



## DHHSC BOARD MEETING MINUTES

6pm, Tuesday, January 16, 2018

I. **Call to Order** – 6:08 pm

Individuals Present:

Board Members Present: Peter Crume, Secretary (PC), Justin Gaines (JG), Lynn Toschi (LT), Tim Spires (TS), Serena Johnson (SJ); Jill Nolen- (JN)

Board Members Absent: Janice Smith-Warshaw, President (excused),

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

Interpreters: Pam Warkentin, Kathy Doerksen

Other community members present: Beth Lipston, Skippy Sumner, Patty Parker, Laverena Ann Espinoza, Taylor Chumley, Sujey Dupree, Jaribu Nelson (representing Bryant Jolly CPA)

II. **Auditor** – Jaribu Nelson

a. I am a CPA from Bryant Jolley's firm. We have audited DHHSC, and there were no questions or concerns regarding DHHSC's annual audit. It was easy to work with the DHHSC staff as they worked quickly to answer any and all questions we had as the we conducted the audit, and we appreciate doing business with DHHSC. We did note that interpreting revenues went down, but DHHSC had more revenue in grant income, such as from EDD. As required by the EDD grant, we conducted a single audit that was separate from the annual audit. There no problems with the accounting practices that were identified. We complied with general accounting practices in auditing DHHSC and DHHSC was also in compliance.

III. **Community Comments**—limited to 3 minutes (no comments)

- a. Skippy Sumner – I work for California Access Telephone program (CTAP) as a telephone specialist. We recently found that that the DHHSC Salinas office would have to relocate to a smaller office and would no longer be able to rent us some space in that office. While we are disappointed in the change, I want to thank DHHSC for renting us the space over the years on behalf of CTAP.
- b. Taylor Chumley – I'm representing FCC and we would like to share two things. We will have a protest at FCC; the Deaf staff and students do not feel that we are being represented very well. We have 13 interpreters and 46 students. We need more interpreters and want FCC to improve their services. They want me to approach

DHHSC about their interpreting policy and we've asked them to hold off on signing the contract. We want FCC to fall on their faces because they are not providing appropriate services. We want you to consider holding off sending interpreters according to that contract and hold off on the MOU with FCC. We would like to allow the protest to happen and see what we can do to affect some changes.

- IV. **Approval of Agenda Items** – Serena motions to approve and Jill seconds the motion.
- V. **Approval of November Board Minutes** – Lynn makes the motion to approve and Justin seconds the motion.
- VI. **President's Report** – Janice Smith-Warshaw (absent) – Presented by Tim Spires
  - a. We received a last-minute notification that Janice will not be here tonight because she is not feeling well.
  - b. On January 8<sup>th</sup> the Board conducted out annual of review of Mission and Vision statement and of Code of Ethics and Conflict of Interest policy. On January 9<sup>th</sup> the board voted and passed a motion to accept the all the documents previously listed.
  - c. Our vice president resigned because he now has a position at DHHSC.
- VII. **Vice President's Report** – Vacant – Nothing to report
- VIII. **Secretary's Report** – Peter Crume – Nothing to report
- IX. **Treasurer's report** – Tim Spires

	<b>Through 12/31/17</b>
<b>Checking/savings balance</b>	245,373.43
<b>Accounts receivable grants</b>	173,851.05
<b>Accounts receivable interpreting</b>	172,818.81
<b>AR Receivable total</b>	346,669.86
<b>Accounts payable</b> (Outstanding bills not yet paid)	-5,246.35
<b>Board private fund balance</b> (Year to date balance)	-1,429.82
<b>Profit/loss Statement Overall</b> (for 3 months)	(35,423.29)
<b>DSS Grant for 16-17</b>	650,564.00
<b>Grant spent up through 12/31/17</b>	315,635.21
<b>Unspent</b> (6 months remaining) – ending June 30 <sup>th</sup> , 2018	334,928.79

- X. **Executive Director's report**– Michelle Bronson

**Budget Updates:**

Jesse and I have already submitted our grant applications for United Way Tulare County and Yellow Brick Road. As you know, we currently have United Way Tulare County (UWTC) funding for our Deaf Youth Program at the Visalia office, and we are hopeful we will receive funding for the second year. We would like to thank the Board of Directors

for reviewing some of the needed items for the required Standards of Excellence for the UWTC grant. Wayne from our Salinas office found the Yellow Brick Road and we applied for a small grant through them as part of the Whitney Foundation matching grant. Fingers crossed!

We are now working on G for Kids and Clif Bar Family Foundation grants. Both are new to us and we are hopeful we can secure some grant funds from them. The G for Kids grant will incorporate ROCK and YES Programs while the Clif Bar grant will focus on health issues, similar to our D-Well program at the Merced office. The G for Kids appears to be facilitated by the Groppetti family who owns a car dealership in the Visalia area, so we are hopeful that a local company would be interested in supporting our services. The G for Kids grant is due on May 31<sup>st</sup> and the Clif Bar grant is due on Feb. 1<sup>st</sup>, which is right around the corner.

