approve the budget to include strategic plan costs until August, or it can approve the budget now and revise the budget in August.
- Agency budget needs to be approved soon. Board members will let Martin know if they have any questions about it because Patty Vanni can be called to clarify.
- The 1-6% is based only on our profits.

### Reports from DCARA

#### **Executive Director – Jim Brune: (See attached ED Report)**

- Welcome Mary Garcia to the Board of Directors. The ED is the contact person for questions regarding services and programs of DCARA.
- Reminder to the board to make an actual motion during this regular meeting of the motion that was previously passed via e-mail authorizing James Brune and Deborah O’Willow as authorized signatories for DCARA.
- DCARA was awarded \$374,000 from our EDD contract, the same as it was awarded last fiscal year (although DCARA applied for \$400,000)
- HQ lease renewal: With the new part-time Community Relations Specialist position, DCARA’s budget is very tight. The lease at HQ with Chavez Management was not up for renewal, but Patty Vanni found a way to renegotiate early. She saw an advertisement on the Internet listing another suite in the same building for about \$0.60/ sq. ft., which is less than half of what DCARA is paying for its suite at HQ. Chavez claims that the advertisement was not posted by them/ is not real. In any case, they renegotiated the 3-year lease. For July, August and September 2014, rent will be \$0.99/ sq. ft. By year 3, DCARA will pay \$1.40/ sq. ft., which is still less expensive than what it currently pays.
- Brune is still exploring the Navigator Grant and determining if it is a good fit for DCARA

#### **Committee Report:** (McCarthy)

- McCarthy hopes to see DCARA update their logo, as many other Deaf organizations are doing right now.
  - (Longo) If DCARA decides to change its logo, it should have a contest for the community to come up with new logo ideas. This will promote community involvement.
  - (McCarthy) The agency could recruit a CSD student, for a young person’s perspective.

#### **Action items:**

- 01-070814 McCarthy to work with DCARA IT Support to advise, assist and help launch the new website.
  - McCarthy met with the IT website committee and had a productive meeting. The committee is working on the sitemap before moving on to website’s appearance.
- 02-070814 McCarthy to work with DCARA on a logo revamp.
- 03-070814 General Improvement of DCARA Facebook, Videos and Photographs to achieve consistency with the Assistance of McCarthy.
- 04-070814 To pursue and help bring to the board options for DCC backyard and to make a decision. SR (open)

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- Update: Rashedi has a meeting with Angelina O'Willow and Patty Vanni about the DCC backyard and other DCC improvement projects.
- 05-070814 To work with Jim Brune to fix the Board Recruitment Form on the Website. Make it work. SL (open)
- 06-070814 To email vendors and to check for potential discounts as incentive for Board. SR (open)
- 07-070814 To work with Patty Vanni to get a Investment Portfolio Report for Board to follow and track our Investment performance. SL/DM (open)
- 08-070814 To expand and explain the Arbitrary Council aspect of the Board Grievance Procedure and finalize it for vote at next Board Meeting. SL (open)
- 09-070814 To research into how the Board can help bring about awareness to ASL being taught by members of the Deaf community at the Collegiate Level. SM (open)
- 10-070814 To expand on the Financial Stability Plan of the Strategic Report. Ongoing. ALL (open)

### New Business:

- MO070814-1 (Martin) Move that Treasurer instruct Danny Lacey to take dividends on mutual funds to reinvest back in to maximize growth. McCarthy seconds. MSP
- M0070814-2 (Longo) Board resolution for signature authorization for James Brune and Deborah O'Willow to sign all pertaining documents regarding DCARA. Martin seconds. MSP

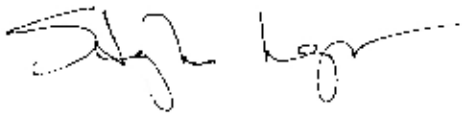
### Announcements:

- Danny Lacey will come for the August finance committee meeting
- Longo is starting the Oktoberfest committee. Interested people should contact him

### **Meeting Adjourned at 9:00 PM**

Executive session to follow

Respectfully submitted,



Steve Longo  
Secretary

\_\_\_\_ Accepted as read

\_\_X\_\_ Accepted as corrected

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### Executive Director's Report

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#### Agency Request for Motion:

- Board Resolution for Signature Authorization (ED Brune's May 19<sup>th</sup> Email)

#### Strategic Planning:

- From the community data plus previous internal-agency plans, we have determined 4 primary goals for our 2014-2017

##### Strategic Plan Report:

- Services
- Community Relations
- Human Resources
- Financial Sustainability

#### Community Relations Department:

- Provided a presentation as part of a panel of Deaf and disabled individuals for UCSF third year medical students
- We have just completed thank-you letters to SVGives donors
- Work has begun on developing a new DCARA website. More information about what the new design will encompass is forthcoming in upcoming months.
- The June issue of DeafLink has been released on DCARA's website, Facebook and eNews.

