

September 9, 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; Kenton Twidt; Sina McCarthy; Jerry Grigsby; Mary Garcia

Absent: (none)

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

Visitors: Judy Gough

Officers' Reports

President's Report (Sharif):

Recruitment -

Four people expressed interest in joining the board recently. However, one person was a recent employee and not enough time has passed since employment. Two others were not a good match for the board. The fourth person is scheduled to be interviewed next week. We will need to continue to recruit and look for diversity

Secretary's Report (Steve): minutes draft approval and final pdf format

Treasurer's Report (Dave): Board Finance Committee met on September 3rd and reviewed reports. The conference call with Danny Lacey covered the agency portfolio and suggested changes mainly in the cash to the investing portion. Lacey will contact Martin September 15th for upcoming dates. Hopefully, Lacey will purchase his airfare first. When he confirms the date, Martin will inform the whole board. The committee will start gathering information from other investment companies to compare their services with that of Lacey's. He has been unavailable too often. However, with Lacey's services, there is no penalty for withdrawal. Martin refers the board to the agency snapshot handout. Martin reminded Patty Vanni to follow up on seeing if Earl, the former owner of DCC, is willing to reduce the current interest rate. Martin has asked to see the latest 3 year strategic plans to provide estimates, but has received nothing yet.

Martin reports he attended the staff's Full Staff Meeting (FSM) where Interim ED, O'Willow presented her vision for the agency during this time of transition. Some staff showed their support and others have not let go of former ED, Brune. Some have not yet buried some of the old feelings.

Reports from DCARA

Executive Director – (DOW):

(See attached ED Report)

This interim position by definition is temporary; it ends June of 2015. O'Willow has until that time to set goals and achieve them for the agency. She will also work with the board on revising the ED job description. If it is ready by June, the ED position will be posted in July 2015. O'Willow has a 45 day plan

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which includes: identifying what is working, what needs to change, and what needs to be dropped or “cleaned up.” O’Willow reports that some people have been really supportive; other people are uncomfortable with change and that is normal. FSM with staff was a good starting point because everyone did activities that showed they were a part of the process.

Napa- DCARA reached out because Napa is one of our 14 counties. Relationship-building with Joseph from DAP is important. She learned that DAP is only one of many branches under DSS. The other organizations have training that DCARA could utilize. Tanenberg suggests O’Willow contact Marin Medical Reserve Corps Foundation (MMRC). O’Willow reports that DCARA has an emergency committee. Mark Vanni serves on that committee.

If any board members know of anyone interested in joining Friends of DCC (FODCC), please refer them to Angelina O’Willow.

Twidt suggests DCARA HQ lobby should have a picture directory on the wall, so clients can see a visual representation of the staff members who work there

Committee Report (Oktoberfest):

The event will be Friday, October 3rd 2014. The committee still needs to secure more volunteers- last year it had 8-10, but this year it only has 4. The committee will need to handle 3 areas: set-up/clean-up; entertainment, food and drink. O’Willow reports that DCARA has already started to receive money through PayPal from ticket sales. Rashedi says one board member and Patty Vanni will handle the money. Send any interested volunteers to Longo and Rashedi.

Action items:

O’Willow will ask Bradley Rodrigues in IT for the status on the website committee meetings and will inform him to contact McCarthy.

McCarthy has a meeting on September 27th for BA-ASLTA start up.

Longo will “clean up” the grievance process.

New action item: Rashedi will renew membership with Restaurant Depot (Jetro). He will send information to O’Willow and she will fill out the renewal application, so that the account can be active for Oktoberfest supplies purchase.

New Business: none

Announcements:

As always, board members are encouraged to attend and volunteer at DCARA’s upcoming events.

Garcia is hosting a workshop in San Francisco off 16th Street Mission. The topic is The Silent World: An Introduction to Deaf Culture. I will pass out the flyer for those who are interested. The target audience is hearing

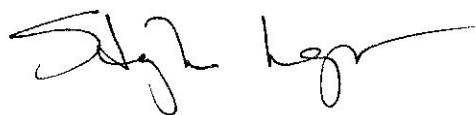
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families and professionals. Deaf are welcome to come. The event is on October 22nd, 2014 at 10:00am - 11:30am

Twidt has just returned from a lot of traveling and thinks DCC feels like a tax center, in that people merely come in and out. It doesn't feel like it has a strong connection to the community around it. There is nothing on the DCC property marking its rich history or honoring past donors.

Meeting Adjourned at 8:43pm

Respectfully submitted,



Steve Longo
Secretary

Accepted as read

Accepted as corrected

Interim Executive Director's Report
September 10, 2014

TRANSITION

Update:

August 29, 2014

Transition meeting-- Powerpoint attached

The meeting went very well. Dave Martin joined us.

