Call To Order
Sampson called the meeting to order at 06:04 PM.

Review of the Minutes (Board Meeting, October 28th 2019)
Ronco moved to approve the September 30th meeting minutes as read. Mather seconded. PASSED- Unanimously

Chairperson’s Report (Sampson)

Welcome Back Patricia!
As many of you know, Patricia took medical leave the day after our last board meeting to undergo surgery. She thought she might be back in roughly three weeks. However when she showed up in the office recently for a few hours, she found it exhausting. She plans on returning full time on December 2nd. Throughout her rehabilitation stage, she has kept in touch with the administrative team. Recovery and rehabilitation can be tough on anyone!

**Online Board Documents Storage**

I have been working with Patricia and Malimar, our IT provider, to source a solution to the board’s request for online storage of the board activities. They have something called SharePoint which is part of the Microsoft Office 365 suite. As some of you noticed, you were sent an email link to the online storage. I have explored it and found it to be a potential storage solution. It’s very similar to third party online storage solutions. The difference in this case is the integration between the Outlook webmail interface and SharePoint interface.

**Board Handbook**

I’ve been working with Allie Rice, our Deputy Director, to compile electronic versions of all documents in our existing Board Handbook. She has found a few but not all. We believe Patricia may have the rest but since she is on medical leave, we needed to wait until her return!

In addition, I forwarded what I have on hand to Tony Ronco so he could start fleshing out a description of the roles of each board member for our records. I sent out a list of proposed changes to the Table of Contents of our handbook. Based on the limited number of responses, there doesn’t appear to be further changes to the table of contents but that may change in the future.

**Nonprofit Governance Symposium**

I sent out an email with links to the upcoming Nonprofit Governance Symposium held on the campus of the University of San Diego on January 23rd & 24th. If you are interested, please let me know of your interest!

**Schedule for 1st Half of 2020**

TownHall  
Bowl-A-Thon (need coordinator)  
Board Retreat

**January 2020 Board Meeting @ NCo?**

Should we consider our next board meeting at our North County office in Vista?
Notes: Davis needs to login access back to her DCS email. She has DCS email forwarded to her personal email. It was suggested that she contact Mailmar support at 619-444-2200.

Next board meeting will be at the Vista office.

Executive Director's Report (Sieglen-Perry)

11/25/19 report:

Departments:

Administration:

OVW: The collaboration has decided to do two vlogs as this time and will contract with DCS to produce them. The Project Coordinator has been hired and will start January 2nd. Kaycee Summers is from Rochester NY at NTID and will be moving here to start her new position.

EUC: The original grant with Energy Upgrade California will terminate at the end of December. We have submitted another grant for $15,650 to produce three vlogs in the calendar year of 2020.

Database: Employment Services and Client Support Services have begun using the Sales Force Intake Form as of October 1st. Literacy will follow soon. DCARA’s IT person will come down in January to train the Executive Team and the Admin team.

Department of Social Services: DCS received reimbursement checks for the months of March, April and May for a total of $167,000. We are waiting on the final check from June.

DCS has contracted with DSS for $9999 to handle CalFresh applications.

County Contract:

Clubhouse: Lilly Horta Esquer has been hired as the part time Peer Support Specialist at the Clubhouse and will start on 12/2/19. We are fully hired for that program!

BHS: Lead Therapist/Program Manager for Behavior Health Services is still open. We are looking at modifications to the position to better meet contract performance goals.

SOL: A house manager has been selected for SOH. She will move in December 1st. Julianne Brown is a young hearing woman who attends SDSU
majoring in Social Work. She has life experience that will assist her in this role. The House Manager performs these duties in exchange for free rent.

**Behavior Health Services:** September 2019

**SOC house:** currently has 0 vacancies

**SOH house:** Currently, there are 3 vacancies

**SOL:** There were 4 new clients in October and there are currently 26 participants in the SOL program.

**BHS:** There were 27 active cases and 2 child cases under the County contract for the month of October and an additional 5 under DSS.

**Clubhouse:** Three new clients participated in October for a total of 27 clients with 307 member contacts.

**Interpreting- October:**

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**Employment Services:** There were 5 placements for October for a total of 19.

**Literacy Program:** For the month of October there were 2 individual PVSA participants and 13 LEAD trainees; 9 at HQ and 4 at NCO.

**Youth and Family Services:**

**Deaf Mentor Training:** As of October, there are 12 families in the program. Five coaches are currently active in the program.
**E5**: Madison High School did not get their after school program funding for the new school year. DCS is working with them to secure funding through the Buchanan Parsons Trust fund. The District is requiring new scopes of works for both e5 and DYLC. These have been submitted for review.

