



## DHHSC BOARD MEETING MINUTES

June 14, 2011

- I. Call to Order - 6:37 p.m., Rosemary W. Diaz presiding  
Board Members Present: Rosemary W. Diaz, President (RWD), Ronald Reagan, Vice-President (RR), Jonathan Silva, Treasurer (JS), John Eberwein (JE), Laura Casuga (LC)  
Board Members Absent: Sue Stone, Secretary (SS), excused  
DHHSC Staff Members Present: Jesse Lewis (JL), Operations Director, Shannon Simonelli, Interpreter Coordinator  
DHHSC Staff Members Absent: Michelle Bronson (MB), Executive Director  
Visitors: Marilyn McCallon, Jovette McCallon  
Interpreters: Pam Warkentine, Nikki Wolfe
- I. Public Comments (3 minutes per visitor): Marilyn McCallon - friend had a problem finding DHHSC since the sign is gone out front. Drove right past our agency since there is no sign. Noted the banner on the wall, but wondering if we can put the banner out where drivers on Fresno Street can see it. Roses are beautiful, but notice that they are wilted and wondering about watering the flowers. Concerned we spent all this money and now they are dying. Don't know who is responsible, when I checked no one was sure. RD - may need to trim the bushes to facilitate blooming. Jesse will talk with Michelle about the plants.
- II. Approval of agenda items - Jonathan needs to leave at 7:30 so would like to change the order on the agenda to accommodate. Will take agenda out of order.
- III. Approval of May Board Minutes - No corrections, no changes noted. M/S/P
- IV. Treasurer's Report - . May Financial Report distributed and reviewed:
- |   |            |
|---|------------|
| Checking/savings balance                | \$411,187  |
| Accounts receivable total               | \$257, 292 |
| AR grants                               | \$146,166  |
| AR interpreting                         | \$111,126  |
| Accounts payable                        | \$1,071    |
| Mortgage payable                        | \$169,964  |
| Board private fund balance              | \$4,302    |
| Per profit and loss overall (11 months) | \$65,800   |
| <br>                                    |            |
| Grant awarded for October 2011          | \$650,564  |
| Grant spend up to 5/31/11               | \$579,676  |
| Balance unspent for one month remaining | \$70,887   |
- V. President's Report – RWD
- A. Reporting an update on our progress with Addressing Captioning Together project (ACT). We had a meeting on May 25 which was very productive in leading to a renewed focus of contacting the major media TV news stations in our Central Valley to learn more about them and how captioning works and letting them know about our concerns regarding lack of access to visual information. Kyra was selected as part of the Media

News Team to contact the TV stations. Michelle and Kyra met with KMPH FOX news station last Friday and Kyra along with other ACT members will meet with KSEE 24 this Friday. We will reconvene on June 22 at 4:30 p.m. Vlogs are available on the DHHSC website. We are collecting stories via email or vlog on how captioning affects decisions made by news viewers. Send stories/vlogs to board@dhhsc.org. We need about 20 more people involved to truly be effective in our efforts.

B. Keep working hard to recruit more board members. The goal is to have 12 by December and start with 12 members in 2012. We have 6 now; possibly 7 soon. We still need 5 more. All board members need to email me to let me know who they are trying to recruit. If people are not interested in general membership please encourage them to consider honorary membership. Information is on the DHHSC website under the board page.

C. Normally we don't have a meeting in July. After discussion, decided on no Board meeting in July.

VI. Vice-President's Report - RR - no report.

VII. Secretary's Report - SS absent - no report.

VIII. Executive Director's Report - given by Jesse Lewis for Michelle Bronson

A. On May 11th, I presented on Deaf Culture and DHHSC's services for an ASL class in Oakhurst. Met two HH individuals in the class and provided them with referrals to DHHSC, including to Susan and Lisa H.

B. On May 12th, we had our managers' retreat to discuss our agency's budget, staffing needs, and needed services/programs. We had a stimulating discussion, and also developed some strategies to improve our system of updating client files and delivery of services.

C. We hosted our ASL Funland on May 21st, sponsored by First Five of Fresno. The event was a success and a lot of fun. We had more than 30 children and at least 100 people who attended. We surpassed our goals and had three Spanish-speaking families participate. We provided both ASL and Spanish interpreters to provide communication access. I would like to thank Katie Murch and her mother, Lesa Thomas, for presenting at ASL Funland. I would also like to thank Lisa Huffman for coordinating this event and for all the staff and volunteers who made this event possible. Thank you!

