

August 12, 2014

DCARA Board Meeting Minutes - FINAL

Meeting Called to Order: 6:15pm

Present: Sharif Rashedi, President; Lonnie Tanenberg, Vice President; Steve Longo, Secretary; Dave Martin, Treasurer; Sina McCarthy; Mary Garcia

Absent: Kenton Twidt (excused); Jerry Grigsby (unexcused)

Staff Present: Deborah O'Willow (DOW), Interim Executive Director (ED); Vanessa Phillip, Executive Assistant (EA); Patty Vanni, Director of Accounting and Administrative Services; Mark Vanni, Employment Specialist; Catherine Eller, Information and Referral Specialist- HQ; Angelina O'Willow, Deaf Community Center (DCC) Coordinator

Visitors: Pam Cavazos

Officers' Reports

President's Report (Rashedi):

- Welcome Deborah O'Willow as DCARA's Interim Executive Director
- We were going to have Danny present on the investment policy but he could not come.
- DCC renovation: One developer was very interested in purchasing the DCC property. We will not pursue the idea of selling DCC at this point in time. "Friends of DCC" (FODCC) program has been revived.
 - (Angelina O'Willow) Right now we are working on "the core" members: ED, Board President, DCC Coordinator, Patty Vanni, and any interested board members.
- There are four new people interested in joining board. Rashedi hopes to schedule interviews for next week hopefully on Monday 8/18/14 and Tuesday 8/19/14 but he will work with the EA to reserve the HQ conference room.

Secretary's Report (Longo):

- Longo will send a PDF version of the minutes with all the reports attached at the end, signed electronically with "x" (marked for accepted "as read" or "as corrected").
- Longo will take EA's suggestion to change the format of action items in the minutes. It will now list each action item with its respective update below the item.

Treasurer's Report (Martin):

- We can approve the Agency 2014/15 Budget now and then amend it as needed in December 2014.
- Martin will propose a motion during New Business that will change the authorized signatories to Deborah O'Willow and Linda Drattell.
- Margie Cooper has resigned from the finance committee. If any member on the board knows of interested people who would like to join, please let Martin know.

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- DOW has names she would like to submit. Who should she give them to? What's the process?
- (Rashedi) Once it has been determined that there are no conflicts of interest, board members should submit names of interested people to Rashedi and Martin directly, then to the whole board.

Reports from DCARA

Interim Executive Director Report – (O'Willow): (see attached report)

- DOW thanks former ED, James Brune, for his years of service and thanks the board for its vote of confidence in her.
- DOW is currently serving in two roles– Interim ED and Director of Family Connections. She is transitioning this month and will focus on her role as Interim ED fully starting September 2014. She will present her goals and ideas for her term as Interim ED at a later date. Her initial goals for DCARA are: clarifying boundaries throughout the agency, resolving lingering internal problems, and completing unfinished tasks (such as the employee handbook and strategic planning).
- DOW request feedback from the board about the format of her reports. She will continue the format that Brune has initiated, but is willing to change it to meet the needs of the board.
 - (Rashedi) Any new programs or grants (that is out of the scope of what DCARA is doing at the time), will be presented to the board first for approval.
 - (Tanenberg) The ED should share with the board when staff members are planning to resign or transfer, etc.
- DOW plans on making vlogs about the transition and general vlogs for current events at DCARA. There will also be a specified time to gather all staff members together and discuss the changes.
- DOW has a background in communications, experience managing large budgets (of over a million dollars) and experience managing staff of 10-20 people. DCARA will be the largest agency she has managed.
- Changes at DETC: In the past, students have had accelerated classes. Now, the same group of students will continue from July to December. Patty O'Sullivan does a weekly report on the progress of the program.
 - (Longo) Has DOW looked into creating a big brother/ big sister programs and implementing them at DCARA?
 - DOW has researched it, but those types of programs are dwindling due to cases of molestation. A program like that would not work here at DCARA.

Committee Report: none

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Action items:

- 01-081214 McCarthy to work with DCARA IT Support to advise, assist and help launch the new website. **Update:** (McCarthy) Website committee's most recent meeting was cancelled. Scheduling a meeting is becoming a problem. As a board member, where does she stand with giving staff deadlines to complete projects? (DOW) The IT department has a full plate. She suggests McCarthy set a meeting with Linda Drattell (Community Relations), DOW (Family Connections), and Bradley Rodrigues (IT) to establish IT priorities together.
- 02-081214 McCarthy to work with DCARA on a logo revamp. **Update:** same as above
- 03-081214 General Improvement of DCARA Facebook, Videos and Photographs to achieve consistency with the Assistance of McCarthy. **Update:** same as above
- 04-081214 To pursue and help bring to the board options for DCC backyard and to make a decision. SR (closed as of 8/12/14) **Update:** With the revival of FODCC, Rashedi is dropping this action item.
- 05-081214 To work with Jim Brune to fix the Board Recruitment Form on the Website. Make it work. SL (open) **Update:** Longo will now work with Bradley Rodrigues (IT) on this item instead of James Brune.
- 07-081214 To work with Patty Vanni to get a Investment Portfolio Report for Board to follow and track our Investment performance. SL/DM (open)
- 08-081214 To expand and explain the Arbitrary Council aspect of the Board Grievance Procedure and finalize it for vote at next Board Meeting. SL (open) **Update:** Longo is still working on the language for the procedure. He will give to Rashedi to review and then to a lawyer.
- 09-081214 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)
- 10-081214 To expand on the Financial Stability Plan of the Strategic Report. Ongoing. ALL (open)

New Business:

