



## DHHSC BOARD MEETING AGENDA

6pm, Tuesday, September 12<sup>th</sup>, 2017

- I. Call to Order – 6:15pm  
Individuals Present:  
Board Members Present: Janice Smith-Warshaw, President, Joshua Blanco - Vice-President (JB), Peter Crume, Secretary (PC), Jill Nolen- (JN), Justin Gaines (JG), Lynn Toschi (LT), Tim Spires (TS), Serena Johnson (SJ)  
Board Members Absent: None  
DHHSC Staff Members Present: Michelle Bronson, Executive Director (MB), Susan Coulter  
Interpreters: Pam Warkentin, Nicole Chance  
Other community members present: Sujeey Dupree
- II. Community Comments—limited to 3 minutes
- III. Approval of Agenda Items – JB moved to approve, TS second. Board agrees.
- IV. Approval of August Board Minutes – TS moved to approve minutes, SJ second. Board agrees.
- V. President's Report – Janice Smith-Warshaw  
August 19<sup>th</sup> Community Comments- Number of concerns
  - DHHSC staff member – issue was already addressed before Community Comments
  - Cameras in community room
  - Locking of cabinets in kitchen
  - Adding a grievance box in the lobby, in addition to the existing one for comments/concerns
  - Why Harvey is present at seniors' gatherings
  - Community room renters being charged for using an outdated laptop and projector

I want to give thanks to Paul Barnett for reviewing DHHSC's finances with the board.

Here is an overview of the monthly trainings we will have with the board in the next six months.

- October will have Steve Longo – DCARA board president and will give workshop on board members, we can and can't do. He will also discuss the Executive Director's role of what can and can't do
- November – Rosemary Wanis will explain the DHHSC organization chart and how the organization works. She will also discuss personnel training management.
- December- Not yet confirmed who will come, but we will have a person discuss the role of Executive Director in non-profit settings.
- January – We will have training on staff performance and evaluation. We will discuss what the evaluation system looks like for the agency at all levels.
- February – Non-profit strategic plan. We want the board to understand how we can help the agency with fundraising. Fundraising is challenging. Need to understand budget to see if we can have the training to develop skills.
- March – Look at strategic plan and basics of action plan. Need to understand goals and how to apply. Knowing short-term and long-term plan.

TS –Will those sessions be one hour before the board meeting each week?

JS – Yes, each of the training sessions will begin at 5pm before our 6pm board meeting.

I am excited about Deaf Awareness Week beginning this weekend.

VI. Vice President's Report - Joshua Blanco - None

VII. Secretary's Report – Peter Crume – None

VIII. Treasurer's report – Tim Spires

	<b>Through 8/31/17</b>
<b>Checking/savings balance</b>	144,801.24
<b>Accounts receivable grants</b>	213,567.91
<b>Accounts receivable interpreting</b>	97,453.25
<b>AR Receivable total</b>	311,021.16
<b>Accounts payable</b> (Outstanding bills not yet paid)	-7,567.32
<b>Board private fund balance</b> (Year to date balance)	-1,642.22
<b>Profit/loss Statement Overall</b> (for 3 months)	(20,151.83)
<b>DSS Grant for 16-17</b>	650,564.00
<b>Grant Spent up to 5/31/17</b>	111,003.21
<b>Unspent (10 month remaining) – ending June 30<sup>th</sup>, 2018</b>	539,560.79

IX. Executive Director's report– Michelle Bronson

**Financial Updates:**

Our HIV/AIDS grant application to Kent Richard Hoffman Foundation was declined, which was a disappointment as it would have provided more workshops and services focusing on this important area for our D/HH Community.

Our VDF sponsorship request to Central Valley Community Bank was also denied, but we are still waiting for confirmation from the other places I have contacted, such as EECU and Convo.

We are still working on several grants right now, including the one for Whitney Foundation, that I mentioned last month. We are trying to work ahead as we know this will be a busy fall season, especially with Deaf Awareness Week next week and Valley Deaf Festival in November.

We are also working on our End of Year report for CDSS, due Sept. 30<sup>th</sup>. Two of our grants, Fansler Foundation and Monterey Peninsula Foundation, also end on Sept. 30<sup>th</sup>, so we are wrapping up the grant cycles and completing the final reports.

To boost our fundraising efforts, we are spotlighting our Amazon Smile link and will kick off a new fundraiser through #GivingTuesday, starting this Friday. We are making bookmarks that will contain the links to Amazon Smile and #GivingTuesday, and we need everyone's help with distributing the bookmarks. The more we get the word out, the better success we will have with our multiple fundraisers.