**Family ASL**: In October, there have been 251 individuals attending the Wednesday class with 31 unduplicated families. There have been 43 children in child care.

**BBBS**: There are no changes to last month’s numbers. There are currently 4 matches to date. There are 3 Bigs on the wait list and 21 Littles.

**Client Support Services Department**: Paul Amann started at DCS on November 12th as the new Outreach Specialist position which will focus on the TEAM and CHANGES contract and will be housed in Client Support Services.

CSS staff has seen 60 unduplicated clients year-to-date with 216 contacts. In North County, there were 31 unduplicated clients and 164 contacts. There were 430 referrals at the front desk in October at HQ and 34 at NCO.

**Media**: Statistics as of September: Statistics as of October:

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**Events**: Holiday Party, December 14th

**Notes**: BHS had 27 cases because of shortage of staff. As long they meet the productivity percentage is what is important.

**DCS needs big brothers and sisters!** There are 21 littles on the wait list.

**OWV**: Working on 2 VLOGS produced by DCS which will be shared on all of the partner websites.

The Committee is also working to make brochures and other advertising campaigns such as bus signage.

We estimate that this program will have 5-8 years of funding.

**Sales Force**: We will have formal training for Executive and Admin teams by Brad at DCARA at the end of January.
Expanded on the Cal fresh grant- new name instead of “food stamps”. DCS can assist with setting up Cal fresh program for individuals and families. Literacy:
Starting to get more Department of Rehabilitation (DOR) referrals for North County office.

Financial Report (Mather)

For 2019-20 reports, there are some notes from accounting department:

Notes for July FY 19-20 Financials:

Annual DYLC camp operates in July each year with a portion of the event being covered by DCS (this fiscal year it is $7,550)

Interpreting profit for the month of July was good with Comic Con providing $15k in profit. Bottom line does not show full profitability from that event due to new Indirect Expense Charge of 10% to allocate the expenses related to administration of the agency being charged to the programs and departments.

Literacy program only had class for 2 weeks in July, due to summer break. Revenues for the month of July do reflect the increase to enrollment in the program, but decrease in days services were rendered in the month.

Indirect Expense Charge of 10% is implemented effective 7/1/19, and billable to County of San Diego contract effective 8/1/19 (due to extension of previous year contract by 1 month). Total amount not billed for indirect expense to County of San Diego is $5,527

Notes for August FY 19-20 Financials:

Annual End of Summer BBQ in held in August each year with a budgeted amount of $5k. Total expenses for the BBQ this year were $4,178

Interpreting Department posted another profitable month for August ($29k) with a slow month for Educational Interpreting Services as the school year began. Overall revenues are behind budget for this point in the year (13% vs 17% budgeted) however gross profit is above the budgeted percentage for the year.

Literacy program posted a positive profit for the month! This is with both staff salaries restored to the program and not being covered primarily by DSS. With the number of trainees in the program currently, continued referrals and enrollment will positively impact profit for the program for the remainder of the fiscal year.

Notes for September FY 19-20 Financials:
Per discussions at the end of FY 18/19, Vacation Accrual entries will be made quarterly going forward. First quarter accruals were posted in September fiscal period, with an increase to expense of $7k

Interpreting Department posted another profitable month for September ($43k). Due to NPA Certification rate negotiations, a $6k credit for overcharged services from July - Sept was accounted for in September fiscal period to cover the credit memos to be issued (was charging $70 but should have charged $65).

Literacy program had an increase to their vacation accrual expense of $700. Without this expense, Literacy would have posted a profit of $600. Enrollment continues to increase and we expect the program to see continued profitability in the coming months.

Fundraising Committee Report (Vacant)

No report. We need a volunteer to help.

Personnel Committee (Zernovoj)

No report.

Board Governance Committee (Davis)

No report.

Old Business

None

New Business

None.

Announcements

Next board meeting will be January 27th at the NCO Office.

Guest- Judith Treesberg. She is having a hard time finding Deaf workers to hire. DCS has lot of resources. There is a program in North County that can connect with DCS. She wants to set up a meeting between the two programs. They are happy to provide for caregivers for the Deaf. Patricia is to contact Judith and set up a meet.
Adjournment / Closed Session
Sampson adjourned the meeting at 6:54 PM.

Jan 28  Feb 25  Mar 25  Apr 29  May 20  Jun 24  Jul 29
Aug 26  Sep 30  Oct 28  Nov 25  Dec (no meeting)