The 45 day plan has begun.

NAPA EARTHQUAKE MEMORANDUM attached

DCARA reached out to NAPA region - one of our 14 counties

- Napa earthquake: connected with City of Napa and local agencies to offer services for the D/HH/LD/DB population;
- Vlog: Created through the efforts of IT Support Specialist, CSS Director and CSS staff to explain important contact information and local issues arising from the earthquake - the vlog reached 1,164 people through DCARA's FB page.

DEAF SERVICES ADVISORY COUNCIL (DSAC)

- Employment Services scheduled for September 25th at DCC
 - Vlog posted .
- Website presentation scheduled for December.

STRATEGIC PLANNING:

Patty O' Sullivan and Reese Holland gave their presentations on their department goals.

Management team (MT) will resume strategic plan (SP) work on October 1st.

COMMUNITY RELATIONS DEPARTMENT:

- Website sitemap: key words for sub-tabs for a new site map for the DCARA website that is visitor-friendly.
- Sponsorship Menu completed and pending for approval
- Volunteer Program -- Revamped Volunteer program to include a more in-depth volunteer handbook, detailed volunteer form, volunteer log to include more information for volunteers to record their efforts
- ABC License: regarding obtaining a one-year license rather than a daily event-specific license for each DCARA event, DCARA can apply for all events within the calendar year on one form, however must pay \$25 for each event indicated on the form. There is no annual fee to cover all events. The certified check has been made out to ABC and approval is needed from the San Leandro Police Department

- Booths
 - 6 Flags - Sept. 6th
 - ASL Festival in Sacramento - Sept. 18th
 - Deaf Nation - Oct. 11th
 - Ohlone - TBA
 - Open house at CSD in Fremont - November 11th

- Fund-raising events:
 - Deaf Art Show
 - Photography workshop -
 - Annual Campaign
 - Wine and Cheese event - cancelled
 - Oktoberfest? Whose responsibility is that? CRD or the Board?

- Website
 - Vlog: Napa Earthquake Information
- DCARA FUNDRAISING BUDGET FY 13-14
 - Actual vs Forecast spreadsheet completed. Looking good! Great news! Most Actuals exceeded above expectations! See attached.
 - Work in Progress to keep reconciliation of CRD donation database with Accounting report.

FAMILY CONNECTIONS DEPARTMENT:

- Family ASL Immersion Retreat was a successful retreat. Feedback from families will help bring in more families to our 2nd annual retreat.
- 3rd Annual Literacy Day camp was a successful camp, too! The e-books will be available soon for sale. The proceeds will go to Family Connections.
- The director's position is still vacant as it is being evaluated. Several possibilities are being considered.

CLIENT SUPPORT SERVICES DEPARTMENT:

- Final inspection of the San Jose fire department has been completed and passed.
- APEC committee is still ongoing and revisions of the policies and procedures are still progressing

EMPLOYMENT SERVICES DEPARTMENT:

- Services through EDD:
 - Active Clients: 188
 - Enrolled Clients: 10
 - Placements: 10
- Deaf Employment Training Center:
 - Trends:
 - New Student Registration challenge
 - Patio continues to reach out to 59 client whom have been referred by EDD staff (all five EDD offices) if they are interested in attending DETC.
 - Current Student enrollment decline
 - DETC program/class design challenge
 - Current # of students : 4 students

DEAF COMMUNITY CENTER:

- low water sprinklers on the DCC property - installed
- Friends of DCC committee meeting will be scheduled soon. 4 potentials will be joining the committee.

ACCOUNTING ADMINISTRATIVE SERVICES

- Human Resources training - Research in progress
- Employment Handbook - will be reviewed by IED
- Audit November 6th and 7th

PROGRAM DEVELOPMENT

- Grant Research:
 - San Francisco Language Access Community Grant will be released in Fall 2014
 - Tipping Point - declined due to DCARA's services not aligned with their priorities
 - Silicon Valley Community Foundation - RFP for Education Closing the Middle School Achievement Gap in Mathematics - declined due to DCARA's services not aligned with their priorities
 - Silicon Valley Community Network 's upcoming RFPs to be released by Santa Clara County in September 2014
 - Mortar Foundation <http://www.mortarfoundation.org/>
 - Introductory email to Mortar Foundation to see what the next steps may be. Outlined DCARA's mission re access to information and resources, encouraging community participation.
 - CARD - working with us to get funds for emergency supplies.