We will reapply for the Fansler Foundation grant for our Family Services Program, and the Letter of Intent is due on Feb. 1<sup>st</sup>. If invited to apply, the grant application will be due on March 31<sup>st</sup>.

Jesse and I were disappointed to learn that United Way Merced County and First Five Merced County are changing their grants to mini-grants with a maximum of \$2,500. We had so appreciated United Way Merced County grants of \$25,000 per year but now with this change in funding, it will only cover a little of Cheryl's position, our Merced Coordinator of Client Services. They changed their funding format due to reduced funds, new focus on outcomes instead of ongoing services, and desire to fund as many "worthy organizations" as possible.

We were just contacted by Central California Women's Conference (CCWC) today to reapply for the art grant for women and children. We are thrilled as our art program funded by CCWC was successful, and our deSIGN group and other people who attended our art workshops are eager for more. A big thank you to Susan, our Educational Services Director, who coordinated these art workshops, bravo!

Our CDSS quarterly report is due on Jan. 31<sup>st</sup> so Jesse and I are working on that right now.

### **Staffing Updates:**

We are sad to share that Diana Davis resigned as Coordinator of Client Services at our Fresno Office. We are now advertising the position but have changed it to Client Services Specialist based on the needs of our agency and community. We wish Diana much success with her new chapter of life.

We are pleased to announce that Joshua Blanco is our new LEAD (Language, Employment, Assessment, and Development) Instructor. He will be working part-time

for us by working with DOR consumers needing communication and language skills relating to employment, and his first day is January 22<sup>nd</sup>. He will be a wonderful asset to our DHHSC Team.

### **Agency Events:**

On December 20<sup>th</sup>, we hosted our 9<sup>th</sup> Annual Holiday Luncheon, and we had 138 people, 42 of whom were children. We had a great event with a Deaf Santa and Elf distributing stuffed animals and small gifts to children. We very much appreciated Sorenson Communications' sponsorship and Mountain Bear Fan Club's donation of 57 stuffed animals. Without their support, and the donations from local restaurants, this event would not have been possible. We appreciated all the staff and volunteers' assistance with hosting this event, thank you!

XI. **Fundraising Chair report** – Jill Nolen

- a. Our next event is March 10<sup>th</sup> with LuLaRoe and Dutch Brothers fundraiser that will be here at DHHSC.

XII. **General Board comments**

- a. TS – I'm wondering what happened with the Raise the Roof campaign.
- b. MB – We have made the roof repairs, but we still need funds to pay off the roof.
- c. TS – What about the server?
- d. MB – Yes, that has been done as well.

XIII. **Old Business**

- a. Deafhood workshop – We sent out a flyer for it last week.
- b. Improving facilitation of the Community Comments Town Hall meeting -
- c. "Raise the roof" campaign (MB) – As I said, we still need to send out the letters and raise funds for it. I need for the Board members to send letters to their contacts. We have sent letters to our business partners, community members, and other contacts. I am also in touch with different Rotary Clubs and Lions Club.

XIV. **New Business** – (None)

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

- a. Beth Lipston – I received the flyer for Deafhood, but I know of at least three people who did not receive it. I'm also want to understand if we have more than 15 people who want to attend, if we have arranged for another opportunity to attend the Deafhood workshop.
- b. MB – If they didn't receive the e-mail, then contact us. As to your second question, if we have a waiting list on top of 15 people who have registered for this upcoming training, then we can set up another date at a future time.
- c. Skippy – I want to clarify about the grants you have applied for and how Joshua is funded and managed under the LEAD program.
- d. MB – I was disappointed to learn that United Way and First 5 Merced grants have gone down from \$25,000 to \$2,500. As to your second question, Joshua's position will be under DHHSC, but the work he is doing is only with DOR consumers, so they have to refer clients to him. We are using a statewide curriculum that will be used

by each of the sister agencies, but each agency will tailor the curriculum to their specific population.

- e. Skippy – Is there an expectation for number of consumers?
- f. MB – DOR expects to refer at least 7 consumers. In the past, we broke even with 3 and made revenue with 4. If we can get 7, that would help us meet our goals.

**XVI. Announcements**

- a. Susan – 1) Martha’s Vineyard will be Saturday, March 3<sup>rd</sup>. DHHSC has cancelled Signing Full Throttle because Dianna has resigned and this was her event. 2) We also have raffle tickets for the new butterfly quilt from the Sign and Sew guild.
- b. TS – If people want to buy tickets, where can they go?
- c. SC – Here in the office, I have them.

**XVII. Closed session – N/A**

XVIII. Adjournment – 6:57pm.