

June 9, 2009
DCARA Board Meeting Minutes

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3 **Meeting Called to Order:** 6:08 PM

4
5 **Present:** Karina Pedersen, Chris Held, Michael Higgins, Patty Lessard, Isidore
6 Niyongabo, Liann Osborne, Roberto Solorzano

7
8 **Excused:** Sunnie Kaufmann, Jenny Cantrell, Joe Fercho, Andrew Phillips, Jaime
9 Jackerson

10
11 **Staff Present:** Executive Director Jim Brune, Leona Galindo

12
13 **Interpreters:** None

14
15 **Presenter:** Chriz Dally

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18 **MO60909-01**

19 Held (Niyongabo) moves that the board approves the FY April 2009 financial
20 report. MPASSED

21
22 **MO60909-02**

23 Pedersen (Solorzano) moves that DCARA's Business Manager be permitted to
24 only have "read only" access to the investment account. MPASSED

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26
27 **NOTE:** Board has decided not to list corrections to the minutes.

28
29 **Corrections to the May minutes:**

30 Motions accepted as corrected.

31
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33 **Officers' Reports**

34
35 **President: Liann Osborne**

36
37 At this point Solorzano and Osborne have not been instructed to resign as Board
38 members yet. However, it is clear that as soon as DCARA becomes a vendor of
39 the Department of Rehabilitation the President and Vice President position will
40 need to be replaced with members who do not have any conflicts of interest.
41 Osborne and Solorzano will make sure that the transition is as smooth as
42 possible.

43 Tonight the Board had a guest-- Chriz Dally, who talked about a wonderful pre-
44 employment program. Dally presented after the Executive Director's report.

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2 **Vice President: Roberto Solorzano**

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4 None

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6 **Secretary:**

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8 None

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10 **Treasurer: Patty Lessard**

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12 The Finance Committee met over videophone on Thursday, June 4, 2009. At
13 that time the committee primarily discussed the new investment policy/plan that
14 they are trying to design and implement. Details on that will follow.

15
16 Treasurer Lessard met with Business Manager Souza on Friday, June 5, 2009 to
17 discuss the April Financial reports. Details on that will also follow. Danny Lacey
18 of Kramer Financials was supposed to have a face-to-face meeting with the
19 Finance Committee on Wednesday, June 10th. On Monday, June 8, he said he
20 was not able to keep this commitment. He is hoping to re-schedule with the
21 committee in early July.

22
23 As a result of the committee's discussions during these meetings and
24 subsequent discussions, the Finance committee is prepared to propose several
25 motions and designated duties to Staff to be voted on during New Business and
26 reported back to the Board at the July meeting, respectively. See motions and
27 directives outlined at the end of the report.

28
29 The Board will also need to make a motion to direct Business Manager Souza to
30 move the appropriate funds in the Board Budget to balance the allocations there.

31
32 *Reports on Financial Activity*

33
34 DSS owes DCARA \$300,000 (see Accounts Receivable); that money is expected
35 to arrive soon. It includes \$110,000 from DSS for the month of January and
36 another \$110,000 for the month of February. The invoice to DSS for the months
37 of March and April are completed and are currently making their way through the
38 approval process at DSS. These funds will help carry the agency through the
39 summer months. DCARA will also invoice DSS for May and June, helping to get
40 through the summer and early fall, should there be delays with the state budget.

41
42 Expenses for salaries are under budget because there are still positions that
43 have not been filled. Unexpected equipment expenses caused the budget to be
44 over in that category. DSS has already approved those expenditures.

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2 The committee is looking forward to hearing from ED Brune regarding the level of
3 activity on Work Place Giving and what is to happen with/in lieu of the Capital
4 Campaign project, which was suspended last year.

5
6 *Designated Duties:*

- 7 1. Treasurer Lessard has discussed with ED Brune the idea of including a
8 description of the 09/10 agency budget in his next vlog. She also
9 discussed the idea of including a pie chart explaining the investment
10 account with different color representations of the categories of which it is
11 composed. This would be similar to the pie charts seen in the annual
12 report. This might help allay some of the confusion regarding what
13 monies belong to the fund for a new DCC.

14
15 The Finance Committee would like to have a time line for when these could be
16 done.

- 17
18
19 2. Business Manager Souza to explain to Solorzano about Board expense
20 accounts and discuss the possibility of consolidating the accounts-- Roberto
21 and Pederson to follow up on.
22 3. Solorzano - to send board both motions regarding investment account –
23 “lock” and “unlock.”
24 4. Full board- to review motions and be ready to make a motion at the July
25 mtg.
26 5. DCARA staff – to find/get recent or new appraisal of Parrot St. house.
27 6. Staff-- to investigate feasibility and explore the positives/negatives of
28 second mortgage or refinancing on the Parrot St. house.
29 7. Find out how much equity is in the San Leandro (Parrot St.) house.

30
31 *Motion:* The Finance Committee recommends that the Board approve the
32 Financial Reports for FY April 2009.

33
34 *Motion:* The Finance Committee recommends that DCARA’s Business Manager
35 be given “read only” access to the investment account.

36 **Standing Committees**

37 **Board Development and Recruitment: Pedersen**

38 No report submitted.

39
40
41 **Fundraising Committee: Osborne**

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2 Canfield and Osborne met via VP and developed the fundraising plan for next
3 year. They handed out copies of the fundraising plan.

