



DHHSC BOARD MEETING MINUTES (November 11, 2014)

I. Meeting called to Order at 6:05pm by Jonathan Silva, Vice President (JS) with introductions to the Board members.

II. Board Members Present: Jonathan Silva, Vice President (JS), Chad Catron, Treasurer (CC), Melissa Sortwell, Secretary (MS), Brianna Berg, Public Relations (BB), Jill Nolen, Fundraising Committee (JN).

*Board Members Absent: Sue Stone (SS)- excused, Tess Contreras (TC)- excused, Justin Gaines (JG)- unexcused

*DHHSC Staff Members Present: Michelle Bronson, Executive Director (MB)

*Visitors: Alexander Sanborn, Beth Lipston, Skippy Sumner, Shawn Hunt, and Lauren Marshall-Turner.

Interpreter: Pam Warkentin and Nicole Wolfe

III. Public Comments – none

IV. Approval of Agenda Items – JS: would like to add a closed session to the bottom of the agenda prior to adjournment.

V. Approval of October Board Minutes – approved unanimously via email, computer was having technical difficulties for last minute hard copies.

VI. President's Report – N/A

VII. Vice-President's Report – JS: We need to discuss our bylaws. Our past secretary took an extended leave of absence which is not present on the bylaws so that will need to be added. Also, we need to address a time of joining The Board with the Advisory Council to make it clear. The action plan from community comments has been established and tonight we will begin the process and determine the order of those plans. We will prioritize those items and decide who will lead them etc. Two months ago, during our board meeting it was discussed that we don't need to meet every month. We have many tasks that are concerned long-term and so we will consider transitioning to every 2 months in 2015 and will approach that to our Executive Director. This year VDF will be at Clovis Memorial Building again, but we need to figure out responsibilities for food preparation so we will have a short meeting in closed session to accomplish this.

VIII. Secretary's Report – MS: none

IX. Treasurer's Report – CC:

October Financial Report distributed and reviewed.

Checking/savings balance

\$314,007.32

Accounts receivable total	\$285,435.75
AR grants	\$182,668.36
AR interpreting	\$102,767.39
Accounts payable	-\$2,814.04
Board private fund balance	\$1,124.31
Profit/loss	\$33,222.64 (for 4 months)
Grant awarded	\$650,564.00
Grant spent	\$222,662.08
Grant unspent	\$427,901.92

X. Executive Director's Report – MB

Funding Updates:

First, I am sorry I was not here last month - I caught the stomach flu and did not want to spread that, thanks Jon for covering. We have received a new grant through the Monterey Peninsula Foundation to fund the REAL program in the amount of \$9,200. It started on November 1st and will end October 31st of 2015. I would like to thank Sorenson Communications and their sponsorship of \$1,500 to VDF, which is in addition to EECU's sponsorship of \$1,000. It costs a lot of money to run this event and there have been increases recently, for renting the facility, decorations, audiology, etc. So on that note, and the fact that it is hard to find sponsors, we've decided to host it every 2 years. Bob Harris also donated \$100 to VDF, and all of these sponsorships are to offset the increased costs for hosting it. AT&T was the first to sponsor our event with \$1,000, and we are very appreciative of each of our sponsor's support. Be sure to come to this year's VDF as the next one will be in November of 2016! As you know Martha Coletti has lost her husband Reno Coletti and she has decided to donate the money from his memorial fund to DHHSC. The amount of \$43,629.35 will financially support our ROCK program and Literacy Programs. We are very grateful for Martha's continuing support and to honor Reno's memory through these very important services. Thank you Martha! We are humbled and deeply appreciative of your continued trust in DHHSC's mission to serve our Deaf and Hard of Hearing Community.

Training Updates:

Diana Lee, Taylor Galanti, Shelley Stout, Nicole Sanchez, and Ceryl Parreira attended the Resources for Independence Central Valley's 5th Annual Self Advocacy Conference on October 10th. The purpose was to share resources and tips on how to encourage and empower clients to self-advocate. The workshops were very beneficial and also included a presentation by a man with autism on behalf of his book called, "Unintentional Humor". It is about how people with autism perceive the world very literally, so idioms are taken at face value, not figuratively. DHHSC purchased the book because it's also perfect for use with Deaf and Hard of Hearing clients. A number of us also participated in the National Alliance on Mental Illness (NAMI) five-week training to better understand people with mental illnesses and how to provide better service and support to them and their families. We each received a certificate and resource guide that will benefit the agency as a whole. Some staff updated their CPR/First Aid certificates at our recent Staff Development Day, as we have to undergo required training every two years.

Staff Updates:

We are sad to share that Nicole Sanchez's last day with us will be December 15th. She is currently serving as our Merced Client Services Specialist, and her desire is to return to school and complete her degree in Food Management with an emphasis on Food Inspector. We are proud of her and wish her all the best.

