



## DHHSC BOARD MEETING MINUTES February 9, 2010

- I. Call to Order – (7:01) **Rosemary** W. Diaz presiding  
Board Members Present: Rosemary W. Diaz, President (RWD), Bryan Minas, Vice-President (BM), Sue Stone, Secretary (SS), Tami Garcia (TG), Jon Silva (JS), John Eberwein (JE), Ronald Reagan (RR),  
Board Members Absent: Jose Blanco (JB) (excused)  
DHHSC Staff Members Present: Michelle Bronson, Executive Director (MB), Jesse Lewis, Operations Director (JL)  
Visitors: Beth Lilley, Marilyn & Jovette McCallon, Jose Garcia, Thom Snyder, Susan Coulter, Becky Hirschhorn, Janet Drane, Michelle Ashby,  
Interpreters: Kathy Yoshida, Pam Warkentin
- II. Public Comments (3 minutes per visitor) Marilyn McCallon would like to know what is happening with the round table. Also, would like a senior citizens meeting here every month. She is concerned about lack of interpreting services in nursing homes.
- III. Approval of Agenda Items – M/S/P
- IV. Approval of **December 8, 2009** Board Minutes –M/S/P as read
- V. President's Report – RWD-- Board retreat on January 30 was awesome. We studied the by-laws and reviewed how to run a meeting. We discussed fundraising ideas, which the Board is excited and motivated about, and how to identify to what the fundraising will be attributed to. We decided that we need a list from Jesse and Michelle of fundraising priorities. There will be a Board group picture at the party Saturday night. There is a desire to improve services for at-risk children, particularly CODA children. RWD is on the ADA committee for Fresno County and recently explained to the Board of Supervisors issues of access for Deaf and HOH people. General impression of lack of understanding of these issues. RWD wants to be more aggressive in improving access. There is a list of ADA coordinators for each area and wants that information readily available for all DHHSC clients, community members, staff, and managers. Expressed pride in staff for doing an excellent job.
- VI. Vice-President's Report – BM congrats to RWD as President of Board, gave a general recap of the retreat, feels it was very beneficial. This is the end of my term; RWD gave him a gift and thanked him for his service, sad to see him go and hopes he will be back
- VII. Secretary's Report – VACANT-- no report
- VIII. Treasurer's Report – VACANT--report given by MB. We are in good shape. **January 31** Financial Report distributed and reviewed. Current checking and savings balance is \$373,894. Accounts receivable is \$189,265. Accounts payable is \$2,928. We have \$214,107 left to pay on the building mortgage. There is \$281,388 left to spend from the DSS grant by June 30, 2010. Brian asked for explanation about extra \$1000 in 'mortgage payable', which MB explained that the Board had approved in December to add \$1000 to each month's payment to pay down the mortgage faster. The board can rescind this at any time if we feel it is too much to spend. Correction to Treasurer's report: only 5 months to end of fiscal year
- IX. Executive Director's Report – Michelle Bronson

