

January 8th, 2019
DHSC Board meeting minutes

1. **Call to order:** The board meeting started at 6:05 PM.
 - a. ***Board members present:*** Dr. Janice Smith-Warshaw, Lynn Toschi, Patty Parker, Dr. Trisha Houston, (Late arrival) Steve Longo
 - b. ***Board members absent:*** Dr. Serena Johnson & Lavina Espinosa
 - c. ***Interpreters present:*** Nicole Chance and Pam Warkentein
 - d. ***Quorum issue*** – not enough board members present (until late arrival of Steve Longo) & Trisha volunteered for temporary notetaking of minutes since the secretary was absent.
 - e. ***Guests in attendance:*** Alexander Sanborn, Jaime Johnson-Clay, John Eberwein, Jimmy Bronson, Tim Spires, Joanne Bolock, Chris Anaya, Susan Coulter, Angelica Medina-Boersma, Jolene Spires, Justin Gaines
2. **Approval of Agenda items** – general consensus agreed
3. **Approval of December board minutes:** Trisha proposed to approve the meeting minutes as stated. Seconded by Patty, and all voted yes. The December's minutes were passed/approved.
4. **The President's Report:** Janice reported she received a letter of resignation from Justin Gaines. The board stated they understood Justin's reasons for resignation and expressed that they would miss him, and that he was welcome to return when he is ready. Janice reported that Butch Zein has confirmed that he will host the Deafhood training workshop. Dates are in progress and will be discussed in new business section. Janice also stated that she looks forward to new things in 2019 and be able to meet the needs from the community comments, and be able to revisit that later in the year.
5. **The Vice President's Report:** Lynn stated she has nothing to report.
6. **The Secretary's Report:** The secretary, (Serena) was absent – so nothing to report.
7. **The Treasurer's Report:** The report was stated by interim treasurer, Steve. The report is printed as of December 31st, 2018.
 - a. Checking/Savings Balance is at \$360,864.71.
 - b. Accounts Receivable Grants is at \$265,707.64 (Outstanding invoices not yet collected).
 - c. Accounts Receivable Interpreting is at \$93,602.07 (Outstanding invoices not yet collected).

- d. Accounts Receivables Total is at \$359,309.71 (Outstanding invoices not yet collected).
- e. The accounts payable shows a balance of \$-13,154.42 (Outstanding bills not yet paid). Michelle noted that this balance shows as unpaid but this is paid monthly.
- f. Board Private Fund Fiscal Year Balance is at \$2,707.28 (YTD balance).
- g. Board Private Cumulative Fund Balance is at \$19,260.49 (Total Balance).
- h. Per Profit and Loss Statement (Overall) \$28,088.76 for 6 months.
- i. Status on DSS (Department of Social Services)
 - i. Grant Awarded for 18-19 is at \$ 1,062,017.00
 - ii. Spent up to 12/31/2018 is at \$448,759.52
 - iii. Balance (unspent) for 6 months remaining ending June 30th, 2019 is at \$613,257.48

8. The Executive Director's Report:

- a. **Budget Updates:** The Visalia office participated in the Visalia Chamber of Commerce's Christmas Tree auction for non-profit organizations, and one local family business (Visalia Podcast) sponsored our small tree for \$500. To our delight, our vintage Americana tree went for \$1000! After deducting fees, we received a check for \$935, which the Visalia office will use to host a community pizza social/discussion on desired activities and events. This event is scheduled for Jan. 19th at 11:30 a.m. at Howie's Pizza. We are trying to strengthen the local community and find ways to engage them.
- b. We are currently working on our Central California Women's Conference grant application for art workshops for women and children, and the United Way of Tulare Country grant application for ROCK, YES, and tutoring services. Both grants are due this Friday, January 11th. After we finish these two grants, we will reapply for the other grants, including the Milbank Foundation, Nathan Cummings Foundation, Wish You Well Foundation, and Kresge Foundation for Human Services. Our philosophy is to keep applying until our grant requests are funded! We will reapply for Fansler Foundation, which is due in March. This grant supports our ROCK and YES! Programs and our annual Family Day. Marty Pigott donated another \$1,000 to

DHHSC, for which we are deeply grateful. She has been a wonderful supporter of DHHSC.

- c. **Staffing Updates:** We are sad to share that Cheryl Parreira, our longtime staff and Merced coordinator of Client Services, resigned from her position on December 31, 2018. We wish her well, and she has accepted a new job as a paraprofessional for a local D/HH program. She will be greatly missed, and we really appreciated her 13 years of service with DHHSC. We will change the position to Client Specialist and post soon. Please encourage all interested persons to apply. The goal of that specialist position is to find a person who will work with trilingual people.
- d. **Agency Updates:** We hosted our 10th annual Holiday Luncheon on Dec. 19th and were delighted that we had more than 160 people in attendance! It was a great event, and the kids enjoyed interacting with Deaf Santa and his Elf, and receiving a free stuffed animal. A big thank you to Sorenson Communications, Valley Deaf Seniors, CAD-C, Mountain Bear Fan Club, and various restaurants that made this free event possible for our D/HH community. Also, a big thank you to all the staff and volunteers who worked this event as it was a busy day! We are delighted to share that Deafies in Drag are now confirmed for our 35th Anniversary on May 11th, 2019. This will be a dinner and entertainment event and will be the first time Deafies in Drag have performed in the Central Valley. We look forward to a fun and new event.
 - i. **Prices for 35th anniversary were reaffirmed:** \$35 per person, or \$60 for a couple. The venue planning is still in progress and possibly there will be a maximum number of people allowed into the event at 100 people.
 - ii. **Wooden Plague:** gratitude to Marty Pigott for her continuous support of DHHSC – a wooden plague was made and shown to all members. Plan to contact Marty to come in person so the board can give this directly to her and have a photo taken.

