



DHHSC BOARD MEETING Minutes

6pm, Tuesday, October 11, 2016

- I. **Call to Order: Meeting called to order - 6:15pm**
Individuals Present: Board Members Present: Janice Smith-Warshaw (JSW), Joshua Blanco, Vice-President (JB), Peter Crume, Secretary (PC), Jill Nolen, Fundraising Committee (JN), Justin Gaines (JG)
Board Members Excused: Jonathan Silva (resigned), Chad Catron (resigned)
DHHSC Staff Members Present: Michelle Bronson, Executive Director (MB), Susan Coulter
Interpreters: Pam Warkentin, Nicole Chance, and Beatriz Martinez
Visitors: Chelsey White, Shawn Hunt, Mariana Dorsey, Bernabe Moreno, Andrea Moreno, Ryan Jolley, Tim Spires, Joeline Spires, Lynn Toschi, Jimmy Bronson, Nan Barker
- II. **Community Comments**—limited to 3 minutes - N/A
- III. **Approval of Agenda Items** - Proposed by Joshua, JN Seconded the motion
- IV. **Guest Presenter**
 - a. **DHHSC Auditor** - Presented findings of Independent auditor’s report and financial statements - June 30, 2016.
- V. **Approval of September Board Minutes** - No changes noted. JG motioned to approve, JB seconded the motion.
- VI. **President's Report - Janice Smith-Warshaw**
 - a. I received resignation letter from two board members since our last board meeting. Chad Catron sent letter of resignation resigning from his position as Treasurer on September 22. Jonathan Silva sent letter of resignation resigning as board member today on October 11.
 - b. I would like to report that my ASL 4 students have to satisfy a Service Learning requirement for the course, and there are four students who have expressed a desire to lead a special project - “The Paris Banquet,” which is based on a banquet in Paris in the 1800s where deaf and hearing participants shared a banquet together without the use of interpreters and the hearing participants signed. To replicate the event, I will have my 30 of ASL 4 students will come and sign with the Deaf Senior Citizens on one Thursday afternoon.
 - c. I would like to recognize the events of the Deaf Awareness Week, so many deaf events and they were all fantastic. I thought the Knockerball event

was great. I hope that we can continue to have a great week like we had every year.

d. I regret to inform you that I will not be here during the Valley Deaf Festival because I will be out of town.

VII. Vice President's Report - Joshua Blanco

a. New Board members -

Since our last meeting, JSW, PC, & myself interviewed two individuals interested in joining the board, Tim Spires and Lynn Toschi. We will now have a vote on whether or not to accept the two candidates.

i. Board voted and unanimously accepted Tim Spires (TS)

ii. Board voted and unanimously accepted Lynn Toschi (LT)

b. Some revisions in the bylaws - I noticed that there were some gender terms that were not neutral. I wonder what we can do to change these terms to more gender neutral terms.

i. JSW - I will get in contact with Sue Stone, who is the head of the by-laws committee, and we will see what we need to do to amend the terms.

c. Reminder of Board's dues - I would like to take a moment to remind the board members that they need to pay their dues. I would like to take on responsibility for the taking Board member dues since we no longer have a treasurer because of the resignation of Chad Catron.

VIII. Secretary's Report - Peter Crume - None

IX. Treasurer's report - Vacant (read by JSW)

| | Through 9/30/16 |
|--|------------------------|
| Checking/savings balance (Through 9/30/16) | \$236,973.15 |
| Accounts receivable total (Outstanding invoices not yet collected) | \$265,160.37 |
| AR grants (Outstanding invoices not yet collected) | \$135,826.54 |
| AR interpreting (Outstanding invoices not yet collected) | \$400,986.91 |
| Accounts payable (Outstanding bills not yet paid) | -\$3,536.31 |
| Mortgage payable (Building Loan) | \$0.00 |
| Board private fund balance (Year to date balance) | \$445.88 |
| Profit/loss Statement Overall (for 3 months) | (\$71,391.73) |
| | |

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|------------------------------|---------------------|
| DSS Grant for 16-17 | \$650,654.00 |
| Grant Spent up to 9/30/16 | \$155,967.32 |
| Unspent (9 months remaining) | <u>\$494,596.68</u> |

X. Executive Director’s report- Michelle Bronson
 MB Reported the following report -

Financial Updates:

We submitted our Deafhood Foundation grant application on Sept. 30th and we are keeping our fingers crossed. We got video references from Darci Lessard, Rosemary Wanis, and Julie Glenn, and we are appreciative of their time and support in making the videos, thank you! This grant was different in that I had to sign the grant information instead of typing it as we normally do with our grants. Getting this grant would be great for our community and meet one of our strategic goals.