- Grant Compliance
 - End of Year (EOY) reports for City of Fremont and DSS
 - Communication with CCAF regarding DETC changes

PERSONNEL:

- Community Relations Specialist: Interviews completed. Status pending.
- Interpreter/Employment Specialist: vacant
- Deaf Employment Training Center Instructor Assistant: HIRED.
 - Ian Sanborn - start date: Sept 8th
- Information and Referral Specialist position vacant; being evaluated
- DETC Instructor position - interviews will be scheduled soon.
- Family Connections - potential 2 part time positions: Family Mentor and Family Advocate. Both job positions will be posted next week.
- CSS for Deaf Seniors' 20 hours to 25 hours effective Sept. 22nd
- IT/Webmaster 30 hrs to 1.0 FTE effective Sept. 22nd
- I/R position 40 hours to 30 hours effective when posted

IMPORTANT DATES:

- September 18th ASL Festival in Sacramento
- September 20th Fremont Picnic
- September 27th: Creative Photography workshop fundraiser
- October 11th: Deaf Nation Expo in Pleasanton
- November 2nd: Zumbathon Fundraiser
- November 11th Open House at CSDF
- November 15th: Annual Thanksgiving Feast to be held at DCC, FOG and in San Jose
- December 6th: Annual Deaf Community Night event at DCC
- December 19th: FSM Holiday party at DCC

SUPPORT FROM THE BOARD OF DIRECTORS

- What does IED need from the Board of Directors?
- How can the Board of Directors support DCARA?

1. Schedule a vlog for The Board President and IED for the community
2. Develop new fundraising events for this fiscal year 2014- 2015
4. Identify a person responsible for Oktoberfest ticket sales?
5. Invite the board members to attend our events and full staff meetings(FSM) : (not limited to)
 - Full Staff Retreat - September 12th
 - FSM - October 17th at DCC
 - Fremont Picnic Sept. 20th
 - Deaf Nation in Pleasanton - October 11
6. Arrange a special meeting to discuss and review expectations regarding DCARA's future direction.

Respectfully Submitted,
Deborah O' Willow
Interim Executive Director
9/10/2014

Memorandum

Date: Monday, August 25, 2014

From Deborah O' Willow, Interim Executive Director

Re: Earthquake / Napa Region

First of all, I hope everyone and your loved ones were ok yesterday.

In the light of 6.0 earthquake in Napa region, I feel compelled to communicate two important matters with you all at DCARA.

1. The Agency Emergency Plan committee (AEPC) has been working on developing a binder with AEP documents which will be available to us soon. In this case, Fatima sent me some Earthquake related documents attached to this email. Please review them. KEEP them available for quick reference for yourself and for the clients who may be asking for them. Thank you, Fatima.
2. I cannot emphasize enough how imperative that we come together and be available and prepared to help Deaf, Deaf Blind, Hard of Hearing and Late Deafened Earthquake survivors in Napa, one of the 14 counties DCARA serves. What can we do? Here is the list compiled for you to figure out.

Monday, August 25, 2014 – TOP PRIORITY

- Prioritize your work load to allow your availability to provide services to Earthquake survivors
- POWWOW with your supervisor and coworkers within your department to identify **who will do what**.
- Email me your action plans by **5 pm on Tuesday, August 26**.

What possible action plans? **“How”** is what you need to figure out.

- A. Develop a list of individuals and agencies with connections in Napa i.e. clients, agencies i.e. Red Cross and communicate with them about DCARA offering support
- B. Develop a series of vlogs and post them on DCARA website, Facebook, Twitter and all kinds of social media. What will be included on vlogs? This may be helpful to the survivors who have access to their own mobile phones or laptops in turn to view our vlogs. See examples below, but not limited to these:
 - Survivor tools
 - resource list
 - Information provided from news on TV, Internet, and newspapers of what are currently available in Napa area
 - locations of food bank and shelters
 - power outages
 - school closures
 - first aid
 - any red tagged buildings
- C. Learn and assess what kind of communication available for D/DB/LD/HH survivors
- D. Start Food and clothing drives for the survivors (as deemed fit)
- E. Provide advocacy as needed
- F. Confer with your supervisor to decide who to go to Napa
 - Identify a site for survivors to come to for assistance and resources
 - Communicate with the community there the date and location of DCARA services

This is as best as I could to cover all the bases. If you happen to identify an area or two of needs that are not mentioned above, please go ahead and take care of them. Do keep me posted via email. I will do my part networking and communicating with sister agencies, Red Cross and some interpreters there. I will in turn communicate with you via email the updates.

Together with our compassion, we are in to reach out to these children, adults, senior citizens, families and individuals and to offer support and services during this time of crisis. Your compassion, understanding and efforts are much appreciated!! Thank you.