

**DHHSC BOARD MEETING MINUTES**  
**December 9, 2009**

Call to Order – 7:09 p.m. Dave Smith presiding

II. Board Members Present: Dave Smith, President (DS), Bryan Minas, Vice-President (BM), Saul Christensen, Treasurer (SC), Rosemary W. Diaz, Secretary (RD), John Eberwein (JE), Jose Blanco (JB), Sue Stone (SS), Tami Garcia (TG), and Jonathan Silva (JS).

Board Members Absent: None

DHHSC Staff Members Present: Michelle Bronson, Executive Director, Jesse Lewis, Operations Director

Visitors: Marilyn McCallon, Jovette McCallon, Lisa Huffman, Skippy Sumner, Amanda Bosworth, Heather Cruz, Heather Jordan, Agustin Gomez, Maria Gomez, Carol Gomez, Tim Spires, Martha Coletti, Susan Coulter, Janet Drane, Roberto Figueroa, and Gloria Figueroa.

Interpreters: Pamela Warkentin, Nicole Wolfe

Public Comments (3 minutes per visitor) – Marilyn McCallon - I really like the new design of the website.

Last update with Booster Club is from May, we had high hopes to see that as a successful program, so hope to see that they have that answered. Also Merry Christmas to everyone. Susan Coulter introduced Lisa Huffman in the audience to let us know that they have ASL beginning class joining us tonight.

Approval of Agenda Items – approved by consent as read

Approval of **November 10, 2009** Board Minutes – approved by consent as read

President's Report - DS – tonight is my last meeting - 6 years with DHHSC - had ups and downs but at the same time mostly positive and now is a good time for DHHSC.

Vice-President's Report – BM - thank you Dave for 6 years on the board, it is a long time and you worked tirelessly as our President and I know DHHSC appreciate you and your support to DHHSC. Will miss you. Gift wrapping update from Barnes and Noble bookstore, we have raised about \$70.00 to date. We have one more time slot this Saturday which will be during the Bookfair that is in support for DHHSC.

Secretary's Report – RD - Gift wrapping at different malls – we have not seen any yet, but will keep checking around. If you see something please let us know. Dave encouraged us to pursue it even if there isn't and perhaps DHHSC will be the first. I also added to Bryan's report that we have had 4 gift wrapping dates at Barnes and Noble so far and have one more this Saturday.

Treasurer's Report – SC - I was elected last month and the report as of November 10, 2009 is Accounts receivable is about 242,000.00, accounts payable 2,459.31, as bills not yet paid. The amount remaining to pay off our mortgage is \$221,823.89. Board fund is: \$730.15 YTD. Profit and Loss is currently \$65,413.73. DSS grant award for 2009 is \$650,564.00 spent and unspent is \$388,233.55.

Question from SS - AR is a breakdown from what? MB explained that if we want to know more we can get that is owed tends to be through interpreting services from contracts for agencies that have not yet paid for services already rendered. DS- asked for an update on the position that was created to focus on AR. MB - The position was opened and is now closed. We had 60 applicants so we are screening through those applicants and hope to make a hire soon.

Executive Director's Report – Michelle Bronson

- A. Susan G. Komen report has been submitted - now we are waiting for results will come in February - we requested \$20,000.00
- B. DSS RFP has not been issued but we are already starting to prepare by collecting the necessary documents so that when the RFP arrives we are ready to respond quickly
- C. DHHSC was in the Merced City Christmas Parade, signing songs, wishing onlookers a happy holidays, DHHSC Merced staff was photographed and was in the newspaper.