D. Two staff, one volunteer, and I recently facilitated activities for Norseman Elem. D/HH's end-of-year picnic on June 7th. We had a lot of fun interacting with the students and teachers. Thank you to Norseman's teachers for inviting us to serve as positive role models to the students.

E. Last, I participated in the National Summit of Deaf Education teleconference also on June 7th. It was a positive opportunity to serve as DHHSC rep to share feedback on how to include DHHSC, or any local Deaf agency, in a network system of parents, teachers, and administrators for the educational and social development of D/HH children.

IX. Operations Director's Report – Jesse Lewis

A. Recently all deaf service agencies funded by DSS Office of Deaf access were contacted regarding our advisory councils. They wanted to be sure that we were complying with having ACs and that they satisfied the requirements. They asked each agency to provide a report, and I was happy to do so- because I know that from the beginning DHHSC has valued the feedback that we get from Advisory Councils.

Actually, it is because we see the ACs as very important that we are working on changing it for the better this summer, including the use of video conferencing so that all four offices can meet on video.

I submitted my report yesterday, feeling satisfied with our agency and community's commitment to having a lot of good input from everyone that we serve.

B. I've also submitted a small grant application to Apple, asking for 4 computers. One for each office. The purpose is for our community members to be able to use them for research, job searches, homework, and e-mail.

C. We've added a section on our DHHSC Web site for Deaf-blind services. Please help us by sharing the information there with anyone you know will benefit.

D. As we've mentioned before, DHHSC has CTAP have had open house events in the Salinas office. I wanted to let you know that last Friday, they had 60 visitors in just a few hours, which CTAP says is the same as they get in a full day at their own centers. Most of the visitors were deaf and hard of hearing individuals who had never been to DHHSC before, so it's great exposure for us.

E. In our Salinas office, our Client Service Specialist Nicole's last day is next week. We wish her well and hope she has a happy and safe move. In the meantime, our temporary CSS Jacquie has agreed to stay longer to give us time to find a new CSS.

F. This Saturday, June 18th, Visalia has its annual picnic. Please come join us. We have flyers available for you with all details.

G. Also a reminder: It's not too late to buy your tickets to Visalia's 10th anniversary event. I've brought flyers for that as well. I also want to let you know that we've worked out a discount with the hotel where the event is, for \$10 off. Please ask us for the full details, thanks!

H. All is well with our agency. We hope you're all enjoying your summer.

X. Committee Reports –

A. Personnel Committee - RWD - no report.

B. Bylaws Committee - Have a draft sample of the revisions and for Article VIII. The letter from DSS indicated the called it Deaf Services Advisory Council, so we will change the name to the DSAC (Deaf Services Advisory Council). Total of 16 members (4 per office), minimum of 8 (2 per office). Would meet via video 6 times a year, every 2 months. Discuss and draft summary of discussion and submit reports to board. Will ask the DSAC for recommendations regarding board members, required to attend their own meetings, attend community events, submit summary report of meetings and provide to Jesse. 16 advisory members select 1 member to come to board meetings as a liaison and share their information. Each needs to develop their own standard operating procedures. Will submit to us and given to board secretary and Jesse. Not an expectation of a quorum. RR moves to approve revision to the bylaws as written with deletions of section 5 and 7 and revising section 1 to read "8 to 16" members instead of "6 to 16" M/S/P

C. Fundraising Committee - JS - July 16th animal event at DHHSC. Come and help support Jonathan to run event.

D. Grant Monitoring Committee - RWD - no report.

XI. General Board Comments: No comments.

XII. Unfinished Business: DHHSC sign - In order to place the temporary sign so drivers on Fresno could see it we would have to buy 2 signs to put back to back. I think we thought that the sign would be ready sooner than it has taken. It's hoped that after the vote tonight we can get the sign very soon. JE thinks we need to get the sign soon - it has taken too long. RD says that the delay has been because of the businesses bidding on the sign have not responded in a timely manner. (passed out information on the sign costs). MB has indicated that she will ask to add "Inc." to the end of Deaf and Hard of Hearing Service

