

December 9, 2014

DCARA Board Meeting Minutes

Meeting Called to Order: 6:25pm

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

Absent: None

Staff Present: Deborah O'Willow (DOW), Interim Executive Director (ED), Patty Vanni, Director of Accounting, and Mark Vanni, Employment Specialist

Visitors: Judi Fruge

Officers' Reports

President's Report (Sharif):

Debbie and the DCN Committee did a great job, I thought DCN was awesome! Thank you Debbie! Tonight, we have a lot to cover so I'd like to stay on topic as much as we can. I'm a little sad that my term as board president is up but at the same time I look forward to being able to focus on other things in my life. I will stay onboard as Past President until the new President is comfortable with the role and will continue to support the President and also I spoke to Debbie about this but I plan to be involved in the ED Recruitment process. I will be sharing some news regarding the Grievance Procedure and between that and Board elections will take up a fair bit of time. Let's get started with Treasurer Report as I know Dave has a lot to share with us.

Secretary's Report (Steve): Please review the November draft minutes.

Treasurer's Report (Dave):

Sharif, Debbie, Patty and Dave met with Frank Murray (DCC mortgage) November 17 and discuss mortgage payments etc. Frank then met with Debbie and Patty at the headquarter November 19 to confirm the balance on the loan we have with him. Showed about 309,000 left as of November 2014. He made some offers of different rates and length of loan which I've emailed all board members. This was added to the agenda at the Finance committee 12/2/14 and it was agreed more time for research on all options to be considered. Having the different offers and numbers for monthly payments the need to have Debbie and Patty see if the agency budget can sustain the additional amount. There were four offers with one staying same as is now. The other three were with rate difference and length of either ten or thirteen years. The offers were not with considerable drop in interest rates as in the going market rate. Finance Committee met Dec. 2 with Patty Vanni, Karen Bosley (via teleconference), Debbie O'Willow, Steve Longo and I. Discussions covered enhancing finance reports and how to achieve getting them more current and accurate. Investment Portfolio, Mortgage. Patty informed us that work has begun on Revisions to Agency Budget and should be completed sometime in Feb. 2015. The Finance Committee will do some research on other outlets like Grants, Loans for Non-Profit Org. Tax-exempt non-profit org. We will meet again Jan 12. I encourage all to help research and share findings. The more involved in finding ways to achieve goals with the budget would be beneficial. Investment Statement shows an increase of about \$4,000 in one month after moving the idle cash back into reinvesting. Still no word regards coming meet us all.

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Reports from DCARA

Executive Director – (DOW):
(See attached ED Report – Appendix A)

Committee Report - FODCC Update (Garcia):
FODCC will happen in 2015 and there will be some changes in DCARA. We will develop the action plan and goal.

Action items: (see Appendix B)

Election:

The results as shown below for the term 2015 to 2017 -
Steve Longo as President
David Martin as Treasurer (re-elected)
Mary Garcia as Secretary

New Business:

MO120814-1 Martin (seconded by Kenton) moved to get 3 bids for the lights outside the DCC by the backyard for board review and approve with bids to be handled by Angelina as amended. MSP

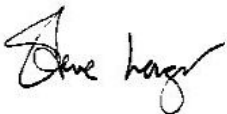
MO120814-2 Tanenberg (seconded by Kenton) moved to approve a grant application to Kaiser for a sub-contractor Healthcare Education in sum of \$30k. MSP

MO120814-3 Sharif (seconded by Tanenberg) moved that board dinner fund be deducted toward gift cards at \$20 each for the staff re:2014 holiday. MSP

Announcements: none

Meeting Adjourned at 8:28pm

Respectfully submitted,



Steve Longo
Secretary

____ Accepted as read

X Accepted as corrected

Appendix A:

Interim Executive Director's Report
DCARA Regular Board Meeting
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Deaf Community Center, San Leandro, CA
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INTERIM EXECUTIVE DIRECTOR

45 DAYS UPDATE:

- 4 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
 - CR Director Position is being reviewed for revision
Job will be posted on December 15th.
 - Community Relations Specialist position is being reviewed.
 - Deaf Community Night Planning Committee for December 6th
 - Deaf Link (Article by the Board of Directors needed)
 - Fundraiser/ donation Plans
 - Annual Campaign

- GRANT WRITING & GRANT DEVELOPMENT:
 - November 10th : Notification from Disability Communication Fund that Deaf Employment Training Center was not chosen for year 3 award
 - November 1, 2014: Kaiser Permanente Community Grant – SUBMITTED
 - For Family Connections' teen health program.

- ANNUAL DCARA'S SIGNATURE: THANKSGIVING FEAST! Successful! All three sites – full house!

DIRECT SERVICES PROGRAM

- FAMILY CONNECTIONS DEPARTMENT:
 - Increased number of families requesting for Family Mentoring services
- CLIENT SUPPORT SERVICES DEPARTMENT:
 - DCARA- SJ hosted first successful Town hall
 - Housing issues, ADA and caregivers for D,DB,HH,LD individuals and seniors need to be addressed. CSS and Family Connections departments will meet to develop advocacy strategies.

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- **EMPLOYMENT SERVICES DEPARTMENT:**

- DETC graduation is December 16, 2014
- DOR meeting with Charlene Crooks here at North San Jose EDD to talk about continuing DOR Vendorization for PVSA and CLST here at North San Jose EDD.

- **DEAF COMMUNITY CENTER**

- Arrival of New black sturdy lightweight tables
- Two meetings with Frank Murray discussing about the mortgage and possible interest reduction. Several options currently being reviewed.

PERSONNEL:

- Linda Drattell resigned on November 10, 2014
- Haruna Matsumoto will be resigning from her post on December 19th.
- Scott Mosley will resign on January 2nd to return to Chicago.
- Blair Rasmus will start as Family Mentor for Family Connections December 9th
- Interpreter/ Employment Specialist/ North San Jose EDD office – still vacant

IMPORTANT DATES:

- December 6th: Annual Deaf Community Night event at DCC
- December 16th : DETC graduation at DCARA San Jose
- December 18th: Annual Holiday Party at DCARA San Jose
- December 18th: Holiday Party – Deaf Seniors at DCC in San Leandro
- December 19th : DCARA staff holiday party
- December 24th DCARA may be closed half day
- December 25th: DCARA is closed
- December 31st : DCARA may be closed half day
- January 1st: DCARA is closed

SUPPORT FROM THE BOARD OF DIRECTORS

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

- Encourage Board members to attend these three events:
 - ~~December 6th – Deaf Community Night~~
 - **December 18th – Seniors Holiday party and Annual Holiday Party at DCARA San Jose**
 - **December 19th – FSM Holiday Party 12 pm- 4 pm**

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- If there is an important agency or system advocacy needed from DCARA, the ideal protocol involves making an appointment for a meeting with ED at the HQ or via VP to discuss advocacy needs and strategies for effective advocacy work.

- 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.
- 01-111214** To initiate DBART (Deaf Bay Area Round Table) with Tom Murillo chairing.
- 01-120814** KT will coordinate Art/Wine event on Jan 17 at DCC
- 02-120814** KT will chair second annual Drag event on April 18 at location to be determined
- 03-120814** Longo will contact Deafhood Foundation regarding the provision of Deafhood 101 course for the board in terms of time and money.