

BOARD OF DIRECTORS MEETING
MINUTES

Monday, June 24th, 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
	Marina Lavelle
	Alex Zernovoj (Absent)

Staff Members:

Executive Director:	Patricia Sieglen-Perry
Accounting Manager:	Michelle Chambless

Guests:

Interpreter:	Jennifer Brown
Interpreter:	Salenie Gabeocki

MEETING

I. Call To Order

Sampson called the meeting to order at 06:13 PM.

II. Review of the Minutes

Lavelle moved to approve the May 20th meeting minutes as is. Mather seconded.

PASSED- Unanimously

III. Chairperson's Report (Sampson)

- **End of Fiscal Year Approaching**

We are making progress on the end-of-year evaluation of our Executive Director. Budget for the upcoming fiscal year is due. Also need to reauthorize our ED to sign off monthly reimbursement requests with Deaf Access Program under the State of California.

- **Preparations for Board Retreat**

Our next board retreat is this coming Saturday! An email will be sent out shortly if not already by now with details. We'll focus on Board governance and review strategic goals. I'm looking forward to it! The retreat is at Non-Profit Management Solutions conference room.

IV. Executive Director's Report (Sieglan-Perry)

Departments:

Administration:

- **Department of Social Services:** We have submitted the advance for FY 19-20. The DAP contractors will meet again in September coinciding with the CAD conference and the ASL celebration at the Capitol.

A different division of DSS contacted DCS to produce two vlogs about the CalFresh program that rolled out on June 1st after seeing DCS' vlog about that program. We have contracted with them to complete the vlogs by July 22nd.

- **County Contract:** The County notified DCS on June 4th that our proposals were accepted and negotiations will begin. After meeting on June 20th, we were informed that the proposal amount exceeded their budgeted amount and we will need to recalculate the budget for the next five years. This amounts to approximately a \$140,000 decrease from the proposed amount. However, the County budgeted amount is an increase from the current contract for the five year period as follows:

- Current funding for 545157 (BHD/SOL) x 5 years = \$3,686,766
- County Budget for 545157 (BHD/SOL) for 5 years = \$4,015,929
- 8.93% increase over 5 year period

- Current funding for 545159 (CH) x 5 years = \$1,396,655
- County Budget for 545159 (CH) for 5 years = \$1,495,388
- 7.07% increase over 5 year period

The County will extend the current contracts until the end of July with an increased amount. We will hire an additional Substance Abuse Counselor and a data entry billing specialist for BHS.

We were able to negotiate two program changes with regard to reducing productivity from 60% to 50% and waive the new requirement for employment services at the DCS clubhouse

- **EDD:** EDD approved our proposal at the current amount of 370, 810.
- **Website:** The website development is progressing and the estimated launch will be in the next two weeks.
- **SDDF:** Judy Benson from the Benson Family Foundation agreed to sponsor the DeaFestival for 2019.

Behavior Health Services:

- **SOC house:** Currently have 1 vacancies.
- **SOH house:** Currently, there are 1 vacancies
- **SOL:** There are currently 21 participants in the SOL program for a YTD total of 42. There were 4 new clients in May.
- **BHS:** There were 38 active cases and 2 children cases under the County contract for the month of May and an additional 7 under DSS.
- **Clubhouse:** The Manager position is still open. Three new clients participated in May for an unduplicated total of 123 YTD with 2632 contacts to date.

Interpreting:

- The department had a total of 946 requests for the month of May; 300 were education requests and 646 were community; 107 were unfilled.

Employment Services:

- There were 5 placements in May for a total of 45 placements to date.

Literacy Program:

- For the month of May, there were 7 individual PVSA participants and 4 in a group and 6 LEAD trainees. There were 3 assessments in May and 5 referrals in for LEAD. A LEAD class will begin in Vista with 3 new students..

Youth and Family Services:

Deaf Mentor Training:

- As of May, there are 10 families in the program. Five mentors are currently active in the program. 3 more families added in June, total is at 13.

DYLC:

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

E5:

- Through May, 632 students (duplicated) have attended e5 to date with 133 attending in May; 26 unduplicated clients have participated in the program since October.

Family ASL:

- 113 individuals attended during May with 22 unduplicated families for the month.

BBBS:

- We are holding at this time with 3 matches to date. There are 5 bigs on the wait list and 14 littles.

