



BOARD OF DIRECTORS MEETING

MINUTES

Monday, September 27th, 2021

(Zoom) 1545 Hotel Circle South, Suite 300, San Diego, CA 92108

ATTENDANCE

Board of Directors:

Chair:	Matt Ellis
Vice Chair:	Amrita Nat-Booter
Secretary:	Jesse Jones III
Treasurer:	Josh Jensen
Members:	Doug Sampson
	Ruth Rosas
	Tony Ronco

Staff Members:

Executive Director:	Allie Rice (interim)
Deputy Director:	Allie Rice
Accounting Manager:	Emmanuel Felix

Guests:

Interpreter:	Jennifer Austin
Interpreter:	Suzanne Lightbourne

MEETING

Call to Order

Ellis called the meeting to order at 6:03 PM.

Review of the Minutes

The minutes from the August 30th meeting were not presented for review and had been tabled to next month's meeting for review and approval.

Chairperson's Report (Ellis)

The board has been working on several different things including discussions on policies for the board and Deaf Community Services. We also met with 2 potential new board members, and we will let you know our decision soon and we will have more details on those.

The executive director search you can also see the search committee who is involved. Who is the chair and what their plans are. We are thrilled to have such a strong group representation so we hope the deaf community feels the same.

And the biggest thing this week is that the prospectus. The release of the prospectus is the Deaf Community Services profile, summary programs and services.

The executive director's job description is in there as well, and we will be releasing that soon so hopefully sometime this week. So please spread the word to the community and your other communities and please candidates send to DCS search... do we have any questions about that? That concludes my report.

Executive Director's Report (Rice)

COVID-19 Update: Starting October 4th, DCS will be open three days a week - adding Wednesdays - from 10 am – 3 pm and will continue to meet in-person with clients/visitors by appointment only.

Administration:

Salesforce: DCS is pleased to share that Donny Jacob joined us as an independent contractor in early August. Donny will work on Salesforce (full implementation as it has been incomplete), maintain and monitor the DCS website, and provide tech support during board meetings.

Staffing Update: The Youth and Family Services (YFS) Director position has been filled. Her name is Kayla LaBruno and she joined DCS at the end of August. In addition, the Scheduler position has been filled. Her name is Alejandra Giron and she will start on Oct. 4th and one of our schedulers, Laura Kane, will transition out of her role as a scheduler and serve as a staff interpreter at DCS. There are several vacant positions and those are as follows: Executive Director, Clinical Director, Registered Alcohol and Drug Technician, Behavioral Health Therapist, Deaf Coach Coordinator, Deaf Advocate, and Interpreting Services Director.

Departments:

Behavioral Health Department:

<i>Behavioral Health Services</i>	July	Aug.	YTD
Unduplicated clients (adult/child)	6	1	7
DSS cases	2	0	2
<i>Signs of Life (SOL)</i>			
Unduplicated clients	4	1	5*
SOC vacancies	1	2	3
SOC2 (SOH) vacancies	2	0	2
<i>Clubhouse</i>			
Unduplicated clients	21	7	28
Client contacts	126	137	263

*12 active cases for SOL.

Interpreting Services:

	July	Aug.	YTD
Total # of Requests	321	423	744
Total # of Last Minute Requests	33	41	74
# of Last Minute Requests Filled	28	33	61
Total # of Community Requests	300	347	647
# of Community Requests Filled	293	333	626
Total # of Educational Requests	27	108	135
# of Educational Requests Filled	26	89	115

# of requests canceled (Billable)	38	39	77
# of requests canceled (non-billable)	26	42	68
# of Trilingual Interpreting Requests Filled	1	1	2
# of Requests for CART Services Filled	0	2	2
# of DeafBlind Interpreting Requests Filled	13	17	30
# of Deaf Interpreter Requests Filled	6	14	20
Total Requests of Pro Bono Services Provided	3	3	6

Employment Services:

	July	Aug.	YTD
Enrollment	11	8	19
Job Placements (Goal: 62 placements)	3	2	5

Adult Literacy Services:

	July	Aug.	YTD
LEAD			
Unduplicated trainees (combined)	8	6	14*
HQ	6	0	6
NCO	2	0	2
PVSA			
Unduplicated participants (combined)	3	0	3
HQ	3	0	3
NCO	0	0	0

*Duplicated trainees; another metric will be added to reflect duplicated trainees.

