



DHHSC BOARD MEETING MINUTES
September 8, 2015

- I. Call to Order – JS 6:08
- II. Board Members Present: , Jonathan Silva, VP (JS) Sue Stone, Secretary (SS), Melissa Sortwell (MS), Jill Nolen (JN), Justin Gaines (JG)
Board Members Absent: Chad Catron, treasurer (CC) unexcused
DHHSC Staff Members Present: Michelle Bronson (MB), Executive Director,
Visitors: list is filed with the minutes 1
Interpreters: Pam Warkentin, Nikki Wolfe
- III. Visitor Comments (3 minutes per visitor) none
- IV. Approval of Agenda Items – approved by consent auditor’s report moved to front, add new business voting on new member, add discussing term limits;
- V. Approval of July Board Minutes – approved
- VI. President’s Report – JS Has reviewed the minutes from community comments and we will address at next board/management meeting. Terms are expiring and we need a plan of action.
- VII. Vice-President’s Report – JS
- VIII. Secretary’s Report – SS
- IX. Treasurer’s Report – JS Fiscal year started in July. MB optimistic about the coming year. We have secured some good interpreting contracts. Hoping to have enough interns to send out. Also cutting expenses.
 July and August Financial Reports (not reviewed due to absence of treasurer)

	<u>July</u>	<u>August</u>
Checking/savings balance	\$243,804	\$357,698
Accounts receivable	\$243,804	\$304,246
AR grants	\$138,943	\$182,200
AR interpreting	\$104,860	\$122,046
Accounts payable	\$6,387	\$9,441
Board private fund balance	\$220	\$803
Profit/loss	(\$8363)	(\$27,399)
DSS grant	\$650,564	\$650,564
Grant spent	\$55,366	\$103,400
Balance of grant	\$595,177	\$547,163

X. Executive Director's Report – Michelle Bronson

Funding:

We were unfortunately turned down by Community Foundation of Merced County to expand our Client Services Specialist position as it is currently only part-time. It is a very small foundation but now that we have applied for their grants, hopefully we will have better luck next time. Had WS with fundraising person and she told us that most supporters like to fund an ongoing project, not pay off a debt so we are reevaluating our requests based on that advice..

Agency's Updates:

We recently switched over to a new phone system as our old one was outdated and dropping many calls. I apologize for any frustrations that our old phone system may have caused and it is my hope that we do not lose a single call. Callers now have options of leaving a message with a specific individual or department, and all feedback thus far has been positive. If you are experiencing any difficulties with reaching someone here at DHHSC, please let either Harvey or I know.

CDSS's Updates:

Lakisha Stricklen, our CDSS contract analyst, will visit each of our four offices during the week of September 21st-25th, which is also our Deaf Awareness Week. She will be inspecting each of our offices, meeting our staff, and updating our inventory list for each office. From now until then, we will be preparing and cleaning up our offices in anticipation of her visit.

Staffing Updates:

Rochelle Greenwell's, our Salinas Client Services Specialist, last day is tomorrow, Sept. 9th. She accepted a new job as a Case Manager for Deaf Plus individuals in East Bay, and we wish her all the best. She will be greatly missed, and she has done great work with the Deaf Latino Community in Salinas and local schools with Deaf and Hard of Hearing students. It is our hope that we can continue our connection as we now have a resource for Deaf Plus individuals.

We have hired Kristal Rios to fill Rochelle's position as she was our temporary person last year, and we want to ensure a continued smooth delivery of services.

Kathy Yoshida, our Interpreting Services Director, will officially retire on September 15th. She is the first known person to retire from DHHSC and has been with the agency for 28 years. As you may know, she is also engaged and will soon marry. We are very happy for her and will dearly miss her when she retires. The good news is she will become a freelance interpreter for DHHSC and hopefully join the Board next year, after waiting for a period of one year. She will still be around but in a different capacity, and we want her to enjoy this new chapter of her life.

We are still interviewing candidates for the Information and Referral/Volunteer Coordinator position. I would also like to take this moment to thank Cat Murphy, Jane Datsko, and other staff interpreters for assisting with front desk coverage. Thank you.

