



## **DHHSC BOARD MEETING MINUTES**

Tuesday, 12/13/2022

7 PM

- I. Call to Order –
  - A) Starting time: 7:06 PM
  - B) Board members Present: Steve Longo, Nicole Hurt, Anna Virnig, Jaime Johnson-Clay, Christian Gentile, and Patty Killough.
- II. Approval of Agenda Items
  - A) Motion to approve the agenda: Carried.
- III. Approval of September 2022 Board Minutes.
  - A) Motion to approve the agenda, with the addition of notation for new board members: Carried.
- IV. Auditor's Report- NONE
- V. President's Report- Steve Longo

“Winter’s just around the bend and it certainly was nice having rain here which I am hoping for more. Few items to mention here. 1) Valley Deaf Festival – we finally had one recently after 3 years of absence. We were required to take Food safety training and were a bit worried about attendance and food sale but about 500 people came and we had a total of 40 booths. Then with the Board’s hard work and help from some of DHHSC staff, we saw over 200 orders for Sammy’s Tacos which brought us some relief. Most deaf events experienced 1/3 of attendance than normal. Earlier, based on a recommendation from a friend, I reached out to Tavira’s Tacos (deaf owned food truck) for next year. I am a believer in deaf owned businesses to empower

deaf communities. We will follow up on the feedback received to improve the efficiency of operation next year.

New officers on DHHSC Board since September election are Patty Killough as Secretary and Anna Virnig as Treasurer. All officers now have email accounts each.

With the revised Bylaws document at the attorney's office, the Board Policies and Procedures have been approved and an orientation package is in the works for the Board, especially for any new incoming Board member, and to make it easier to learn the ropes. Board Resolutions is in the works, too.

The 40th anniversary Gala is coming in 2024 so we have less than 2 years to plan for it. The Board will be working with DHHSC staff toward success in celebrating. More on that later.

Don't forget send email to the Board: [Board@dhhs.org](mailto:Board@dhhs.org) with suggestions/concerns or interest in applying for the Board."

## VI. Vice President's report- Nicole Hurt

"Hello everyone! I can't believe that 2022 is coming to almost an end and that Christmas will be in two weeks! This report probably will be one of my longest reports up to the date. A lot of information! Especially with the recent VDF event last month.

It was the first VDF we had since two years! It was great and so much fun. We were able to pull it off! I worked in the kitchen most of the day with food service. Sammy's Tacos was a champ! They are also very nice people to work with. They were kind enough to donate 25 cents per taco and \$1 per meal plate. I have heard from many that they would like to have this kind of food again for next year. Please do leave us feedback if you do agree or not agree.

First of all I want to say a big THANK YOU to each one of you who have worked hard at the event to make it happen, the staff from DHHSC, the vendors, the interpreters, and the board for

your help at VDF.

Please keep in mind that we have not done it in two years due to COVID and pretty much most of us are new and didn't have experience working in the food area at the VDF including myself. I am aware that our food service was long and behind and we did have few mistaken orders. I do apologize for that and thank for your understanding!

I was able to collect feedback and ideas from others after the event. I will like to share some of it with you. It is to help us know and learn how to do better for next year. Let's say I learned so much from it! So I would like to share it with you all since several of the ideas are good and would like to try it next year if you all agree.

- People wanted regular size sodas and water bottles. Please consider this change for next year.

- Some people are diabetic and would like to have diet sodas. We need to consider diabetics next year along with gluten-free and vegetarian.

- Several people would like to have same taco company again for next year, the food was a success!

- We need lids for the fruit cups for next year.

- Consider bring ice coolers so the drinks can be easily accessible.

- Having two lines is helpful but the numbering system needs some work. Maybe do odd numbers in one line and even numbers in other line. Also need to have order numbers pre-printed along WITH the order stub. It was a bit difficult to read handwriting at times.

- Order stubs were good for customers to have and help us know if they already had their order picked up or not.

-The orders need to be printed in larger text so easy to read and to add snacks and drinks on the same order form, not separate.

-People who take orders should repeat the orders back to make sure they get the orders correct, to circle the type of meat, and the quantity to reduce the mistakes with orders.

-Fluent ASL signer needed to be out front when taking people orders.

-Fruit cups was a big hit when we went out with the fruit cups, walking around selling them towards the end of event, making it more visible. They sold total of 6 trays by doing that! I would like to add mobile vendors next year to sell the fruit cups, snacks, candy, and drinks.

-People wanted sweets, we need to approve and buy candy bars before Halloween for next year so we can have it on hand. Or buy from Smart and Final they sell bulk candy bars year around.

-We need to have a pick-up table outside for people to pickup their orders and have a person holding a large white board with order numbers written on it. Also a large sign that says "pick-up" so they do not go in kitchen and bother the people in kitchen. They will know they are supposed to wait outside by the pick up table.

-Square is great for taking payments but maybe we should consider buying a iPad for this purpose and not use a personal cell phone.

-Need to remind that only the staff or the board can handle and touch money. Volunteers are not allowed.