9. **The Fundraising's Report:** None – the position is empty as of now.

10. **General Board Comments:**

- a. Board member Trisha makes comments regarding the holiday party in December. She attended the party and saw that it was quite

- busy. She suggested that the board members should be all there and make a presence at future events of that magnitude.
- b. Michelle reported that a well-known member of the community, and a former board member, Dr. Sue Stone recently passed away and that she did a lot of work on the current bylaws for the board. Michelle said that Dr. Stone will be missed by the people she worked with.
 - c. Janice also mentioned that one of her co-workers that she worked closely in the Continuing Global Education at Fresno State also passed away. It was a surprising loss for Janice – then Trisha mentioned that person was also her classmate, and proceeded to explain what happened.
 - d. Steve recommended that most of the documents such as the bylaws be made electronically to improve accessibility for all – the board, the agency, and the community.

11. Unfinished Business:

- a. **DHHSC 35th Anniversary Event:** The planning is currently focusing on foods. Michelle will contact the board members if the event planning team needs the support of the board.
- b. **Board funds for roof payoff:** Michelle proposed that the board waits until she gets the funds from the Rotary Club, so that the Board knows the exact amount needed to pay the remaining balance of the new roof fund.

12. New Business:

- a. **Mission and Vision statements:** The mission and vision statements were affirmed, board member – Steve restated the statements in ASL for everyone. *The mission statement:* To advocate, seek equality, and promote self-determination through empowerment for those who seek our assistance; and to enhance the awareness and understanding of Deaf Culture and the unique communication needs of the Deaf and Hard of Hearing individuals. *The vision statement:* Within the next five years (ends 2021), the Deaf and Hard of Hearing Service Center (DHHSC) will provide a wider range of exceptional social services to Deaf and Hard of Hearing people and their families in the Central Valley: our agency will become financially stronger and build a broader visible presence in order to provide effective communication access to all community individuals.

- i. Steve proposed to accept the mission and vision statement as stated as whole and as written. Lynn seconded the proposal. All voted yes. This motion was passed.
- b. The board members were asked to verify in writing that they have reviewed the organization's Code of Ethics and Conflict of Interest Policy. Board members expressed that they did not get information from Jesse yet, and Michelle responded that she would follow up on this by January 9th, 2019.
- c. Bylaws are in process of review for compliance and is undergoing revisions by Steve. Steve reported that he will bring the revised bylaws before the next board meeting. Janice asked Steve to send the revised bylaws to the board members two weeks before the next board meeting.
- d. **Treasurer position:** this position is currently empty, and Steve volunteered to be the interim treasurer until the next board meeting when quorum can be properly met.
- e. **Fundraising chair position:** this position is also currently empty. Undecided until next meeting as well as quorum concerns.
- f. **Dates:** Dates were discussed for the Deafhood workshop
 - i. **Possible dates:**
 1. March 7,8,9,10
 2. March 22, 23, 24
 3. March 29, 30, 31
 4. April 11, 12, 13, 14

13. **Public Comments:** There were no comments made by the public

14. **Announcements:**

- a. Susan made several announcements regarding upcoming events:
 - i. The knitting class was a success and people want to learn; crochet so this will be added to future classes – Mondays at 1:30 PM
 - ii. Philadelphia Movie showing on Thursday, Jan 16th, 9:45 a.m. and this idea was planned by Lavina.
 - iii. Annual Coffee chat – on Jan. 15th and this chat will help determine what kind of workshops the community wants/might be interested in for the rest of the year.
 - iv. On January 29th, there will be a workshop given, “Understanding Diabetes” and this will also be a part of an

eating support group that addresses health issues and eating habits.

v. Martha's Vineyard event will be on the first Saturday of March.

b. Pam Warkentein mentioned CCRID will have workshops in the upcoming months, Jan. 25th – Dr. Rosemary Wanis will give a workshop. The attendance cost is \$30 for a person and \$40 if the person brings another person such as an administrator or a co-worker. Pam expressed that people who are involved in education should attend this event. Pam also stated that there would be a CCRID workshop in March/April. Dates were unsure. The April date was mentioned to be possibly April 5th and 6th.

c. Community Member, Tim Spires, asks for CCRID information, and Pam says to find the information on either Facebook or the CCRID website.

d. Alexander Sanborn reminds the board and the agency to make sure the wording "INC" is removed from any DHHSC communique and paperwork.

15. **Closed Session as needed:** The board decided to meet to set up deadlines on Bylaw revisions.

16. **Meeting Adjournment:** The meeting was adjourned at 6:55 PM which Janice remarked as one of the fastest board meeting ever.