The focus of #GivingTuesday is for our Family Services Program, and our goal is to raise \$50,000. We also want to tie the theme of #GivingTuesday with our Valley Deaf Festival (VDF) superhero/villain theme by encouraging people to be a hero and not give zeroes.

We are starting another See's Candy Fundraiser for the holiday season, which was successful for us last year. Who can deny chocolates?! Because it was an easy and successful fundraiser, we want to do this "sweet" fundraiser again. We would appreciate your support if you can also spread the word (and buy some chocolates!).

In terms of finances, one reason why the fundraisers are so important to us is because of the many expenses we are facing right now, including having to get a new roof, new computer server, two new toilets, and cover flooding expenses caused by a burst toilet pipe last weekend. As you can imagine, these expenses really add up, which is part of building ownership, but the fundraisers will also help cover the expenses, in addition to our specialized programs and services.

### **Agency Events:**

Please be sure to come to our Deaf Awareness Week (DAW) events next week! We have something going on almost every day and we would love your support and involvement. First one is Knockerball this Saturday, in conjunction with CADCV's Community Social. It will be a fun day, and I encourage everyone to come and socialize, eat, and knock each other out through Knockerball! It's a safe, fun way to expend your energy and release your frustrations. We have

flyers that show which event will be held on which day, so please get a flyer from the lobby or from our website ([www.dhhsc.org](http://www.dhhsc.org)).

TS - There have been some problems with people getting the DHHSC e-mails. I didn't get mine.

JB – Part of the problem is that we seem to max out on our distribution list

JS – Could you put the DHHSC events and board meeting on Facebook?

Susan Coulter – We normally don't put board meetings on Facebook, but we can.

X. Fundraising Chair report – Jill Nolen

- a. We will have our Knockerball event this Saturday. We've been working on a video for it. We've posted it on the Facebook page and it's also showing in the DHHSC lobby.

XI. General Board comments – None

XII. Unfinished Business

- a. Deafhood workshop – I know that we would like to have it, but there seem to be financial needs because of the repairs needed for the DHHSC building

MB – I think we could find other sources because we need it.

JSW – I would like to have a board to vote on it.

TS – I know we've talked about have some financial assistance for people who can't afford it, but I think we should have a full price.

JSW – We have two options. First, all the people who attend pay the price. 2. The board pays for the speaker's costs

MB – Perhaps, we can find a donor.

JSW – It's a full four days. Thursday-Sunday. I paid \$175 for the full training for Deafhood part I, and then again \$175 for Deafhood part II

MB – Of those attending, how many are women?

JSW – It seems that there are many on the list that I have.

MB – We could use the Robert Panara's Foundation (Women and Children's fund) to help the women attend. My thought is that we can use the fund to help the women attend the Deafhood workshop.

SJ – I move we use the money for to the use the funding to pay for six women to attend the Deafhood workshop. JB seconds. Board votes in favor.

TS – I move that we use board funds to set up and reserve a speaker for the Deafhood workshop. JG seconds. Board votes in favor.

- b. Fixing the concrete sidewalk outside of the DHHSC office

- i. MB – They've finished the work, but several people have found that there is an odd bump in one area and we have called the company to fix it, but others have said it's great.

- c. Replacing the DHHSC restroom door

- i. MB – Harvey got information that the cost would be \$495, but we have an idea of a potential donor.

- d. VDF Food
    - i. MB – Board needs to decide who will do the Safe-Serv certification training.
    - ii. JG – I have checked into it but I don't have all the details.
    - iii. JSW – Can you check to see how we can get the training?
    - iv. TS – I think it's an online course.
    - v. Lynn Toschi – I think it's \$15.
    - vi. Jill Nolen – The online course takes about an hour and it costs \$15.
    - vii. JSW – I can do the online training.
    - viii. JB – So you'll take the training and get the certification?
    - ix. JSW – Yes, I can do all that.
  - e. Community comments – Addressed during the Executive Director's report.
- XIII. New Business
- a. Ending of board member – Justin Gaines –
    - i. Justin can renew his status on the board. We will look into the details.
  - b. EDD signatory authority form approved by the Board allowing the Executive Director and Personnel Service Director to sign all EDD forms.
    - i. Board members approved the signatory authority online and the Board President Janice Smith-Warshaw signed off and submitted the necessary paperwork
- XIV. Public comments: 3 minutes *specific to the agenda*
- XV. Announcements
- XVI. Closed session
- XVII. Adjournment – 7:35pm