

BOARD OF DIRECTORS MEETING
MINUTES

Monday, April 29, 2019
1545 Hotel Circle South, Suite 300, San Diego, CA 92108

ATTENDANCE

Board of Directors:

Chair:	Doug Sampson
Vice-Chairman:	Matt Ellis
Secretary:	Matt Ellis (Interim)
Treasurer:	Bill Mather
Members:	Alex Zernovoj
	Glynda Davis (Absent)
	Marina Lavelle

Staff Members:

Executive Director:	Patricia Sieglen-Perry
Deputy Director:	Allie Rice
Accounting Manager:	Michelle Chambless
Human Resources:	Lauren Gordon

MEETING

I. Call To Order

Sampson called the meeting to order at 06:00 PM.

II. Review of the Minutes

The approval of the March 25th meeting minutes tabled to the next meeting

III. Chairperson's Report (Sampson)

• **Board Calendar for 2nd Half of 2019**

~~TownHall~~ ~~March 23rd 9:30-11:30am~~

Bowl-A-Thon FUNdraiser	April 27 th 2-5pm
Board Retreat	April 6 th 9am-3pm
	POSTPONED to June 29 st 9am-3pm
Commence Executive Director Evaluation	early May
Wrap up ED evaluation	mid-June

- **Townhall**
As mentioned last month, it was held on Saturday March 23rd. The board is awaiting final compiled notes.
- **Board Retreat**
It has been rescheduled to June 29th. Patricia is working on finding a facilitator. The Executive Director evaluation will take place in July after the Board retreat.
- **Professional Lecture Series**
My desire to host a Professional Lecture on Saturday June 29th came up short simply because of competing events during the ASLTA conference. I will continue to explore other options and report back.
- **Bowling Event**
Great event! Many positive comments from the community.
- **Next Board Meeting**
Matthew Ellis will run the meeting in May, I will be not be in attendance.

IV. Executive Director’s Report (Sieglén-Perry)

Departments:

Administration:

- **Department of Social Services:** North County hosted an open house on Thursday, March 28th. Approximately 50 people attended the event.
 - Collaborating with Deaf Heart in North County 501 © 3. Educational agency- will host workshop at NCO about every 2 months.
- **County Contract:** The two proposals for BHS, SOL and the clubhouse for the next five years was submitted on Friday, April 19th. The County is implementing a program action plan for all current contracts to begin the live billing for the drug medi-cal contract. We are still undergoing two fiscal audits and one program audit for SOL.
- **EDD:** The EDD Solicitation for Proposal (SFP) has been released and is due May 17.
- **Website:** The website development is progressing well. The goal is to have the site up and running sometime in May.

Behavior Health Services:

- **SOC house:** currently has 2 vacancies and 4 people on the waiting list.
- **SOH house:** Currently, there are 3 vacancies.
- **SOL:** There are currently 22 participants in the SOL program for a YTD total of 34. There were 7 new clients in February.
- **BHS:** There were 38 active cases and 3 children cases under the County contract for the month of February and an additional 9 under DSS.
- **Clubhouse:** The Manager position is still open. Four new clients participated in March for an unduplicated total of 116 YTD with 2171 contacts to date.

Interpreting:

- The department had a total of 565 requests for the month of March; 127 were education requests and 345 were community; 93 were unfilled. Of the 93 unfilled 63 were community and 25 were education.

Employment Services:

- There were 3 placements in February for a total of 25 placements to date. Joe Gallagher began employment at DCS on March 18th.

Literacy Program:

- For the month of March, there were 7 PVSA participants and 6 LEAD trainees.
- Palomar counselor connection. Will meeting with them to reach out to students who didn't meet entrance requirements. Hoping to enroll them in NCO Literacy class.

Youth and Family Services:

Deaf Mentor Training:

- As of March, there are eight families in the program and 7 on the waiting list. Four new mentors and the current two mentors participated in a training on March 30th at conducted by two trainers from Sacramento.

