



## **DHHSC BOARD MEETING MINUTES**

Tuesday, Mar 14, 2023

6 PM

- I. Call to Order –
  - A) Starting time: 7:01PM
  - B) Board members Present:
    - a) Steve Longo
    - b) Nicole Hurt
    - c) Jaime Johnson-Clay
    - d) Jessica Lozano-Delgado
    - e) Christian Gentile
    - f) Patty Killough
- II. Approval of Agenda Items
  - A) Motion to approve the agenda:
    - a) Nicole: Jessica's last name needs to be added
    - b) Motion to approve the minutes with the change of Jessica's last name: Carried.
- III. Approval of December 2022 Board Minutes.
  - A) Motion to approve the minutes: Carried.

#### IV. Auditor's Report by Luis P.

- A) Key facts:
  - a) Line of credit was paid off.
  - b) Interpreting services income for DHHSC has gone way up.
  - c) DHHSC was determined to be in "pretty good shape."
  - d) "Nothing rises above reportable conditions;" there is nothing serious to report.
- B) Question from Steve: Do audits generally happen in the fall. Luis answered that they do.
- C) Reminder to DHHSC: DHHSC will need to gain auditing services from another company as this is the last year the current company will service.
- D) Nicole, Steve, and Michelle acknowledged and expressed appreciation for the hard work completed by both the auditing service and DHHSC staff.
- E) Michelle: Expressed praise for the work completed and continued by new staff member, Cindy.

#### V. President's Report- Steve Longo

- A) Ad Hoc Meetings: Nicole facilitated the first Ad Hoc meeting for DHHSC, and it was successful.
  - a) We accomplished establishing priorities and more.
- B) Training: Steve is the chairperson for training. Steve has gained a great deal of information from a great training source that could potentially provide training to the board in person during the first weekend in May 2023 for the topics listed below. As inquired by Nicole, Steve will look into training for fundraising. Here is the confirmed list of possible training topics:

- a) Non-profit organization board roll and responsibilities.
- b) Parliamentary procedures, including Robert's Rules of Order
- c) Management of Finances for non-profit organizations
- C) Bylaws: Michelle will follow up with DHHSC's attorney regarding the approval of bylaws.
- D) Donations:
  - a) The Amazon Smile program with DHHSC will be discontinuing due to an opinion of low contribution.
  - b) Alternative sources for donations will be looked into.
  - c) To be in compliance for a non-profit organization, Michelle can potentially provide a 360 evaluation to provide perspective to the board.

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

- A) Ad Hoc Meetings: The board's first Ad Hoc meeting was in January 2023, and it was great to catch up on so many topic items. Another Ad Hoc meeting will be scheduled.
- B) Valley Deaf Festival (VDF): VDF is one of our top priorities that have been a focus.
- C) Fundraising: Christian and Jessica are the chairpersons for fundraising. have been collaborating about fundraising. They both met with Michelle to discuss ideas, and they will provide the first fundraising report tonight.
- D) Martha's Vineyard: This event is being held on March 25, 2023, and volunteers are needed.
- E) Staff "Spotlights:" Going forward, board meetings will feature staff introducing themselves and explaining the services that they provide. The first staff spotlight will be tonight.

## VII. Secretary's Report- Patty Killough

- A) Central Coast Outreach Office in Salinas: Patty shared that there are two employees servicing this office, Krystal and Kayla. Krystal spends a lot of time going to Salinas' DHH program to provide educational opportunities; she's a great Deaf role model to the DHH children as well. In addition, Krystal has been hosting Game Day in Salinas for three months now. One person from Greenfield, an hour away, has been attending for the socialization, a Deaf student has been coming and has convinced her hearing friend to come as well.

## VIII. Treasurer's Report- Ana Virnig

- A) Key Information
  - a) Shared fiscal report
  - b) DSS funding: Steve explained that DHHSC must use all funds acquired from federal funding; whatever funding is left at the end of the year must be returned to DSS. However, DHHSC has used all of the funding by the end of every year.
  - c) Board funds
    - i) Cumulative account balance \$6,808
    - ii) Private fund fiscal account balance \$590
      - (1) This includes board member dues.
  - d) Michelle added:
    - i) Invoices: There is still a lot to collect, and Maya is working on accomplishing that.
    - ii) EDD invoices: Maya caught up in EDD invoices in one week.
    - iii) There has been a lot of changes over the past two years, things are improving, and it will all get caught up.

IX. Executive Director's Report- Michelle Bronson

- A) First 5 Grant: DHHSC applied for this grant to work with parents, both hearing with DHH children and DHH parents, to provide training to parents, DHHSC staff, and professionals. Expert guests are to be invited to give the training, and interpreting is to be provided.
- B) Salaries: New trend does not typically include staff salaries in grants. The newer grants focus on operational expenses, etc..
- C) Self-Advocacy for College Students: DHHSC has noticed this growing need
- D) ROCK, Deaf Teen Chat, and YES: DHHSC will be applying for a new grant that is due June 30.
- E) DWLL: DHHSC is looking into a new program that supports and collaborates with young DHHSC people in the Salinas - Monterey area.
- F) Accounting: Cindy is now DHHSC's full time accountant.
- G) Love & Literacy Lead-K: This event had a good turn out. The Wizard of Oz theme allowed DHHSC to use the same props. It is the new goal of DHHSC to utilize the same props two to three times, and then the props are sold for income. New props can then be purchased.
- H) Martha's Vineyard: The upcoming event is the 20th, and it will be the last. Different Deaf history topics will take its place to broaden the Deaf history information provided.
- I) Deaf Women's Conference is coming up.

X. Fundraising Report- Jessica Lozano-Delgado & Christian Gentile

- A) Collaboration: Jessica and Christian met with Michelle to go over ideas, including but not limited to, what makes volunteers motivated to volunteer (free food in exchange for hours worked, t-shirt to feel

part of the team and reflect upon the experience), events like a 5K, Deaf artists teaching art, TikTok channel, and more.

- B) Opportunity needing attention this week: Celebration of Children's Day fundraising opportunity. Requires funding to participate.

#### XI. Spotlights

- A) ROCK / Candice Goodie: Reach Out and Contact with our Kids (ROCK) is a program for families with DHH children. It teaches parents how to communicate, provides home visits, teaches ASL, education about how interpreters work, resources, and more.
- B) Praise KODA Time / Joelene Spires: Supports Deaf parents with children, hearing or Deaf, ages 0 to 5. This is the third and last year; the grant has ended. The program builds communication between kids and their parents through fun and educational activities. The next meeting will be based upon the popular TV show, "The Parent Test."
  - a) Michelle: Although the funding for this particular program is ending, the support will be continuing through other programs with similar goals.

XII. General Board Comments- None.

XIII. Old Business- None

XIV. New Business- None

XV. Announcements- None

XVI. Closed Session- None

XVII. Adjournment- 8:01PM