## Operations Director's Report – Jesse Lewis

- A. Booster Club - \$5,605.35 collected to date. We had a big vision in the beginning of the year. The biggest challenge was finding that some people did not fully understand how the Booster Club was supposed to operate. We still celebrate the fact that we raised close to \$6,000.00. We have not decided if we will do it again next year. But we will still have a party to recognize the participants in the Booster Club as what has been accomplished is significant and we are very grateful.
- B. The website was completely re-designed by my brother, Justin Lewis.
- C. The managers went to a training last week on management and it was a wonderful day, it was very beneficial, want to go to more to improve the services/management at DHHSC
- D. Jesse will come to Fresno more frequently will come for Staff Development Day, Board meetings, meeting regarding grants, and also to talk with staff to discuss issues so that they are not only relying Michelle.
- E. DHHSC holidays are set for December 25 and January 1 – all offices will be closed. DHHSC has asked for DSS to approve December 24 and December 31. If approved hope that the board will also approve to have this additional time off.

***Motion to approve additional time off as approved by DSS. M/S/P***

## Committee Reports –

- A. Personnel Committee – DS – Reviews have been completed. Congratulations to Michelle and Jesse. The board sent an email to the community letting them know about the fact that Michelle and Jesse will continue in their Directorship positions.
- B. Bylaws Committee – RD – none –no pending matters
- C. Fundraising Committee – JS - Barnes and Noble and ASL Storytime is coming up this soon and hopes we will have a good turnout. Hope Blackbeard will close down for DHHSC and the Deaf Community will have the entire facility for our enjoyment for a period of four hours. I work with exotic animals I have a lot of contacts with local stores they can bring some animals to set up a "zoo." Some people have never seen these types of animals such as birds, lizards, and it might be fascinating for some people. Keep clean and self-contained in cages. We could charge a small amount such as \$3 and hope that community will come and look around. ***Motion have a "exotic animal zoo" in February 2010. M/S/P - One opposition.***
- D. Outreach Committee – reports are expected in January
- E. Elections - one more new board member candidate to be interviewed via VP
- E. Roundtable Committee – JB – none – needs to meet with RD to prepare for January Roundtable meeting
- F. Grant Monitoring Committee – RD – I receive the grant monitoring reports and binders from Michelle each month and provide feedback directly into the binders on how to ensure we use funds. It is important that funds are spent wisely to show our funders that these programs are indeed needed. That system of communication is working so will continue that format.

General Board Comments – RD- Thank you to Dave for 6 years of service as our President. Would like to send a Certificate of Appreciation to Justin Lewis for donating his time to re-design our new website. All board members were agreeable to do this.

***Motion to cancel January Board Meeting M/S/P – explanation: Time will be used on January 30 for our board retreat. Do not anticipate any new business to be done in January.***

## Unfinished Business

- A. ***Ratification of motion to have a board retreat on January 30, 2010 from 9 a.m. to 4 p.m. at DHHSC. M/S/P***
- B ***Ratification of motion to have the end of the year party postponed to February 13, 2010. M/S/P***

## New Business –

- A. Recommendations from Auditor's Report - specifically regarding mortgage - Mike Michner said that depending on what we want to do then he will see what we can afford to do. Current monthly payment is \$3,358.00. If add \$1,000.00 then the new amount will be \$4,358.00. Bottom line is looking at how

much we save in interest. JS said that he would like to see DHHSC pay an additional \$1,000.00 per month. SS - I agree with the JS, I think that we can do an extra \$1,000.00 in one year we can re-assess then depending on how much AR has been coming in and hire a new person then we can consider some other options. JS - ***Motion that DHHSC pay an additional \$1,000.00 each month for monthly mortgage until next summer after getting information for new state budget for 2010/2011.*** *Italics part of motion was* Amended by Rosemary. M/S/P on amendment. Hope that we can pay \$12,000.00 in future. ***Motion as read above - M/S/P - one opposition.***

- B. ***Approval to ask DSS for Staff Development Week for February 4-5 and March 4 -5.*** Motion to approve. Board requested that Directors include a topic about balancing work and personal life. ***M/S/P***
- C. Elections - President position - JS nominated Rosemary. Rosemary accepted. Jose nominated himself as President. Review of Qualifications and Responsibilities of President. Jose – my qualifications/ experience is that of Vice President of CAD- Fresno chapter, I am now on the DHHSC board, I felt that I can work with Deaf Community to change any negative concerns into something positive for our future. Rosemary – my qualifications/experience is that I was director at DHHSC for 7 years and know what it is like inside and outside and as a board member. I feel it is very important for the President to be available and to constantly have a pulse on what is happening in the community including expressed needs and concerns.