-Need a larger visible menu.

-I learned that we are responsible to take care of the food service from the beginning to the end including discussing with the outside vendor, to be sure fill out and turn in the paperwork by the deadline. We are also supposed to be in charge of creating the order forms, the menu, bringing our own supplies, and so on. Good to keep in mind for next year. DHHSC staff have their own separate duties that they need attend to for the VDF on top of their regular duties at DHHSC. They don't have time to plan for food service which is supposed to be our responsibility. I understand that most of us aren't aware of this. This is why it's out in this list so we can be aware.

-There were some issues with getting the food to our vendors who placed pre-orders with us. I noticed that on some of the order forms did not have numbers on them but had name of booths on them and had a domino effect on our numbering system.

-It is important that we attend to our vendors and people who's involved in the event because they are the ones who help fund our event and bring in the money for DHHSC, we want to make sure they would come back. I also learned that our interpreters got overlooked for food. I would like to recommend a team assigned just to serve the vendors and also to add the staff, the volunteers, the board, and the interpreters to make sure they get fed. Several of us have certain time limit to eat lunch so it would be nice to have a separate order and pick up table for anyone who's involved with the event. We also can offer pre-orders for this kind of group with time they need to pick up their food. Also if we do this, we don't have to run out to each table to provide food. It probably would be hopefully much more efficiently.

-I would like to propose guidelines for VDF next year and for future so the board can have some kind of guidelines to follow based on our experiences in the food service. I will be proposing it in our meeting soon (not formal meeting).

Now my report about VDF is finished. I have started discussing this with you all. I would like to set up meetings in between the official board meetings more often. Right now minimum requirement is 4 meetings a year and this was set up by Trisha who was a president before Steve.

I know that the board used to meet alot more often before then. I had people tell me often that the board used to meet more often and they 4 times a year is not enough and we are not able to get anything done. So my idea is to look into if we can make NOT formal meetings in between the official meetings part of a requirement? The purpose is to get together, discuss, set goals, and complete tasks. To set up trainings, fundraisers, and other things that the board need to do. I know we can do AD HOC meetings without making it a requirement but I think it is important to make this requirement so it can be established as a good foundation for not just our own board but for the future board members to follow. I would would like to ask around the board to see how many of you would like to have more frequent not formal meetings in between our official meetings? How often do you think we should have it? What is your opinion or feeling about this? Should I propose to make it part of a requirement? Perhaps we can discuss this under “new business” today.

Now this is end of my Vice President report, and I would like to wish everyone happy and safe holidays! Thank you.

VII. Interim Secretary’s Report - Patty Killough

It is my pleasure to be starting as the new DHH Secretary. Nicole, while she served as our interim secretary, did such a lovely job of clarifying some of the DHHSC Board positions. Nicole has graciously continued to support me, as have others, and I really appreciate that. As I have recently started and getting used to my new role, I don’t yet have anything to report as the secretary.

VIII. Interim Treasurer’s Report- See the Attachment A

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IX. Executive Director’s Report- Michelle Bronson

**“Budget Updates:** We are still working on profits and expenses for our recent 31<sup>st</sup> Valley Deaf Festival. We will be getting our credit card statement the third week of this month so we can start figuring out the overall balance of our event. However, one thing we do know is that we

already recouped the \$2K deposit from Sammy's Tacos and profited \$289.11. We received a dollar from each meal and .25 cents from every taco sold, and that was in addition to the discounted costs. Each meal is normally sold at \$12 but they reduced it to \$10 a plate and gave us \$1.00 a meal. We were very appreciative of Sammy's Tacos and want to work with them again next year. Also, want to again thank our VDF sponsors because their support made a difference in offsetting the event expenses. Valley Life Charter School and CCRID each sponsored \$500, EECU \$1K, Heart Cruises \$1K, and Whole Foods \$1,750. We were very disappointed that Sorenson Communications did not sponsor this year, which was a first for us, but we hope they will sponsor next year. I am in touch with their donation committee and we will again meet in January so I can start the sponsorship request process. I did fill out the paperwork three times this year before they notified me that they were unable to sponsor, and they almost could not have a booth either. I practically begged them for a booth because it is not the same without having Sorenson at our event.

“As you may recall, #GivingTuesday was on November 29<sup>th</sup> and we raised about \$3,500. We had a friendly competition amongst staff and managers, and other than the managers who raised \$3,114, Groovy Gals was the winning staff team, and they raised \$308. While our goal was \$10K, it was difficult juggling VDF preparations and #GivingTuesday campaign. We also had our VDF ticket sales team competition, so our staff were busy with promoting our different fundraising events. Congratulations to Groovy Gals for winning the #GivingTuesday campaign and Twisted Totos for the VDF ticket sales competition! Every dollar counts! But, we discussed that we will do #GivingTuesday promotion next year in October so to hopefully spread out VDF and #GivingTuesday promotions.