We just submitted our May & Stanley Foundation letter of intent, and we will learn in December if we are approved to apply. We focused on the needs of Deaf Blind and senior citizens in this grant, including the provision of Support Services Providers (SSPs).

We submitted our CDSS End of Year Report on Sept. 30th, and we were able to include comments and feedback shared during Community Comments. Thank you to everyone for your support and comments as that was a big part of our report, and we appreciate our community working with DHHSC in identifying needs and strengthening services and programs in order for us to continue providing quality and relevant services.

We would like to thank Purple Communications and Educational Employees Credit Union for sponsoring our 27th Annual Valley Deaf Festival. We now have three sponsors, for which we are deeply appreciative, as their sponsorships cover our many expenses, including facility rental fee, entertainment, technical equipment, etc. A big thank you to Purple and EECU for becoming our sponsors!

Agency Updates:

Harvey and I recently met with Araceli Holland, DOR’s new District Administrator, and we briefly discussed the concerns that we have been having with our local Rehabilitation Counselor for the Deaf (RCD) for the past 15

years. She was naturally shocked at how bad things have become and understood why we no longer provide fee-for-services through our Fresno and Visalia offices, except for interpreting services. Even providing interpreting services is a challenge at times due to late or lapsed authorizations, and it is very frustrating working with our RCD. She requested that I send her all information, paperwork, complaints, unpaid invoices, etc. related to our challenges of working with the RCD and said she would follow up on those concerns. She said in the short time she has been working at the Fresno DOR office, she has made some changes that others have not, so I am hopeful to see positive changes happening soon in our local community so our community members can again benefit from DOR services. In the meantime, we are still referring clients to EDD where Omar is situated.

Agency Events:

Our Deaf Awareness Week activities for all four offices went great. September was indeed a busy month, but we especially enjoyed the new events, including Knockerball and Mr. Leva's Show. We also appreciated the donation of Fresno State University's ice cream for our Ice Cream Social/Deaf Trivia event on Sept. 19th. A big thank you to Fresno State for the ice cream. The events drew many people, and we appreciated all the staff time and volunteer work that went into hosting the events. For the Mr. Leva's Show, a big thank you to Lenny Espinoza and Joshua Blanco for creating the new talk show. The community is requesting that you host it again next year.

Our Visalia office joined the local Chamber of Commerce, and they held a ribbon-cutting ceremony on Sept. 27th. It was a very nice event in which the Chamber of Commerce members introduced themselves to local D/HH community members and talked about how they can support DHHSC in making connections in the Visalia area, including connecting us to potential grant funders, sponsors, employers, etc.

One of the benefits of being a Chamber of Commerce member in a small city is the connectedness of their members, as opposed to here in Fresno, which we tried in the past for our Fresno office, and our Visalia office has already been included in some important functions. One upcoming event is their 36th Annual Christmas Tree auction, whereby 12 selected local nonprofits purchase a tree and decorate it for auction. We are excited to be one of the 12, and we will use a Deaf-theme for our tree. If you have any decorations that fit this theme, please consider donating to our tree so we can hopefully get a good bid on our tree. Nonprofits normally get \$500 a tree, or more, and we'd like to get at least \$500. With a unique theme, we are hopeful that our tree will be different and more appealing. If you have ideas, please either contact me or Jesse, who is responsible for decorating the tree. Don't worry, it will not be a Charlie Brown tree!

TS - It would have been nice if the board members would have attended the Ribbon cutting ceremony. When I did my interview the board members none of them said that they had heard.

MB - I believe that Jesse emailed the information to the board members.

JSW - I don't recall getting an e-mail about it.

MB - Thank you for the information. I will follow up on that.