Youth and Family Services:

Deaf Mentorship Program	July	Aug.	YTD
Unduplicated # of families	0	0	0
Deaf coaches	0	0	0

# of families on the wait list	0	0	0
e5	n/a	n/a	n/a
Family ASL			
# of participants	n/a	n/a	n/a
# of families in attendance (Merry Mondays)	n/a	n/a	n/a
BBBS			
# of matches	3	0	0
# of Bigs on the wait list	5	5	5
# of Littles on the wait list	21	21	21
Deaf Youth Literacy Camp (DYLC)	n/a	n/a	n/a

Update: The virtual DYLC took place from August 2 – 6. The DYLC Camp Coordinator, Shannon Gilliland, planned the entire camp. A total of 14 campers (2020 DYLC: 15 campers) participated in the camp. Thank you, Shannon and her amazing team, for coordinating and pulling it off in such a short time! Also, three employees participated in the Deaf Coach Training led by NorCal and LEAD-K at the end of August.

Client Support Services:

	July	Aug.	YTD
Advocacy Services			
Unduplicated clients (combined)	12	6	18
Client Contacts (combined)	124	136	260
Information and Referrals			
Referrals (combined)	183	262	445

Media:

	July	Aug.	YTD
FB Likes	n/a	n/a	n/a
FB Followers	6,230	6,425	12,655

Twitter	4,319	4,338	8,657
Instagram	2,963	2,997	5,960
YouTube	694	710	1,404
Subscriber	n/a	n/a	n/a
DCS Website Users*	n/a	n/a	n/a

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

Events: No events in August. Related to the Holiday Party in December, DCS has decided to host it differently this year. Since DCS will not be having its annual Holiday Party, DCS will be hosting its annual Toy Drive at the DCS Headquarters and it will be a contactless drive-through event. Donations/gifts for the Toy Drive will be distributed during the drive-through event. Be on the lookout for more details soon.

Financial Report (Jensen)

Hello everyone! We had a meeting last week, and we were able to review the budget again for 21-22 FY. There are still some points that need to be revised or researched before we can make it official. For the financial statements, we are now working on finalizing 19-20 FY to be able to start closing the 20-21 FY. Once 20-21 FY is completed, we will be able to show accurate data. We voted to change our finance committee meeting schedule to Thursday before the monthly board meeting which occurs on the last Monday of every month. Thank you!

Fundraising Committee Report (Rosas for Preston)

Hi everyone I am going to be sharing for Laura. She wanted to let you know that we have a date for the gala. It's on the calendar for may 12th, 2022. -- the 14th I'm sorry. The 14th excuse me. May 14th, 2022 at Fairbanks ranch country club. And we need volunteers please to join the fundraising committee. If you're interested please join, thank you. Laura Preston is the gala chair.

Personnel Committee (Nat-Booter)

Hi just want to let you know we are working on revising the job descriptions so hopefully we can get that completed soon. Thank you.

Deaf Service Advisory Council (Rosas)

Yeah, I sent a video out to the community, we need you. We need members to join and we need a chair. We need vice chair. We need a secretary as well. So please do contact me if you're interested in joining. You can e-mail DSAC@DCSofSD.org thank you.

Board Governance Committee (Ronco)

for board governance, we will meet Thursday -- the last Thursday of every month so our goal right now is piloting the concept of job evaluations for each board member, so it will look -- it will be like a 360 view or a 360 review. So myself, Matt, and Doug have met or are going to be meeting excuse me next Thursday, and discussing the pilot of that.

Old Business

None.

New Business

None.

Announcements

Next board meeting will be on Monday, October 25th, 2021.

Adjournment / Closed Session

Ellis adjourned the meeting at 6:39 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,



Jesse Jones III