



BOARD OF DIRECTORS MEETING  
MINUTES

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**Monday, March 29<sup>th</sup>, 2021**

1545 Hotel Circle South, Suite 300, San Diego, CA 92108

**ATTENDANCE**

**Board of Directors:**

Interim Chair:	Matt Ellis
Chair:	Doug Sampson
Secretary:	Doug Sampson (Interim)
Treasurer:	Josh Jensen (Interim) (Absent)
Members:	William Mather Tony Ronco

**Staff Members:**

Executive Director:	Allie Rice (interim)
Deputy Director:	Allie Rice
Human Resources Manager:	Lauren Gordon

**Guests:**

Interpreter:	Jennifer Austin
Interpreter:	Suzanne Lightbourn

**MEETING**

**Call to Order**

Ellis called the meeting to order at 06:03 PM.

**Public Comments**

No public comments were offered.

**Review of the Minutes**

Mather moved to approve the February 22<sup>nd</sup> meeting minutes. Sampson seconded; all in favor- motion passed unanimously.

**Chairperson's Report (Ellis)**

**Innivee Strategies**

The board has contracted with a Deaf-run company, Innivee Strategies, to collaborate with DCS in two areas; Organizational Healing and the Executive Director Search Process. Working with Innivee, we will keep the agency and the community updated as soon have more information. We are looking forward to getting started!

### **Executive Director's Report (Rice)**

This week is the last week of the third quarter. Thus we are soon entering the fourth quarter which technically means we are approaching the end of the current fiscal year! Looking forward to wrapping this fiscal year.

During February, employees are focused on prep work related to their projects.

**COVID-19 Update:** DCS employees continue to work remotely and direct services are provided through virtual appointments and meetings.

The re-entry/reopening plans were modified to comply with the current CDC and CDPH guidelines and it will be shared with the entire organization during the last week of March. A survey will be distributed, as well.

It appears that two departments out of a total of seven may return to work on a hybrid plan starting in early May.

### **Administration:**

#### **Project-Based Contracts:**

**COVID-19 Community Health Project (CCHP):** The Client Support Services (CSS) and Media departments have been doing a lot of preparation, including project planning, for this project. Four deaf coalition agencies, including DCS, will collaborate with the Deaf West Theatre (DWT) on video production and video editing.

**Energy Upgrade California (EUC):** Despite a late start with the project, the CSS and Media departments collaborated on idea-sharing, content development (i.e. scripts), and developing marketing strategies to ensure essential information and resources are disseminated about the rollout waves of the Time of Use (TOU) plans.

**Identity Theft Resource Center (ITRC):** DCS corresponded with ITRC on finalizing the MOU and both organizations plan to work together in the coming months.

**Staffing Update:** Two leadership positions continue to be vacant: Executive Director and Accounting Manager positions. DCS has increased its recruitment efforts to seek applicants for the Accounting Manager position.

### **Departments:**

**Behavioral Health Department:**

	<b>Jan.</b>	<b>Feb.</b>	<b>YTD</b>
<b>Behavioral Health Services</b>			
Unduplicated clients (adult/child)	1	1	37
DSS cases	2	2	4
<b>Signs of Life (SOL)</b>			
Unduplicated clients	0	1	14
SOH vacancies	0	1	7
SOC vacancies	0	0	0
<b>Clubhouse</b>			
Unduplicated clients	1	0	25
Client contacts	238	210	2,283

**Update:** Pertaining to the Clubhouse, the Peer Support Specialist position is still vacant.

**Interpreting Services:**

	<b>Jan.</b>	<b>Feb.</b>	<b>YTD</b>
Total # of Requests	586	606	4,438
Total # of Last-Minute Requests	37	40	311
# of Last-Minute Requests Filled	6	32	256
Total # of Community Requests	429	439	3,194
# of Community Requests Filled	415	418	3,129
Total # of Educational Requests	87	94	571
# of Educational Requests Filled	86	91	567
# of requests canceled (Billable)	54	85	554
# of requests canceled (non-billable)	17	18	174
Total Requests of Pro Bono Services Provided	2	7	34

**Employment Services:**

	<b>Jan.</b>	<b>Feb.</b>	<b>YTD</b>
Enrollment	2	9	41
Job Placements (Goal: 62 placements)	4	1	25

**Update:** The Employment Advisor/Interpreter position is still vacant.

**Adult Literacy Services:**

	<b>Jan.</b>	<b>Feb.</b>	<b>YTD</b>
<b>LEAD</b>			
Unduplicated trainees (combined)	0	1	11
HQ	0	6	6
NCO	0	5	5
<b>PVSA</b>			

Unduplicated participants (combined)	0	1	2
HQ	0	1	2
NCO	0	0	0

**Youth and Family Services:**

	Jan.	Feb.	YTD
<b><i>Deaf Mentorship Program</i></b>			
Unduplicated # of families	1	0	25
Deaf coaches	1	0	8
# of families on the wait list	6	7	22
<b>e5</b>	12	10	22
<b><i>Family ASL</i></b>			
# of participants	n/a	20	349
# of families in attendance (Merry Mondays)	19	28	135
<b><i>BBBS</i></b>			
# of matches	3	3	3
# of Bigs on the wait list	5	5	5
# of Littles on the wait list	21	21	21
<b><i>Deaf Youth Literacy Camp (DYLC)</i></b>	n/a	n/a	n/a

**Update:** The BBBS program is on hold at this time due to COVID-19. DYLC is not in session until the summer of 2021.

**Client Support Services:**

	Jan.	Feb.	YTD
<b><i>Advocacy Services</i></b>			
Unduplicated clients (combined)	1	3	48
Client Contacts (combined)	60	34	1,402
<b><i>Information and Referrals</i></b>			
Referrals (combined)	120	168	1,429

**Update:** One of the Deaf Advocate positions has been modified to reflect the need for staffing support related to project-based contracts and outreach and community education efforts. The OVW Project Coordinator, Sara Selzer, will serve as the Project Coordinator – funded by DSS – within the CSS department, as well as the entire agency.

**Media:**

	Jan.	Feb.	YTD
FB Likes	6,177	6,183	48,694
FB Followers	6,345	6,352	50,527
Twitter	4,231	4,260	33,442
Instagram	2,889	2,890	22,155

YouTube	662	665	5,019
Subscriber	2,425	2,325	19,138
DCS Website Users*	2,089	2,316	18,898

*\*This represents the number of people who have visited the DCS website, even if they have visited the site multiple times.*

**Events:** No events in February.

### **Board Committee Reports**

- **Finance Committee (Jensen)**

No report due to absence.

- **Fundraising Committee (Vacant)**

No report.

- **Personnel Committee (Vacant)**

No report.

- **Board Governance Committee (Ronco)**

There is no change in the Board manual from last month. I look forward to having is a central place for the Board to share and store documents related to their work. One place for everything. It is called SharePoint.

### **Deaf Service Advisory Council: (Rosas)**

No report.

### **Old Business**

None.

### **New Business**

None.

### **Announcements**

Next board meeting will be on Monday, April 26<sup>th</sup>, 2021.

### **Adjournment / Closed Session**

Ellis adjourned the meeting at 6:45 PM.

~~Jan 25~~ ~~Feb 22~~ ~~Mar 29~~ Apr 26 May 24 Jun 28 Jul 26  
Aug 30 Sep 27 Oct 25 Nov 29 Dec (no meeting)

Respectfully Submitted By,

A handwritten signature in black ink, appearing to read "Doug Sampson". The signature is fluid and cursive, with a long, sweeping tail that extends to the right.

Doug Sampson