Center. It will be 3 shades of brown within the lettering and logo of the sign. Need to add the connecting handshake logo to the sign. JS moved that discussion be opened. RR seconded. RR says the logo shouldn't be added because it may change, and then we would have to change the sign. JS primarily the concern is the cost - one at \$3000 and one at \$6000 - don't understand why there is such a big difference in the cost. JL says he was not involved in the process and doesn't know. RD indicates that David in HR got the bids. JS - Because of the great difference in cost, we would obviously want to go with the cheaper company. JL doesn't know if adding the logo would change the cost. RD - some flexibility to add logo since the lower bid is \$3000. Think we need to add the logo to make it clearer for the deaf community, add our "name sign" to the sign. JS - agrees it should be included. Symbolism and identity of the logo is valuable. Need to find out if adding the logo will increase the cost. RR - how often have we changed the logo? RD - unclear. Think it should be there for a long time. JL - don't think we will change the logo any time soon. Showed the small sign from front. RD - this is the only office that owns it's own building. They only have small locations above their doors for signs. Discussion closed regarding which vendor to pick. JS moves to close discussion/JE seconded. JS moves select Able Signs to create the new sign. RR seconds. Discussion closed. JS - final dollar amount to be determined by JL who will communicate price to board within the week regarding additional costs, if any. RD - should we order one more temporary banner if the process of getting the permanent sign will be more than 30 days. Everyone agreed.

XIII. New Business: Select and auditor for 2010-2011: JS - 3 prospects - Gary Leung, familiar with DHHSC, knows our goals, recommended we increase our monthly payment on the mortgage. Second, BKS, larger agency. Bid from BKS not very precise, but quite a bit cheaper than Gary. Taking a look at considering that agency. Third was a large agency and quite a bit more. Have options. JS recommends continuing with Gary because he has tremendous experience with our agency, very detailed, willing to reduce his bid to match the 2nd agency. We have been very satisfied with Gary. BKS bid letter told me really nothing, not how they operate, what they plan to do. JS moved to open discussion regarding the 3 bids. JE seconded. Discussion opened. M/S/P. JS - Gary has been our auditor for a number of years. Do not want the 3rd bid at all. My preference is Gary Leung. RD - issue came up because other businesses tend to change every 3 years. The CPA suggested we look at another person. JS - Gary's tendency is to be extremely detailed. BKS said Gary was using an antiquated unnecessary procedure that uses more paper, and that's why his bid was higher. Gary has offered to lower his bid by \$500. RD - any further discussion. Discussion closed. RD - need a motion to select an auditor. JS - move we continue with services of Gary Leung as auditor for upcoming year. JE second. M/S/P Rosemary to sign the auditor's bid on behalf of the board, but can continue to negotiate fees before we sign.

XIV. Public Comments (specific to agenda – 3 minutes per visitor):

A. Marilyn McCallon - Community Comments here in August - plans or ideas how to get the word out to the community to people have time to think about what they might want to share. How to motivate people to come? Suggest providing some kind of motivational draw to participate. RD - will look at the flyer from last year, but seem to remember that if they came for comments will get a free bingo card, and if they come to board meeting get another bingo card. Will use FB, Vlog, flyers, twitter.

B. Shannon Simonelli - full name of DHHSC important to have on sign that is placed out front, not just the acronym.

XV. Announcements:

A. Announced election of Beatrice Bejar from Merced. Board waived the requirement of 2 meetings. She had planned to be here tonight but her truck broke down on the way. Beth Lilly who is a staff member at the Merced office met her and recruited her as part of the Board. RR to officially notify her of her acceptance to the board.

B. July 16th animal event.

C. Visalia 10 year anniversary - established in August 2001, the only agency in place running on own budget without further assistance from DSS. We have been able to sustain it without outside funds. Need to show our support August 5th in Lamplighter in Visalia.

D. Look website to confirm July meeting

.XVI. Closed Session: (New board member) - Beatrice Bejar elected to the board.

M/S/P

XVII. Adjournment: 8:17 p.m.

**Date of Next Local Board Meeting: August 27, 2011, DHHSC – Fresno 4 p.m. to 5:30 p.m. during Community Comments**

Submitted by Laura Casuga, General Board Member, for Sue Stone, absent Board Secretary