Agency Updates:

Harvey Bradley and I met with local and state DOR administrators for 2 1/2 hours on October 20th, including Jeff Lubman who is Program Coordinator for the Deaf and Hard of Hearing, Rudy Maynard, Debbie Rose, and Paula Kinsel to discuss our concerns DOR services and our local RCD. These concerns were brought up during the Employment Forum in 2012 and we were finally able to meet with the involved persons to do a comprehensive review of past and current problems. Harvey and I are now scheduled to meet with Debbie Rose on a monthly basis to review authorizations and referrals to ensure efficiency in processing. We do not want any potential DOR consumers to fall through the cracks. If you know of anyone who has any concerns, please refer that person to either me or Harvey so we can follow up with DOR. On November 4th, United Way 2-1-1 Resource Specialist Monica Blackman, visited DHHSC. I gave her a tour and description of all our services and programs, and it was a great meeting. She is the contact person for Toys for Tots, which I am thrilled with because we needed someone who can donate toys to our center for our needy families who cannot afford them during the holidays. She also provided me with a contact for First Five of Fresno quarterly meetings so I can start meeting the personnel. These are the people I need to know as we have applied for grants through them but with limited success. Connections do make a difference!

XI. Committee Reports – none

- a. Bylaws Committee – none
- b. Fundraising Committee – JN: look forward to seeing you all at VDF!
- c. Grant Monitoring Committee – none
- d. Public Relations is new and will officially begin in 2015.

XII. General Board Comments - none

XIII. Unfinished Business – none

XIV. New Business – JS: We will send out a community email after the meeting to make you aware of what's going on with the results of this information.

XV. Public Comments -

Beth Lipston: In regards to DOR, glad there is progress but who here at this office handles DOR – a representative?

MB: Omar is a staff member that approves the paper through Sheila and then Omar will work with that client in providing services.

Beth Lipston: Okay, I am deaf individual and I have a hard time finding a job. If I go to Omar and fill out paperwork, then that will go to DOR?

MB: You may contact Sheila, she has 48 hours to respond to any community member trying to contact her.

Beth Liptson: So if I haven't heard, do I reach out to you?

MB: Yes, after the application is sent to Sheila, it takes 3 months to process. However, if no contact is made we will document that and make DOR aware at our monthly meetings.

Beth Lipston: So if there is a frustrated individual that is told that they need to do all the work in filling out the application, will they contact DOR for that?

MB: So that means the client goes to Omar for additional support, but the client is independent to their own extent, he will not go out and pick up applications for the client.

Beth Lipston: For Jonathan Silva -How are Bylaws regulated?

JS: There are standard Bylaws for all organizations, however, each individual entity will also have their own bylaws that reflect those needs. We recently recognized there was some info that was not yet established (for example Sue) so we will address and provide parameters for that.

Skippy Sumner: Back to DOR discussion...in term of time frame –is that 1 year or?

MB: We really just want to get the process in motion but have no time frame right now - whatever is necessary.

JS: I would like to add -our issues with DOR affect not just us but hearing as well. We finally have contact with a person, so this is a big breakthrough and now there is a supervisor who is aware of what is going on. We will see how it plays out.

Skippy Sumner: I am concerned about the Fresno area.

JS: I agree, it is concerning.

MB: I want you to be aware that I appreciate your patience and now we finally met with the right person, even her direct supervisor did not know about the issues. We were instructed to work with Sheila, and please keep in mind that we at least have guidelines now.

Beth Lipston: Every year VDF takes place and now it will be hosted every 2 years -what about the fundraising etc?

JS: Interesting you brought that up, I had the same thought. However, the energy level for an event that size is larger in comparison to the amount of profit.

Beth Lipston: But we never know what next year will look like (the economy). Maybe we can set up a savings fund?

JS: True we will trial and error first, if it does not work then we will go back to every year.

MB: I would like to add, since the costs are going up and sponsors are going down (last year we barely broke even), we are considering taking a break so that maybe we can make changes to improve it by the following year -more fun etc.

Skippy Sumner: At the Roundtable meeting there was a discussion about the frustration of not being able to work weekends and the organizations are going down. So maybe we can see more things happening on weekdays?

MB: But we also have families.

JS: We will explore that soon, it is a good topic to discuss.

Alex Sanborn: question for Michelle -have we thought about looking to other places to host VDF?

JS: This is not the right focus for this discussion at the moment. If you have ideas or tips for the future and you may come to DHHSC and drop your opinion. Really the issue is the management of the organization and sponsoring etc.

MB: Also, many community members have expressed their preference for the Clovis Memorial Building.

JS: As Michelle said, we barely broke even on profit, so it will not generate more funds but good for community -this is just a break to give it a trial run. Also to Michelle - in regards to paper applications, how will DOR and DHHSC adjust to compete with online applications?

MB: Omar is working with someone online for that, but there are requirements that the individual must do as a job-seeking employee.

JS: Paper trail?

MB: There is a log yes.

Public comments end.

XVI. Announcements –

MB: VDF flyer on wall 11-4, hoola hoop competitions and limbo and lights. Also, Break The Barriers will be coming to perform at 2:30pm. Entrance is \$5 and free for ages 5 and under.

Food will be 50's style hotdogs, hamburgers, and fries, as well as a raffle. Saturday Nov 22nd.

Pam Warkentin: Some of you have already seen it but Dec 5th we will be here at DHHSC Friday night from 6pm-9pm. There will be a dessert auction and a guest speaker will come give an inspirational speech. He's from the Fremont School for the Deaf and this is not just an event for interpreters, but for deaf and hard of hearing as well. The event is free.

XVII. Closed Session – 7:03pm

XVIII. Adjournment – 7:03pm

Date of Next Local Board Meeting: (March 10, 2015 at 6:00pm) DHHSC – Fresno

Draft submitted by Melissa Sortwell, DHHSC Secretary

*******GET SIGN-IN SHEET*******