- A.** Today marks the one-year anniversary for MB and JL as Co-Directors of DHHSC!!
- B.** RFP (Request for proposal) finished last Wednesday. JL and MB completed an RFP for Department of Social Services to procure and maintain the primary source of funding for DHHSC. This is completed every three years. The concept of case manager has changed to client services specialist.
- C.** Razonda Munyaradzi has taken charge of planning the 25-year anniversary event Saturday and she has done a wonderful job along with the staff of DHHSC. Sorenson donated \$300 to sponsor the event, and we are waiting for confirmation from Purple Communications to sponsor \$250. We do not plan to use any funds from the Booster Club to support this event and/or prizes.
- D.** Merced position for case manager is still available. New person in Accounts Receivable (AR), Kyra Schleef, is HOH.
- E.** For painting the whole building and doing such a great job thanks to Jose Garcia, Thom Snyder, and Johny Maldonado.
- F.** Management team retreat is at MB's home on Feb 26
- G.** We may need a FT or PT interpreting position in the Merced office. Requests have tripled in the past year. Staff interpreter more cost-effective than free-lance interpreter; also improves availability and is supported by interpreting revenue
- H.** On February 9 JL and MB went to the Central Valley Coalition of Human Services meeting. We may collaborate with an agency on a domestic violence grant. Will meet March 16 @ 2pm at DHHSC.
- I.** April 22 meeting of the Legislative panel (about 100 people from NPO's) will be hosted by DHHSC.
- J.** DHHSC has been contacted by the Department of Children and Family Services to be included in their manual.
- K.** We recognize Kathy Yoshida and Shannon Simonelli for developing the interpreting mentoring program for CUSD interpreters. DHHSC has had positive feedback about this program.
- L.** The computer equipment is old. We need an IT position 5 hours/week to identify our needs and meet our computer/network requests. We would also like to replace our aging computers, if possible.
- M.** Martha's Vineyard is coming up. Request that the board be involved.
- N.** Valley Deaf Festival (VDF) is on Saturday May 15 from 10 am to 4 pm. Request that the board provide food services a they did last year. The theme is African safari but we won't be serving lion.
- X. Operations Director's Report – Jesse Lewis
- A.** L.E.A.P. program (Literacy, Empowerment & Advocacy Program): we are applying for \$15,000 from the Harden Foundation, but need to match the money.
- B.** We are sending out more requests for donations from Monterey area for services for families with Deaf and HOH children. We will also try to provide more presentations for example to fire departments, also in Salinas, Merced and Visalia. Next month focus is police depts.
- C.** Visor cards for police stops, to indicate what communication options a person needs, are available at DHHSC for \$1 to cover the cost of printing.
- D.** There are new business cards for the interpreting department.
- E.** Liaison positions in Merced and Visalia offices are open; we hope to fill them soon.
- F.** We are exploring an affiliation with United Way.
- G.** We are applying to Land-o-Lakes for a \$5000 grant.
- H.** We are in contact with Spanish radio stations for public service announcements about our services.
- I.** Staff development week Feb 4-5 was awesome
- J.** Final tally from Booster Club \$6,898.18
- XI. Committee Reports –

- a. Personnel Committee – RWD recently updated the completed evaluations of MB and JL based on recommendations that were presented and subsequent timelines for each
  - b. Bylaws Committee – SS--no report
  - c. Fundraising Committee – JS--May 8 exotic creature show is confirmed, JS will apply for funding from Zooband to support this event. Other possible events include Blackbeard's, a zoo event, and Johns' Incredible Pizza. JS discussed conflicts for reserving DHHSC building with MB. RWD reminded everyone about using SHARES card; DHHSC received its first check for \$300! They can be used at Savemart, Food Maxx, and Lucky stores throughout CA and are available at DHHSC headquarters.
  - d. Outreach Committee – CCO, MOO, SVO
  - e. Grant Monitoring Committee – RWD-- no report
  - f. DHHSC Roundtable –JB-- no report
  - g. Elections committee was set up adhoc as an emergency because the board had reached its minimum number. Now we are at 7 due to Bryan's term ending and resignation; therefore the Elections committee is no longer needed. Anyone wishing to join the board must follow the requirements as stated in the bylaws. Anyone interested in board membership please contact MB or RWD
- XII. General Board Comments –
- a. SS is attempting to gain access for theater at Fresno State. They will provide a real time captionist (RTC) and SS will report back. SF public library also good source for resources.
  - b. JS thinks the community email is not widely read and wonders if there is a better way to communicate to the community
- XIII. Unfinished Business –
- a. Motion to ratify Ronald Regan as a new board member, approved earlier this month by email vote of the Board: M/S/P
- XIV. New Business –
- A. Approval for board meeting to be on second Tuesday but change the time to start at 6:30 M/S/P**
  - B. Elections for Board officers:**
    - 1. VP: Ron Reagan M/S/P
    - 2. Secretary: Sue Stone with Tami Garcia as assistant M/S/P
    - 3. Treasurer: Jonathan Silva M/S/P
  - C. By-laws amended to more narrowly and clearly define the role of the advisory council. Accepted change M/S/P. (new bylaws will be posted after minutes approval)**
  - D. Agreed to waive the one-year requirement for being an officer on the board M/S/P (one opposed)**
- XIV. Public Comments (specific to agenda – 3 minutes per visitor) –Marilyn expressed admiration for the building painting and the new website and commended RWD for her presidency.
- XV. Announcements –
- A. 25 years of Committed Hearts to DHHSC on February 13
  - B. Mother/daughter tea party on February 27
- XVII. Adjournment – 8:55 pm

**Date of Next Local Board Meeting: March 9 at 6:30 DHHSC – Fresno**

***Please note this is a change in the time to ½ hour earlier***

Draft submitted by Sue Stone, DHHSC Board Secretary

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