

November 11, 2014

DCARA Board Meeting Minutes

Meeting Called to Order: 6:23pm

Present: Sharif Rashedi, President; Lonnie Tanenberg, Vice President; Steve Longo, Secretary; Dave Martin, Treasurer; Jerry Grigsby, Kenton Twidt, Judy Gough, and Pam Cavazos

Absent: Sina McCarthy, Mary Garcia Excused

Staff Present: Deborah O'Willow (DOW), Interim Executive Director (ED)

Visitors: Kevin Abrams

Officers' Reports

President's Report (Sharif):

October without doubt was a very busy month for us all. We have two months left in the year. I'd like to remind everyone that Board elections are coming up next month. It's time to think of nominations for Board President and Treasurer. I would like to interject that Dave has done a fantastic job as Treasurer and would highly recommend he be re-elected as he has not served a full term. Progress had been slow with many of the committees and it will get slower before it picks up with the approaching Holiday season. We need to assure that we keep the momentum going. DCN is coming up and with that is our usual Hal Ramger Award. I'd like all of you to start thinking of names and then submit them to me electronically. Keep in mind this is confidential so only share with the Board. We will vote and select someone before DCN (December Board Meeting). Your presence at the DCN is highly recommended. As this when we recognize all awards and achievements in DCARA.

Secretary's Report (Steve):

My apologies for short notice on October draft minutes but thank you for the edits and the final version has been submitted. Tom Murillo approached me about DBART (Deaf Bay Area Round Table) because he was asked by previous ED and submitted a list of 62 organizations with representative names and contact info. This wasn't followed up since last year so with recent community issues such as accountability and calendar conflicts, DCARA should initiate such meeting. It was suggested to add to Action Items list (AI).

Treasurer's Report (Dave):

DCARA Treasurer Report Instructed Danny L. to reinvest the idle case Oct 16 after the motion was passed last month. Patty Vanni has emailed me and informed that Frank Murray (DCC mortgage) has agreed to meet November 17 to discuss mortgage rates etc. Have asked Sharif to join along with Patty V. Finance Committee met Oct. 4 with Patty Vanni, Karen Bosley and I. Short meeting to introduce Karen Bosley to what we do on the committee. Did briefly cover on subjects Investment Portfolio, Finance Reports, Strategic Planning report. Karen has signed the confidentiality forms which Patty V has. We will work with her on teleconference if necessary. Had a phone meeting with Auditor on Thursday Nov 6.

Reports from DCARA

Executive Director – (DOW):

(See attached ED Report – Appendix A)

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Committee Report - none

Action items: (see Appendix B)

New Business:

MO111114-1 - Martin (seconded by Kenton) moved to get 3 bids for lights outside DCC by backyard for board review/approval with bids handled by Angelina as amended. MSP

MO101114-2 – Tanenberg (seconded by Kenton) moved to approve a grant application to Kaiser for a sub-contractor health care education in sum of \$30k. MSP

Announcements:

Meeting Adjourned at 8:28pm

Executive session followed afterward.

Respectfully submitted,



Steve Longo
Secretary

Accepted as read

Accepted as corrected

Appendix A:

Interim Executive Director's Report
November 11, 2014

INTERIM EXECUTIVE DIRECTOR

45 DAYS UPDATE:

- 6 staff left for 1:1 interviews
- Areas of improvement needed identified
- The infrastructure of DCARA being reviewed
- Professional development for all staff
- Recommendations for changes, staff support, trainings for staff
- Policies and Procedures
- Budget: Expenses and Revenues

ADMINISTRATION/ NON DIRECT SERVICES

- COMMUNITY RELATIONS DEPARTMENT
 - 2013-2014 Annual Report
 - Deaf Community Night
 - Deaf Link (Article by the Board of Directors needed)

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Deaf Community Center, San Leandro, CA

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- Fundraiser/ donation Plans
 - #Giving Tuesday 2014
 - Annual Campaign Letter
- GRANT WRITING & GRANT DEVELOPMENT:
 - October 17th : Letter of Inquiry for continued Disability Communication Fund - Submitted
 - For Deaf Employment Training Center
 - November 1, 2014: Kaiser Permanente Community Grant - SUBMITTED
 - For Family Connections
 - Santa Clara County
 - Due November 14, 2014
 - For Family Connections
- ACCOUNTING DEPARTMENT
 - Prepared for two days of audit.
 - Audit passed!

DIRECT SERVICES PROGRAM

- FAMILY CONNECTIONS DEPARTMENT:
 - 10/8: Invited to speak at the First Five Stakeholders Conference. Presentation was well received
 - 10/25: Hosted Club Saturday at DCC on October 25th. It was a successful event.
- CLIENT SUPPORT SERVICES DEPARTMENT:
 - APEC is close to final completion of policies and procedures. The committee has worked very hard on this for the past two years.
- EMPLOYMENT SERVICES DEPARTMENT:
 - EDD staff are doing great in their jobs as of to date, we have placed 23 people in jobs!
 - 10/17: Submitted LOI to Disability Communication Fund for Year Three.
- DEAF COMMUNITY CENTER
 - 10/ 18: Partnered with San Leandro Seniors and Deafblind communities to host its first Bazaar

PERSONNEL:

- Haruna Matsumoto accepted the job offer as a new Information &Referral staff and will start on November 12, 2014
- Interpreter/ Employment Specialist/ North San Jose EDD office – still vacant

IMPORTANT DATES:

- November 15th: Annual Thanksgiving Feast to be held at DCC, FOG and in San Jose
- December 2nd : Tuesday GIVING – Fund crowding event
- December 6th: Annual Deaf Community Night event at DCC
- December 19th : DCARA staff holiday party

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SUPPORT FROM THE BOARD OF DIRECTORS

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

- Invite the board members to attend our events and full staff meetings(FSM) : (not limited to)
 - November 11, 2014---Booth at the Open House at CSD -Judy Gough
 - November 15th -Thanksgiving Feast
 - December 19th– FSM Holiday Party
 - December 2nd – Tuesday Giving Participation
 - December 6 – Deaf Community Night

- Arrange a special meeting to discuss and review expectations regarding DCARA's future direction.
 - 45 days evaluation report asap
 - Review and draft a new ED job description - Feb. 2015
 - Development and implementation of new ED search process - April / May 2015

Appendix B:

DCARA Board Action Items

- 01-070814** To work with DCARA IT Support to advise, assist and help launch the new website. (SM) Open
(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
- 02-070814** DCARA logo revamp. (SM) Open Same as 01-070814
- 03-070814** General Improvement of DCARA Facebook, Videos and Photographs to achieve consistency with the Assistance of McCarthy (SM) Same as 01-070814
- 02-040814** To work with Bradley to fix the Board Recruitment Form on the Website. (SL) Closed Longo will now work with Bradley Rodrigues (IT) on this item. Further testing needed.
- 04-040814** To work with Patty Vanni to get a Investment Portfolio Report for Board to follow and track our Investment performance. (DM/SL) 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) Closed Longo submitted to President for attorney review.
- 06-040814** 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 (ALL) Open
- 03-040814** to email vendors and to check for potential discounts as incentive for Board (SR) Open New Action Needed: DCARA to renew membership at Restaurant Depot ASAP (Jethro) Update: Steve and Deborah have renewed the membership.