XI. Committee Reports

a. committee - No report

b. Fundraising committee - Had the Knockerball tournament during the Deaf Awareness week. We had a loss of about \$200. The fee for the Knockerball was \$600 and we earned about \$400. I would like to add that Knockerball is relatively unknown here in the Fresno area and I think we will do better next time when it grows in popularity.

c. Grant-monitoring committee - None

d. Public relations - None

XII. General Board comments -

- **Tim Spires** - I don't know who is working on the by-laws. I am wondering if we could add footnotes to the last revision. I looked at the by-laws online and didn't see anything listed about it.
- **JSW** - I had the same concerns too. When I looked online I did see the law revision date as of April 2016 that was located at the top, instead of as a footnote, so it is there.

XIII. Unfinished Business -

a. Community Comments -

- **JSW** - I am not sure we have the time to cover the community comments given the lateness of the hour with the time being already 7:30.
- **TS** - I would propose that we don't read review the prior minutes. Board members should read them ahead of time and only bring up issues if there is a problem. It will save time instead of wasting 15-20 minutes.

b. Strategic Planning for the community comments (tabled until the November 8th meeting)

JSW - I agree with you. Board member should read the minutes ahead of time. I move that we postpone of strategic planning until our next Board meeting in November. Michelle I am sorry that you've brought all the posters and materials and are ready to work on this issue, but I think we would be more productive in November.

XIV. New Business

a. VDF Food

- **Susan Colter**- The VDF is Saturday, November 19th and I know that we are in charge of the food and it should be related to the theme of the

Renaissance Faire, such as the Turkey Legs, Bread, and Fruit. However, I think it would be too complicated and logistically challenging, I propose an alternative plan, such as ordering from maybe Subway.

- **Tim Spires** - My immediate thought would be that we should do something such as finger food, such as KFC.
 - **Susan Colter** - It doesn't matter, whether if it's Subway or KFC. My point is that the board is in charge of the food and it should do something that's easy to prepare and bring, and not have to be cooked.
 - **Tim Spires** - How many people do you expect? 300-400?
 - **MB** - We do have an average of 700 people attend VDF, but food-wise it's normally around 300-400 people who purchase food, so it's hard to predict. Much of the work is done cutting the fruit. People love the fruit cups and this requires a lot of chopping of fruit by the board members.
- JG** - Yes. Two years ago we ran out of food.
- JSW** - I am asking who would be willing to coordinate the food.
- JN** - I will do it.
- JSW** - Ok. Thank you, you can coordinate with rest of the board members.
- TS** - I won't be able to work the booth.
- MB** - Tim, you can still help cut fruit in the morning.
- TS** - I guess that's true. I can do that.

XV. Public comments: 3 minutes *specific to the agenda*

- a. **JN** - I have a question about the parking situation for VDF.
- b. **Susan Colter** - We will be in the junior exhibit hall. I am not sure where we can park, but I was told that it's nearby and I know it's free.

XVI. Announcements

- o **Joelene Spires**- I work with CAD and we will have a Halloween event on October 29 here at DHHSC. We want everyone to come.
- o **JB** - Is there an admission price?
- o **Joelene Spires**- adults 18 years and older cost will cost \$5 for admission
- o **Susan Colter** - Activities have slowed at DHHSC and were now more focused on workshops, but here's an event that we have:
 - CCRID will have a workshop on October 22nd - "Active Shooters," 9-4pm, workshop will focus on how interpreters need to act if there is an active shooting and deaf people are in the area
- o **MB** - We're now going to have an interpreting mentoring program from 4:30 to 5:30 on Tuesdays. We will go through December, take a break for the holidays and resume in January. Erin Ruiz will take the lead on mentoring. Next week we will talk about facial grammar and classifiers. In the Merced area, some of the interpreters can't sign very well. We want to give them tips and tricks to help them improve their work. I encourage all interpreters to go, both novice and seasoned. The mentorship program started last week.
- o **JSW** - I will provide a workshop for the interpreting mentoring program that will focus on NMS and go into greater depth into those areas.
- o **JB** - Rosemary has also invited CDI to be involved in the training as well and I'm really excited about it.

- o JG - Moved to closed the meeting
 - o TS seconded the motion
- XVII. Closed session - N/A
- XVIII. Adjournment - Meeting closed at 7:53pm.