1. MO081214-1 (Martin) Move that Patty Vanni discuss with DCC lender to reduce interest rate with same year to complete loan term. Tanenberg seconds. MSP
2. MO081214-2 (Martin) Move to remove James Brune and Diana Herron on Bank of the West line of credit (corporate resolution to borrow/ grand collectoral) in place of Deborah O'Willow and Linda Drattell for authorize signatories. McCarthy seconds. MSP
3. MO081214-3 (Martin) Move to remove James Brune as signature at Bank of the West 4 accounts. All other signatures to remain Deborah O'Willow, Patricia O'Sullivan, Linda Drattell and Charese Holland. Tanenberg seconds. MSP
4. MO081214-4 (Longo) Be it moved that the board appoints Deborah O'Willow as Interim ED as of August 1st, 2014. Sina seconds. MSP
5. MO081214-5 (Martin) Move to approve the DCARA 2014/2015 Proposed Agency Budget with revision to be submitted at a later time. Garcia seconds. MSP

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6. MO081214-6 (Longo) Be it moved that Deborah O'Willow, as Interim Executive Director, is authorized to sign any documents representing DCARA. In her absence, Linda Drattell, as alternative representative, is authorized to sign any documents. Garcia seconds. MSP

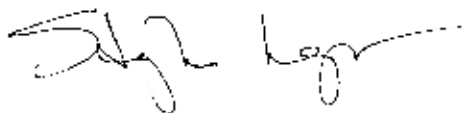
Announcements:

- (Longo) The board needs to determine the location for Oktoberfest soon. The event will be on October 3rd, 2014.
 - Longo will send all the details to Rashedi, so Rashedi can contact his list of beer sponsors.
 - Rashedi will add this to the action items list- POC is Longo

Meeting Adjourned at 8:50pm

Executive session held after regular meeting

Respectfully submitted,



Steve Longo
Secretary

____ Accepted as read

__X__ Accepted as corrected

Interim Executive Director's Report

August 12, 2014

TRANSITION

Two different types of transition happening since August 1, 2014-

- Agency Administration Transition - exploratory, reassurance, staff meetings

- Transition of my role from Family Connections Director to Interim ED

August 3rd - 8th Facilitated 7 day Family ASL Immersion Retreat

August 18th - 23rd Will facilitate Literacy Day Camp and Club Saturday

Plan to do Vlogs for DCARA staff and the Deaf community

Agency Request for Motion:

- **Board Resolution for Signature Authorization**

Strategic Planning:

Each Department presented its departmental goals which will be incorporated with the main Strategic Plan Report

- Family Connections
- DCC
- CSS
- ES and DETC

Community Relations Department:

- Website sitemap -- working with management team to find the key words to make up the tabs and sub tabs
- Volunteer Program -- procedure and policies completed
- Sponsorship Menu pending for approval
- Booths: DeafNation and ASL Celebration in Sacramento pending

Family Connections Department:

- First Annual Family ASL Immersion Retreat 8/3-8/9/2014 - SUCCESSFUL
 - Sharif 's short visit at the retreat 8/8/14
- Referrals for Family mentoring services have increased 40%.
 - Currently unable to meet the demands due to insufficient staffing
- 3rd Annual Literacy Day Camp next week 8/18-22/2014
 - Theme: Precious Earth
 - Brian Berry-Berlinski - program coordinator
 - Campers will develop their own Ebooks
 - Board members are welcome to visit the camp at DCC
 - Campers will showcase their work at Club Saturday on August 23rd

Client Support Services Department:

- CSS invited Talila "TL" Lewis, Founder & Board Advisor of HEARD - Deaf in PRision to speak to the community at DCC on July 29, 2014.

Employment Services Department:

- Services through EDD:
 - Active Clients: 203
 - Enrolled Clients: 6
 - Placements: 6
- Deaf Employment Training Center:
 - DETC classes started on July 21, 2014
 - Jenny submitted her resignation on July 22 or 23 and her last day was July 25, 2014
 - Kathy Maida will retire on August 29, 2014
 - DETC staffing:
 - Michael Schmidt, Career Exploration instructor
 - LaRonda Zupp, Job Retention instructor
 - Kathy Maida, instructor aide
 - two job positions: Employment Skills Instructor and Employment Skills Instructor Aide have been posted.

Deaf Community Center:

- The City of San Leandro will be installing low water sprinklers on the DCC property within 2 weeks.
- Hosted a successful Town hall on July 26th
- DCC, Jim Brune and Patty Vanni had a meeting with the interested property developers
- Friends of DCC will be revived.
- DCC plans to contact both Eric Roberts campus in Berkeley and Boy Scout facility on Davis Street to share their experiences of "rebuilding" facilities for their agencies.
- The city of San Leandro planted trees and repaired the driveway in front of DCC.

Personnel:

- Community Relations Specialist: reposted
Joanne Otsuki is currently temporary specialist until the position is filled.
- Interpreter/Employment Specialist: vacant
- Deaf Employment Training Center Instructor Assistant: external posting

Important Dates:

- July 26th: DCC Town Hall Meeting
 - 3-5pm: Meeting
 - 5-7pm: Picnic
- August 3-9: 1st Annual Family ASL Immersion Retreat
- August 18-23rd: 3rd Annual Literacy Day Camp by the Family Connections Department
- August 23rd San Jose Picnic
- September 20th Fremont Picnic
- September 27th: Creative Photography workshop fundraiser
- November 2nd: Zumbathon Fundraiser
- November 15th: Annual Thanksgiving Feast to be held at DCC, FOG and in San Jose
- December 6th: Annual Deaf Community Night event at DCC