Please encourage people to apply for the Merced Client Services Specialist position as we are looking for the right person to work alongside Cheryl Parreira, our Merced Coordinator of Client Services.

Staff's Trainings, Workshops, & Activities:

Rochelle Greenwell was recently chair of the youth program for Deaf Women United conference held in Berkeley in July. She did a fantastic job of coordinating activities for young Deaf women and was recognized at the closing banquet. I was very proud of her.

Shelley Stout, our Fresno Client Services Specialist, and I also attended the Deaf Women United conference to represent DHHSC and to take advantage of the many educational workshops that were offered. It was a great networking opportunity for us, and I was glad that DHHSC and the Central Valley were represented there; I also saw Sheri Farinha from NorCal and Debbie O'Willow from DCARA there. In addition, it was great seeing some ladies from our community there!

I also provided a presentation to North Fresno Rotary Club in late July, to explain DHHSC's services and programs. There were about 70 members there, and the judge who invited me to come also requested that I do another presentation to a group of judges in October. I, of course, accepted and look forward to this opportunity to share about DHHSC.

Our management team and Sue Stone participated in a wonderful fundraising training session provided by Dana Zupanovich Lucka from FSU last month. She has vast experience in fundraising, particularly the Silent Garden project at FSU with Dr. Paul Ogden, so we were hoping to learn from the master. She provided us with some great exercises, which I would like for us to focus on during our next month's board/management team meeting. Cultivating relationships.

Also in August, I attended a Sandler's Training hosted by United Way of Fresno on how to identify and successfully "pitch to" potential donors. The training provided a great way to dialogue with interested individuals who would be compatible with supporting DHHSC's mission and goals.

XI. Committee Reports –

- a. Bylaws Committee – SS no report
- b. Fundraising Committee – JN We had to cancel soak me Pah due to the drought and some other issues. New event Nov 7: I coach gymnastics and the gym will host a fundraiser, this is in the works. October restaurant fundraiser. Keep an eye on FB
- c. Grant Monitoring Committee – JN no report

XII. General Board Comments – JS why was Merced County grant declined and please explain the application process MB reviewed these issues

JG need to do something to increase the energy of the Agency. Maybe meet in a different environment. What will happen to the DB support group without Kathy? MB: Stephanie and Sharon will take her place in that. Next meeting is on the 16th and Kathy will be there.

XIII. Unfinished Business –none

XIV. New Business –

- A. Auditor's report: unqualified opinion indicating that we concur with the financial information presented. No exceptions. 1) \$2200 profit was a nice surprise 2) fairly good financial situation 3) debt is paid off. Better off than most! Lots of improvement since I was last here 6 years ago. No specific recommendations.
 - B. Approval for Erin and Kyra to be authorized signers for interpreting contracts. M/S/P
 - C. Terms of Service DHHSC Board members SS and JS. Should we follow the bylaws or make an exception because our numbers are dwindling. Who will act as president? Will we have a quorum? We have waived the by-laws in the past and may need to do it again. JS is willing to stay until we have a more stable board and someone who can function as President. Motion to waive the by-laws so that JS can continue for one more year. Discussion. M/S/P
 - D. New board member Justin Blanco: born and raised in Fresno, excited to be a part of the Board and my desire is to draw additional deaf leaders. I am motivated and want to make a difference.
- XIV. Public Comments (specific to agenda – 3 minutes per visitor) glad to see the Board making improvements Ann Klinetob
- XV. Announcements – Halloween party October 30 7-10 haunted house doors open at 6, music
- Deaf awareness week September 21-25 working on the fliers. Tuesday, September 22 the interpreting department has an ice cream social and trivia event. September 24 Susan Coulter plans special presentation on autoimmune disease. On the 26th the DB carnival at the Crystal Ashberg ranch. Oct 3 Family Day at United Church of Christ for parents of D/HH children. There will be a panel of deaf adults. The speaker is a new professor at FSU.
- XVII. Adjournment –7:32

Date of Next Local Board Meeting: Tuesday, November 10, 2015 6-8 PM @ DHHSC – Fresno

Draft submitted by Sue Stone, DHHSC Secretary