



DHHSC BOARD MEETING MINUTES

6pm, Tuesday, February 12, 2019

- I. Call to Order – 6:10pm
Board members Present: Lavina Espoinosa, Serena Johnson, Lynn Toschi, Janice Smith-Warshaw, Trisha Houston, Steve Longo, Patricia Parker
- II. Approval of Agenda Items
 - a. Steve proposes we accept minutes as read. Lavinia 2nds, motion carries
- III. Approval of January board minutes
- IV. President's Report – Janice Smith-Warshaw
 - a. DHHSC signature and checks have been used in a fraudulent manner. President and secretary have signed necessary paperwork to open new account.
 - b. Re: ED evaluation has been conducted. There are additional aspects to the report we wish to include
- V. Vice President's Report – Lynn Toschi
 - a. Was hoping to discuss a potential new board member but that individual was not able to attend board meeting this event.
- VI. Secretary's Report – Serena Johnson
- VII. Treasurer's report – Steve Longo
 - a. INSERT TREASURER'S REPORT HERE
- VIII. Executive Director's report– Janice Smith-Warshaw

Budget Updates:

We are pleased to share that our CDSS RFP has been approved, and we are good to go for the next five years! We are grateful to CDSS' for their continued funding, and not having to renew our contract on an annual basis is such a nice perk too!

Jesse Lewis, our Project Director, and I are now working on several grants, including: Kaiser Permanente for Deaf and hard of hearing Wellness (D-Well) health and safety workshops, Chapman Foundation for our Youth Employment Services (YES!), Harden Foundation for Deaf Access (system advocacy with hospitals, law enforcement, social services, etc.), Central Valley Community Foundation for Helping Hands (services for senior citizens and Deaf Blind), and Community Foundation of Monterey for environment-related workshops. Some are new while others are ongoing. We will keep you posted.

Staffing Updates:

We are sad to share that Amy Martinez, our Visalia Client Services Specialist, is resigning on Feb. 28th .She wants to focus on family issues and later return to school for a B.A. degree in agriculture, which is her passion. We wish her all the best. We have already begun advertising the position but as part-time. Please encourage all interested persons to apply.

Agency Updates:

We would like to ask the board for assistance in recruiting advisory council members. We are having a hard time generating interest in joining our advisory councils, so do you have any ideas?

Event Updates:

We are excited to share that we have booked The Falls Event Center for our 35th Anniversary on May 11th ! It is a beautiful facility and we even got a non-profit discount. The place does not even require much decoration, only table centerpieces, which our decoration committee will handle. We are also working on collecting different bids for elegant appetizers and desserts for the event. Tickets are now available for sale, \$35 per person and \$60 per couple. In addition, I am working on finding sponsors. We are also working on developing a vocational-based curriculum for Summer Camp as part of our tentative contract with National Technical Institute for the Deaf (NTID) and Department of Rehabilitation (DOR). The camp will be the second week of June, and we will also be working with Drs. Smith-Warshaw and Johnson on confirming dorms, classrooms, and the cafeteria for the summer camp. This camp will be advertised throughout the state of California for students not wanting to go to college but pursue vocational training. We are also preparing for our Martha's Vineyard in the Central Valley event scheduled for March 2nd , Family Day on March 30th , YES! Job Awareness Fair on May 1st , and Deaf Prom that has yet to be confirmed. We have many events planned for 2019 but our staff have signed up to form different committees to be responsible for each event. The goal is to have one staff lead an event committee with two co-chairs and other staff assisting to more evenly distribute the responsibilities.

IX. Fundraising report –

X. General Board comments

- a. Clarification for event center will be addressed during public comments
- b. Michelle, Jesse, Patty and Lynn discussed to possibility of establishing a fundraising committee rather than a single individual responsible. There will be a meeting on February 19 regarding that. VP also indicated the meeting will discuss the possibility of using community members to assist in fundraising efforts
- c. Lavinia indicates an individual from Z VRS is interested in donating to the anniversary dinner. Lavinia will provide this information to Michelle

XI. Unfinished Business

- a. Review/discussion of bylaws changes

Treasurer Longo indicated some issues with showing track changes due to receiving the document in pdf form, it is important to know what has been edited. President Smith-Warshaw indicated she received bylaws from an individual who has passed away, and therefore was not able to provide a .doc file. Treasurer Longo indicates we will need the president's signature on the revised bylaws.

- XII. New business
 - a. Approval of new bank account due to unauthorized withdrawals
 - i. Be it moved that we the board authorize Michelle, Executive director to set up a new bank account and close out the old account due to unauthorized withdrawal of funds. 2nd by Dr. Houston. Motion carries.
 - ii. Dr. Houston moves we elect a fundraising chair in order to oversee the function of any fundraising committee established. Dr. Houston volunteers in that position.
 - iii. VP Toschi moves we elect Dr. Houston fundraising chair. She will participate in meeting with ED, Patty, Lynn, and Jesse
- XIII. Public comments: 3 minutes
 - a. Anniversary dinner is at Falls Center in Fig Garden Loop. The location will fit 270 people maximum. The venue does not need much decoration, as it is already beautifully decorated. The event will be catered and we are in the process of receiving bids for catering. There is stage and lighting, but we need to assess who would be responsible for the lighting on the day of the event.
 - b. Martha's Vineyard event on March 2 is a fundraiser. We are anticipating 200-300 individuals and are in need of volunteers.
- XIV. Announcements
 - a. Lavinia suggests that we utilize Facebook Live in regards to advertising and promoting Deaf events in Fresno. President Smith-Warshaw suggests reaching out to Michelle and Harvey to see how to be fit with the needs of DHHSC. Treasurer Longo indicates we should be cautious of signing space as comments can block signing. Dr. Houston also indicates the need for these Facebook videos to be accessible to the Deaf Blind community as well.
 - b. Lavinia has been involved with the gay pride parade and requests that DHHSC board support the local parade. Some individuals in the community feel that DHHSC has not been supported in the past. President Smith-Warshaw requests that Lavinia bring back more information to us about how to support.
- XV. Closed session (if needed)
- XVI. Adjournment-6:56pm