DYLC:

- Registration for 60 campers for DYLC in July is complete! New applications are being placed on a wait list going forward.

E5:

- Through March, 413 students (duplicated) have attended e5 to date; 26 unduplicated clients have participated in the program since October. *E5 – looking to expand and add the program at Lafayette in the Fall.*

Family ASL:

- We have a potential North County Family ASL class starting in the fall Patricia Branz would prefer to teach that class so we are still looking for someone to teach the class at DCS.

BBBS: We are holding at this time with 3 matches to date.

Client Support Services Department:

- Client Support Services is operating and have seen 90 unduplicated clients through March with 199 contacts in the month of March. There is still one vacant position in the North County office and interviews have been held and are ongoing. There were 409 referrals at the front desk in March.

Media:

• Statistics as of	February:	Statistics as of March 31
FB Likes:	4650	4807
FB Followers:	4643	4952
Twitter:	3812	3834
Instagram:	1166	1239
You Tube:	413	414
Subscriber:	2078	2318

Website Sessions/month: 1

(# of times user was active on site. Session resets after 30 minutes of inactivity or end of calendar day)

Website Users/month: 1

(# of people who have come to the site. Even if they have visited multiple times, it will only count as 1 user)

Events:

- Board Retreat – June 29th
- Summer BBQ – August 24th

V. Financial Report (Mather)

- This is February of FY 2018-19 financial report that is ready to be read. In the February 2018 report, there are several things that I want to mention about.

- Revenues:

Literacy program – still weak revenues....there are incoming clients so revenue should be eventually improved.

Interpreting department – due to major software makeover, it was negative revenue operation with purchase costs. That was expected as planned.

- Other Income

There were dividends/interests received from Investment.

- Expenses:

DCS overall actual expenses were within projected budget expectations.

VI. Fundraising Committee Report (Lavelle)

- DCS Bowl-A-Thon 2019

- Proceedings

- Revenue thus far \$20,458

- Will need to return \$6,008 from the revenue to the fundraisers who have met their fundraising goals of \$1,000

- Still awaiting for the donations from Common Theory fundraiser dinner

- Thoughts

- Will need to revisit marketing for our event as people seemed to miss the whole concept of Bowl-A-Thon and treated it as a simple ticketed event.

- Will send out survey to solicit more feedback from the public.

- Fundraising Research

- The New Children Museum Fundraiser - Sip, Create, Play Happy Hour Early Bird Ticket was only \$25, Late Bird Ticket was \$35, and at door \$45. Food & Beverage: 5 caterers were hired to serve food tapa-style and mixed drinks served in small portions.

- The guests got to create their own succulent pots - drawing/painting on white pots before adding soil, rocks, and baby succulents.

The guests got to play in its establishments. In addition, the guests got to enjoy the virtual reality activity and photo booth which people got “e-FlipBook” via email and phone provided by independent vendors.

- DCS Sip, Savor, Sign Happy Hour

Would like to re-create the The New Children Museum’s concept on Happy Hour Fundraiser for this upcoming year in September.

- Patricia Sieglen-Perry is getting more information from the property manager regarding their policies on utilizing the outdoor area of DCS building for this function.

VII. Personnel Committee (Zernovoj)

- **DCS Employee Handbook Revision:**
Minor policy changes. No major law changes. We will move to approve in New Business.
- **Employee Surveys:**
Thank you Lauren for sending over. We will provide a report and review this prior to the ED evaluation process.

VIII. Board Governance Committee (Davis)

No Report.

IX. Old Business

None

X. New Business

- Zernovoj motioned to accept new DCS Employee Handbook changes. Mather seconded, no discussion, All Aye
- Ellis motioned to authorize Patricia to sign the EDD authorization for the 2019-2020 program year. Lavelle seconded, No discussion, All Aye

XI. Announcements

Next board meeting will be May 20th.

XII. Adjournment / Closed Session

Sampson adjourned the meeting at 6:51 PM.