



**DHHSC BOARD MEETING MINUTES**  
**March 11, 2014**

I. Call to Order – 6:11 Jonathan Silva, vice president (JS)  
Board Members Present: Sue Stone, secretary (SS), Chad Catron (CC), Tess Contreras (TC), Brianna Berg (BB)  
Board Members Absent: Amanda Sortwell, president (AS), Jill Nolen (JN), Melissa Sortwell (MS), all excused.  
DHHSC Staff Members Present: Michelle Bronson (MB), Executive Director  
Visitors: Alexander Sanborn, Beatriz Pieto, Salvador Garcia;  
Interpreters: Pam Warkentin, Kristen Del Rosario

- II. Public Comments (3 minutes per visitor) – none
- III. Approval of Agenda Items – approved by consent
- IV. Approval of **February** Board Minutes – approved by consent with minor changes
- V. President’s Report – AS none
- VI. Vice-President’s Report – JS will meet with AS and MB to discuss concerns, recent community issues, and needs for improvement of the agency. D/HH community needs more education so that we rise above complacency. Have 3 upcoming interviews for Board members. Please we are still taking applications so contact me if you are interested.
- VII. Secretary’s Report – SS no report
- VIII. Treasurer’s Report – CC  
**February** Financial Report distributed and reviewed.

Checking/savings balance	\$251,128
Accounts receivable total	\$324,731
AR grants	\$193,401
AR interpreting	\$131,330
Accounts payable	-6,990
Board private fund balance	\$2,170
Profit/loss	\$47,166
Grant awarded 2013-14	\$650,564
Spent	\$438,903
Unspent	\$211,660

IX. Executive Director’s Report – MB

We have had no phone for 5 days. It is a provider issue and we have no idea why but anticipate it will be corrected soon. The email is still working.

#### Financial Updates:

We are very pleased to share with you that we received the Susan G. Komen for the Cure funding for our Breast Education and Support Team grant proposal. We received the full \$14,000 we requested, and BEST is to start in April. We would like to thank Susan G. Komen for the Cure for their support. SC will provide these services. One position is open. We also applied for the Fansler Grant to fund our Family Services Program. The goal of this grant is to provide services, including ASL instruction and parenting classes, to families with D/HH Children and Deaf parents with CODAs. Same idea as when we applied for funding from First Five of Fresno and Fresno Regional Foundation: we want to provide family-oriented services to our community, and this is another possible grant to do so. This grant will provide supplemental funding to our existing staff, and if we need additional support, we can use funding from this grant to create a part-time position (only for this grant).

#### Gala Updates:

We are thankful that Central Valley Mayors' Committee is sponsoring 10 individuals to attend the Gala, and we have eight tickets available. For those who wish to attend the Gala but cannot financially afford to do so, please see or contact Shelley Stout, our Fresno Client Services Specialist, to let her know of your interest. We are collecting names and each person's reason(s) for wanting to attend the Gala, and one week prior to March 28<sup>th</sup>, the registration deadline, our committee will select eight deserving individuals. We encourage everyone to attend our 30<sup>th</sup> Gala, if possible, because this is a special milestone for us.

#### Building Updates:

In response to the break-ins over Thanksgiving, we are now having security cameras installed both inside and outside our building for safety purposes. This will aid us in monitoring our building and parking lots, and also to provide extra support to the front desk, if a problem arises. For example, if we notice anything suspicious, or if there's an angry or argumentative person in the lobby, we can come to the aid of the front desk person. We will be able to call the police, if needed, without first walking into a rude surprise or potentially dangerous situation. The security cameras will also provide us with clear images of thieves if DHHSC got broken into again, which I do hope will not happen. This will also provide protection for our staff.

We are also going to purchase cages for our ground air conditioning units. Our outside air conditioners have been tampered with several times and recently one was twisted around in an obvious attempt to be stolen. One air conditioner was stolen from a nearby building, which we do not want to happen to ours. In addition, we are finding that our back area where the air conditioners are stationed are serving as some sort of a lavatory because we are finding urine and soiled jeans. With a cage over the air conditioners, people cannot get back there.

#### Outreach Office Updates:

We have finally found a new office site for our Salinas Outreach Office. Because HUD purchased the complex where our Salinas Office has been stationed for the past 14 years, we have to move. Fortunately, HUD is paying for our moving expenses, including a moving truck, electrical and technical hook-ups, and printing costs to replace our brochures and materials with the old address. The new office building is ADA-compliant, clean, decent, and meets our needs. Wayne, our Salinas Coordinator of Client Services, worked closely with an agent for the past five or so months, searching for an office that meets our requirements, and this is the only office that meets both our budget restrictions and office standards. Harvey, our Services Personnel Director, has also seen many potential offices, and this office is the only one our staff likes. Of course, the new office costs a bit more, but because California Telephone Access Program (CTAP) use some of our space with their equipment display case and Wayne's time to assist

their clients, they will help with the price difference. The plan is to move into the new office by end of March.

Training Updates:

On our Staff Development Day last Friday, we had training on stats, which was a good review for many of our staff. We have noticed that our stats were declining, which did not match our staff's many complicated client cases. Because we have some new staff, we figured it would be a good time to have a discussion on how to properly record stats and the importance of documenting everything we do. In addition, we had outside presenters who explained Child Dependency Court, which described the process of children being removed from the home, and Entitlement Benefits for those who are on both Medi-Cal and Medicare. There is a new program and clinic under Health net for people on Medi-cal and Medicare.

JS: Both the Fansler Grant and Salinas office move had been approved by the Board in emails earlier this month. Ratified both M/S/P.

- X. Committee Reports –
  - a. Bylaws Committee – SS none
  - b. Fundraising Committee – JN none
  - c. Grant Monitoring Committee – JN none
- XI. General Board Comments – BB date for VRI workshop April 26.
- XII. Unfinished Business –
  - A. Rummage Sale date set for June 21
  - B. Ratification of new meeting time & date agreed to via email for 2<sup>nd</sup> Tuesday each month from 6-7:30 PM still here at DHHSC. M/S/P
- XIII. Public Comments (specific to agenda – 3 minutes per visitor) – none
- XIV. Announcements –
  - A. GALA for DHHSC 30<sup>th</sup> anniversary Saturday April 5, 5-11 PM
  - B. Martha's Vineyard Saturday, March 15 @ DHHSC
  - C. Annual Deaf Women's Conference May 3, lunch, special topics,
  - D. 1<sup>st</sup> annual Deaf Men's Conference June 7
- XV. Closed Session—Board Private Fund
- XVI. Adjournment – **6:43**

**Date of Next Local Board Meeting: Tuesday April 8, 6-7:30 PM @ DHHSC – Fresno**

Submitted by Sue Stone, DHHSC Secretary