Client Support Services Department:

- Client Support Services have seen 106 unduplicated clients through May with 158 contacts. Through April there were 14 unduplicated clients and 28 contacts. The two advocates, Julie Fisher and Idy Fass started on June 3rd. There were 516 referrals at the front desk in May.
- Hosted DNO in June at Oggi's near NCO about 60 people showed up.

Media:

	Statistics as of April:	Statistics as of May:
FB Likes:	4933	5021
FB Followers:	5077	5177
Twitter:	3854	3883
Instagram:	1289	1348
You Tube:	420	440
Subscriber:	2411	2447

Events:

- Board Retreat – June 29th
- Summer BBQ – August 24th
- DeaFestival - October 12th

V. Financial Report (Mather)

In the March 2019 report, there are several things that I want to mention about.

- Revenues:

Literacy program – they received new clients so revenues eventually improving.

Interpreting Department – the budget was lower than expected. They will calculate overall ratio between staff and independent interpreters.

- Expenses:

DCS overall actual expenses were within projected budget expectations.

In the April 2019 report, there are some updates.

- Revenues:

Literacy program – a number of new clients has been increased however it is still negative operating revenue.

Interpreting Department – after new software installed and catching up with billing and collecting money, it appeared positive operating revenue.

- Other Income:

There were dividends/interests received from Investment.

New contract under CPUC – TEAM & CHANGES (End date is 04/30/2019).

DCS earned \$8,400.

Another new revenue from Energy Upgrade California (EUC), DCS billed for Media Department for \$14,224.

- Expenses:

DCS overall actual expenses were within projected budget expectations.

First draft of FY 2019-2020, there are same amounts from the grants and others. The grant from County of San Diego will be reduced approximately 80K. Overall FY 18-19 was 5.2 million and FY 19-20 will be approximately 5.7 million.

Mather also suggested that DCS add a percentage in all future contracts for administrative support.

- FY 19-20 Budget.....Sieglen-Perry
There were some delays in getting reports from various entities so the proposed budget was late.
We are scheduling a special meeting via video conference on Thursday June 27th at 7 PM to approve the budget.
- Customer Management Database.....Allie Rice
We are choosing between Social Solutions or Sales Force for our Customer Management Database (CRM).
We need approval for up to \$25,000 to get a copy of the Sales Force system from DCARA and 3 months of onboarding support from Sales Force.

VI. Fundraising Committee Report (Lavelle)

No Report.

VII. Personnel Committee (Zernovoj)

No Report.

VIII. Board Governance Committee (Davis)

Be sure to review the document for board governance before the retreat this Saturday.

IX. Old Business

None

X. New Business

- Reauthorize Sieglen-Perry as signer for DSS.....Ellis
 - Ellis moves to authorize Patricia Sieglen-Perry to sign the monthly reimbursement invoices for submission to the Deaf Access Program under the State of California for the upcoming fiscal year starting July 1st, 2019.
Motion amended by Maher.
(Exact phrase)
The Board of Directors of DCS hereby gives Patricia Sieglen-Perry and in the absence of the Executive Director (null) authorization to sign any document obligating or otherwise representing our agency.
Lavelle seconded.
Amendment passed- majority vote.
Original motion passed- majority vote.

- Authorize Sonnenberg Audit.....Ellis
 - Ellis moves to authorize Patricia Sieglen-Perry to sign the Proposal & Engagement Letter submitted by Sonnenberg & Company, CPAs in order to prepare our annual audit and tax returns for the current fiscal year ending June 30th at the cost of up to \$10,000.00.
Maher seconded.
Amended to change the amount up to \$11,000.00
Lavelle seconded.
Amendment passed- majority vote.
Original motion passed- majority vote.

- Sales Force Customer Management Software
 - Lavelle moves to approve \$25,000.00 to purchase the Sales Force software.
Maher seconded.
Motion passed- majority vote.

XI. Announcements

Next board meeting will be July 29th.

XII. Adjournment / Closed Session

Sampson adjourned the meeting at 8:20 PM.

~~Jan 28~~ ~~Feb 25~~ ~~Mar 25~~ ~~Apr 29~~ ~~May 20~~ ~~Jun 24~~ Jul 29
Aug 26 Sep 23 Oct 28 Nov 25 Dec (no meeting)