#### Family Connections Department:

- The Spring Deaf/Hard of Hearing Parent Education Series has been completed (as of the end of June).
- The Spring Family ASL Night class has been completed (as of the end of June)
- We will be providing a mini-class series of ASL classes in Watsonville
- We have now started the second year of the partnership with CEID.

#### Client Support Services Department:

- Held a successful #DeafInPrison film screening and community discussion afterwards. It was a full house at DCC.

#### Employment Services Department:

- Services through EDD:
  - Active Clients: 204
  - Enrolled Clients: 7
  - Placements: 6

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- Placement Numbers for the Year:
  - We have had 67 clients who have obtained their own employment (OOE) with 1 direct placement. This represents a total of 68.
    - This is an improvement from last year (52). Kudos to the EDD team!
- Deaf Employment Training Center:
  - Classes are suspended until July 21<sup>st</sup> to allow for the DETC staff to focus on program re-design.

### Accounting and Administrative Services Department:

- The Agency Budget for FY 2014-2015 (DRAFT version) will be presented at the July board meeting.
  - The Budget will include a reduced expense for the DCARA HQ lease.
  - The Budget will not include Strategic Planning costs.

### Deaf Community Center:

- The City of San Leandro will be installing low water sprinklers on the DCC property within 2 weeks.

### Advocacy:

- DCARA was involved in advocating for the captioning of movies at AMC Theater in Manteca. The captioning was supposed to have already been done per an agreement with AMC Theatres several years ago. Because of our advocacy, they will be prioritizing installation of captioning in Manteca.

### Grant Writing & Grant Development:

- The next grant we are working on is the renewal Employment Development Department RFP.
  - June 28, 2014 update: We were awarded \$374,000 (proposal was for \$400,000) for the 2014-2015 Fiscal Year.
- We are currently reviewing the Navigator Grant to see if it would be a good fit for DCARA so as to expand our ability to enroll D/HH/LD/DB individuals in Covered California.

### Personnel:

- We have hired a part-time temporary contractor, Michael Schmidt, to provide employment services in our North San Jose office while our staff there is on an extended medical leave.
- Community Relations Specialist: interview phase now
- Interpreter/Employment Specialist: vacant
- Deaf Employment Training Center Instructor Assistant: internal posting

### California Coalition of Agencies Serving the Deaf and Hard of Hearing:

- As reported in the ED Report in June, the meeting with senior administrators of the Employment Development Department took place on June 23<sup>rd</sup>. In attendance was ED Jim Brune, 3 other Coalition agency heads, plus two representatives from DSS' Office of Deaf Access. This meeting went very well. It was an opportunity for DCARA and the other sister agencies to highlight the employment needs of the Deaf, Hard of Hearing, Late Deafened, and DeafBlind community in California including basic skills training and including services to areas that currently do not receive employment services (Central Valley, Tri-County). The senior administrators discussed the possibilities of increasing the funding for employment services for D/HH/LD/DB Californians. No commitment was made and follow-up is needed.

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### Media:

- DCARA's segment on the local television news show "Profiles in Excellence" can be viewed at: <http://abc7news.com/uncategorized/profiles-of-excellence/145565/>

### Important Dates:

- July 26<sup>th</sup>: DCC Town Hall Meeting
  - 3-5pm: Meeting
  - 5-7pm: Picnic
- August 3-9: 1<sup>st</sup> Annual Family ASL Immersion Retreat
- August 18-23<sup>rd</sup>: 3<sup>rd</sup> Annual Literacy Day Camp by the Family Connections Department
- September 27<sup>th</sup>: Creative Photography workshop fundraiser
- November 2<sup>nd</sup>: Zumbathon Fundraiser
- November 15<sup>th</sup>: Annual Thanksgiving Feast to be held at DCC, FOG and in San Jose
- December 6<sup>th</sup>: Annual Deaf Community Night event at DCC

### Miscellaneous:

- ED Brune will be on vacation:
  - Thursday July 3<sup>rd</sup>
  - Friday August 1<sup>st</sup> through Thursday August 14<sup>th</sup>