4
5 The Fundraising Committee (FR) would like to see Board members volunteer for
6 the following events:

7
8 To host a:

9
10 House party

11
12 Restaurant Night

13
14 FR committee would like to see everyone involved with the responsibilities
15 spread out.

16
17 Direct Mail will be happening soon, so please start writing down: names and
18 addresses of people you would like to contact on behalf of DCARA for support.
19 Make sure they are people who you know, as they are usually the ones who will
20 help out their loved ones, i.e. family and friends. Take the time to spread the
21 word about DCARA and share what kind of program and services DCARA
22 provides.

23
24 Oktoberfest:

25 Last year we had many services/goods for people to auction off or bid on. This
26 year, Oktoberfest Committee is hoping that we can round up a few good board
27 members who would be willing to volunteer their services such as:

28
29 -prepare dinner for a group of 4?

30
31 -prepare dessert for a group?

32
33 -mow a community member's lawn?

34
35 -teach community members a new skill?

36
37 **Reports from DCARA**

38
39 **Executive Director:**

40 **Jim Brune**

41
42 **Personnel:**

- 43
44
 - Virginia Beach (Client Support Specialist at FOG) is no longer with us.

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- 1 • One position has been filled:
2 * Information & Referral Specialist position: Christine Kanta
3 • We currently have 2 positions open:
4 * Client Support Specialist (FOG)
5 * EDD - San Francisco Job Developer/Interpreter (we are in the midst
6 of interviews and anticipate making an offer this week)
7 • We are no longer advertising the Staff Interpreter position. This position
8 was funded by DSS but has been very difficult to fill despite ample
9 advertising. However, when working on the 2009-2010 budget for DSS, I
10 made the decision to eliminate this position in an effort to keep all current
11 staff employed and all essential positions intact. The impact is minimal;
12 we will continue to contract with free-lance interpreters (and if necessary,
13 interpreter referral agencies) for interpreting needs.
14

15 DCARA Presentations/Workshops/Events in May:

- 16
17 • We had a Cinco de Mayo on May 16th which attracted 90 people. We
18 were able to secure a \$650 sponsorship from Hola!VRS.
19 • On-going computer classes at DCC, San Jose, and FOG (beginner and
20 advanced classes). Right now, we have four different series of computer
21 classes going on.
22 • Grief Counseling Peer Support series
23

24 Upcoming Presentations/Workshops/Events in June:

- 25
26 • Deaf Culture Lecture Series: two events coming up – Genie Gertz on
27 June 17th and Fred Weiner on June 20th.
28 • Vlog/Blog Symposium on June 27th: we are bringing in various speakers
29 to talk about topics related to vlogging/blogging from across the country
30 for this event on Saturday June 27th. Please see your packets for more
31 flyers. Encourage people to come! It's a very unique opportunity
32 • Multi-Cultural Potluck on June 13th
33 • ADA and Self-Advocacy workshops
34 • Parenting Skills class at Fremont FRC on Wednesday June 10th.
35

36 Fundraising:

- 37
38 • It was disappointing that the house party planned for May 30th at Dan
39 Girard, Melinda Harrison and Heather Montero's home was cancelled.
40 This marks the 2nd time that a house party at their house was
41 cancelled. We plan to abandon efforts to have a house party there for
42 now and are currently pursuing possibilities for house parties in San
43 Leandro and/or San Francisco.

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- 1 • Upcoming fundraising event: wine and cheese event after the
2 Vlog/Blog Symposium at DCC.
- 3 • A committee has already been formed and has met once to begin the
4 planning for the October 3rd Oktoberfest.
- 5 • **Corporate Giving:** We have submitted applications for general
6 operating support to Wells Fargo Bank and Comerica Bank
7 respectively.

8
9 Legislative Update:

- 10
11 • Most importantly, there is no information at the time of writing this
12 report as to whether or not the latest discussions about the State of
13 California's budget will impact our DSS and EDD line item. I am
14 monitoring this on a daily basis and most of the information I am
15 gathering shows that the latest cuts are targeting Medi-Cal, people with
16 developmental disabilities, and seniors. I am continuing to monitor the
17 situation and will inform you if I learn of new data that directly impacts
18 DCARA.
- 19 • Along with other members of the Community Alliance of Disability
20 Advocates (based in San Francisco), I met with the legislative aides to
21 Board of Supervisor David Chiu and Michaela Alioto-Pier respectively
22 to discuss the impact of the economy on community based
23 organizations.
- 24 • On Thursday June 4th, I gave testimony to the California Public Utilities
25 Commission, urging them to support the effort to include wireless data
26 service in the LifeLine Program.

27
28 Miscellaneous:

- 29
30 • **EDD RFP:** We submitted a response to the RFP on Wednesday May
31 13th. We should receive a response sometime this month.
- 32 • **Deaf Employment Training Center:** Tonight, Chriz Dally will be giving a
33 presentation on the Deaf Employment Training Center program plan.

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37 Old Business

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39 None

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41 New Business

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43 **MO60909-01**

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2 report. MPASSED

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4 **MO60909-02**

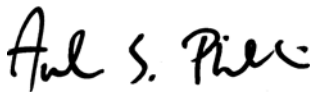
5 Pedersen (Solorzano) moves that DCARA's Business Manager be permitted to
6 only have "read only" access to the investment account. MPASSED

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10 **ANNOUNCEMENTS**

11
12 None

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14 **Meeting Adjourned at 8:50 PM.**

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17 Respectfully submitted,

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20
21 Andrew Phillips
22 Secretary

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27 _____Accepted as read

_____Accepted as corrected