We are reapplying for United Way of Tulare County and I will be emailing you, the Board of Directors, forms that need to be updated and approved by you in January, as part of UW Tulare's requirements and our two audits for interpreting contracts.

We will also apply for the Stevenson Grant, which will be for our Salinas office. The grant will focus on youth since it is a grant that is reviewed by high school students. They selected

DHHSC in the past and we hope to be funded again. The grant was put on hold during COVID, and now that it is available again, we will reapply.

**Staffing Updates:** Jane Datsko's last day was November 4<sup>th</sup> and we were sad when she resigned. However, she will be starting her counseling internship soon for her graduate studies so we understood and wish her all the best.

We are very pleased to share that Chris Martinez's first day was yesterday, Dec. 12<sup>th</sup>, and he is our new EDD ASL Interpreter.

We just offered a person the position of part-time Bookkeeper Assistant, and we are awaiting her acceptance. She will be working closely with Kyu Kyu and assisting with the many accounting needs of our agency. It really is a two-person job, not one, and we were very spoiled with Paul Barnett when he was with us. This Christmas, Dec. 25<sup>th</sup>, will be the two-year anniversary of his passing and we still miss him very much.

**Compliance Issues/Concerns:** None.

**Agency Updates:** As discussed earlier, we had our 31<sup>st</sup> VDF in November, and 651 people bought tickets to our event. This number does not include staff, Board, vendors, and volunteers, so we had over 700 people at our event. We consider that a success because it was our first VDF after COVID, and many events had low turnouts after returning for the first time after COVID. We received many positive comments about VDF and many loved the building. We used Commerce Building, which was larger but more expensive than Junior Exhibit Building. But, we felt it was worth the expense because it was roomier, and people did not feel crowded in areas, such as with the Junior Exhibit Building. We also had 36 booths, of which six were DHHSC's. We normally have a total of 40 booths for VDF, so having 30 outside vendors was great! Many were Deaf-owned businesses and we expect more next year as some were disappointed to miss this year's due to scheduling conflicts.



Our Fresno HQ's Holiday Luncheon is on Dec. 21<sup>st</sup>. One of our cherished community members, Robyn Kifer, and some Sign & Sew Guild (SSG) volunteers decorated our community room with the Mickey & Minnie Mouse theme. The room is beautiful! Another cherished community member, Rosemary Wanis, got Buchanan High School to prepare chicken pot pie soup, biscuits, and desserts for 100 people and even got 5-6 people to cover the \$160 fee. I am so thankful for these individuals who are making a difference for DHHSC and serving our Deaf and Hard of Hearing Community. In addition, because Sorenson was not able to sponsor this year, either for VDF or Holiday Luncheon/Parties, as they normally do, we are partnering with Fresno Deaf Church because we serve many of the same community members. Fresno Deaf Church will assist with the food, and we got \$75 donated from two Targets and Piemonte's Deli will donate two trays of sandwiches and a bowl of potato salad in honor of John Eberwein (brother of the owner). I am grateful for everyone's support because it takes a community to serve the people.

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X. Fundraising Report - NONE

XI. General Board Comments- NONE

XII. Old Business-

1. RE: Bylaws

- a. Longo: Bylaws have not yet been returned from DHHSC's lawyers. Bruno: Asked for clarification of getting bylaws online for the coming year. Bronson, DHHSC Director: provided clarification of what has occurred and what can be expected.

XIII. New Business-

1. RE: Ad hoc

- a. Nicole Hurt: Asked for clarification of ad hoc duties and responsibilities. Steve Longo: Provided clarification that adhoc is the implication of committees designed to problem solve and are called upon as needed.
- 2. RE: Frequency of formal and informal DHHSC board meetings
  - a. Nicole Hurt suggested more frequent meetings as there may be an over-abundance of group board text messages that are overwhelming for some and unclear.

XIV. Announcements

- 1. RE: Upcoming holiday parties
  - a. DHHSC team members shared upcoming events and showed where to find more information on DHHSC's website.
  - b. Alexander Sanborn did a demonstration on how to find the information on the DHHSC's website.

XV. Closed Session- NONE

XVI. Adjournment- 8:33 PM.

## Treasurer's report



Checking/Savings Balance	878,035.60	As of November 30, 2022
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Accounts Receivable Grants	227,036.80	Outstanding invoices not yet collected
	+	
Accounts Receivable Interpreting	197,706.12	Outstanding invoices not yet collected
	—————	
Accounts Receivable Total	424,742.92	Outstanding invoices not yet collected

Accounts Payable	\$ 12,419.76	Outstanding bills not yet paid
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Board Private Fund Fiscal Year Balance	430.00	07/01/2022 - 11/30/2022
Board Private Cumulative Fund Balance	6,808.04	Total Balance

Per Profit and Loss Statement (Overall) *	(343,042.90)	As of November 30, 2022
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Status on DSS (Department of Social Services)		
Grant Awarded for 22-23		\$ 1,062,017.00
Grant funds expended (Estimated)		120,000.00
Unspent balance of Grant		\$ 942,017.00