Tim Spires – Expressed concern about conflict of interest as Rosemary was former Director. RD explained that the bylaws allows for former employees who have left in good standing with the agency are permitted to serve on the board, if they meet the requirements, after one year of not being employed by DHHSC.

RD explained that board members at the retreat during the summer agreed to waive the regular requirements as far as attending meetings and the time on the board for new officers due to our board membership being down to four members. This notation was made in the Board retreat notes. RD made a new motion for the public record:

**Motion to waive of time/attendance requirements for new board members for election purposes. M/S/P**

Closed paper ballot – all members were to vote for either Rosemary W. Diaz or Jose Blanco as the next President of the DHHSC Board - counted by DS and BM

**New 2010 President of DHHSC - Rosemary W. Diaz** – Congratulations were expressed – Board will need to elect a new Secretary in February

Public Comments (specific to agenda – 3 minutes per visitor) –

*Skippy Sumner* - posed a question to JL about how soon will information be posted on website now that Jesse's brother is doing the website. JL - clarify my brother just did the re-design but I am still doing the postings and updates on Twitter and Facebook.

*Marilyn McCallon* - in regards to information and minutes, I remember in the past we were only comfortable to have the minutes posted in lobbies but not on website. Rosemary responded to say there was a time before we started using Adobe that people could copy and paste and alter the information in the minutes. But now we have read-only protection features that allow us to ensure that altering of the minutes will not take place. Since that concern has been addressed Board meeting minutes have been posted on the website for some time now. *Marilyn* - Fundraising, I have two ideas for Jonathan, it would be great if we have a fundraiser related to Deaf Culture, we went to one recently at DCARA in bay area wonderful fundraiser 50th birthday of Deaf Culture, to share what happened in 50 years such as what has happened 1970 no TTY then what has emerged since then. A showing of the history related to Deaf Culture. Charged \$50 each earned \$5,000.00 because 100 people attended. Will be nice to do something similar here in Fresno. Pick two people to highlight history of Deaf Culture and have an appetizer night to celebrate 50 years. Booster Club we could have some event every two months to show what is going on and keep the momentum exciting. Jovette and I raised money and were so excited about this project but now just feel really unclear as to what is going on with the Booster Club. Let more deaf people know what is going on. Website is not enough, have more events and planning to incorporate the Booster club a little more.

MB - Booster Club – we felt it was difficult to teach individuals how the Booster Club program was supposed to work. Now we have approved the ‘year end’ party will be on February 13, 2010, so that will be our official DHHSC 25th anniversary. We will pick a winner for our Booster Club prizes, entertainment, chocolate fountain with different foods, will be a lot of fun, motion just passed for February 13, 2010. More effort to share more about the Booster Club, possibly revise it, this was our first year and a new idea and we want to thank everyone for the people that were involved. It worked really well, it helped us to learn what works and what doesn't work. We will have an email - save the date, Saturday, February 13 - day before Valentine’s Day - we will celebrate 25 years, and charge \$25 per couple. More details later.

XV. Announcements –

- A. Silent Sleigh tomorrow - name must be on the list - 9 a.m. to 1 p.m.
- B. Bookfair at Barnes and Noble on Saturday, December 12 from 1 - 4 p.m.
- C. 25th anniversary holiday celebration potluck Wednesday, December 23 from 11:30 a.m. to 1:30 p.m.
- D. Breast Cancer workshop on December 23 from 10:30 am. to 11:30 a.m. Holiday party immediately to follow, includes lunch.

XVI. Adjournment – 9:05 p.m.

**Date of Next Local Board Meeting: February 9, 2010 at 7:00 p.m. at DHHSC HQ in Fresno**

Draft submitted by Rosemary W. Diaz, Secretary