

1 **GREATER LOS ANGELES AGENCY ON DEAFNESS, INC.**
2 **Executive Agency Board of Directors**
3 **Wednesday, February 1, 2012**
4 **MINUTES**
5

6 **President Schultz called the meeting to order at 7 p.m. A quorum was present.**
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8 **I. ROLL CALL**
9

10 Board Members Present:

11 Stephen Schultz-President, Mark Jones-Vice President, Fred Lovitch-Secretary, Robert Sidansky, Robert
12 Sutton, Modela Kurzet, Jonathan Weiss, Barbie Gomez
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14 Absent:

15 John Arce-Treasurer, David Kurs
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17 Visitors:

18 None
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20 Staff Present:

21 Dr. Patricia Hughes
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23 Interpreters:

24 Norman Galapin and Janell Bruneau
25

26 Recording Secretary:

27 Jainah Ranger
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29 **II. APPROVAL OF MINUTES: Meeting of November 30, 2011**

30 Page 2, line 32, revise "ICS" and "CSD" to "Community Services for the Deaf, based in South Dakota,
31 (CSD)" and "Interpreting and Consulting Services, Inc"

32 Page 3, line 31, change "unemployment" to "unemployed"

33 Page 5, line 25 change "New Berry Park" to "Newbury Park"

34 Page 5, line 41, change "Arce reminded the board that it is important that each board member make their
35 100% percent contribution for the annual campaign" to "Arce reminded the Board that it is important that
36 all board members donate to the annual campaign to reflect 100% board member participation"

37 Page 6, line 25, change "meeting" to "met"

38 Sutton moves to accept the minutes as corrected. Lovitch seconded. **MSC.**
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40 **III. OFFICER'S REPORTS**

41 President's Report:

42 Schultz explained the reason he canceled the board on January 25, 2012 was because he was concerned
43 there might not be enough board members for a quorum. Often some board members arrive 30-40 minutes
44 late and Schultz did not want to keep the other board members waiting. Also, Schultz had arrived early
45 and saw Hughes interacting with a consumer that was being difficult and confrontational. Schultz noticed
46 Hughes energy was depleting due to this situation and he did not think it was fair for Hughes to have to
47 attend the board meeting if her energy was gone.
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1 Vice President's Report:

2 Jones informed the board that he will not be attending the board meeting on February 29th. Kurzet will be
3 out of state on February 28th. Hughes will be in Sacramento on February 28th also. The board discussed
4 moving the board meeting up to February 22nd.

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6 Treasurer's Report:

7 Schultz gave the Treasurer's Report due to Arce being absent from the board meeting. Schutlz referred to
8 the handout of Controller's Report as of today's date was given to the finance committee with the
9 following information -

- 10 • Overall cash position today for DAHC, GLAD and LifeSigns is \$1,474,814.
- 11 • Overall accounts receivable balance is \$945,520 which comprised of GLAD balance of \$317,771
12 and LifeSigns balance of \$627,749.

13 Financial reports as of 12/31/11 was given to the finance committee presented by our controller with the
14 following information –

15 Consolidated profit and loss for year to date (six months ending 12/31/11) shows a loss of \$(18,995) as
16 compared to a loss of \$(89,164) a year ago.

- 17 • Consolidated year to date revenues as of 12/31/11 was \$2,963,807 which is \$53,017 less than prior
18 year.
- 19 • GLAD's 12/31/11 net loss was \$(34,516) as compared to prior year net loss of \$(29,645).
- 20 • LifeSigns's 12/31/11 net income was \$33,109 as compared to prior year net loss of \$(49,588).
- 21 • DAHC's 12/31/11 net loss was \$(17,588) as compared to prior year net loss of \$(9,931).

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23 Secretary's Report:

24 No Report

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26 **IV. CEO'S REPORT**

27 Hughes will be going to Oakland tomorrow to represent GLAD in the CNN.com lawsuit. This is a
28 landmark case about CNN.com being sued for their lack of captioning on their website. DCARA will be
29 sending the community members to fill the court room tomorrow.

30 *Solarium 4th Floor*

31 Schultz mentioned that we need fully utilize the GLAD building by using the fourth floor since it is not
32 being used for anything right now. Sutton suggested focusing on the annex lot. Lovitch reminded the
33 board that GLAD still needs windows for 4th floor. Hughes explained that the 4th floor needs renovating
34 and railing needs to be added to the roof portion so no one falls off. Kurzet mentioned the 4th floor could
35 be used as a museum. Hughes mentioned that the 4th floor is not wheelchair accessible. Weiss volunteered
36 to head the committee to see to see what improvements can be made to the 4th floor. The next board
37 meeting should be held upstairs on the 4th floor.

38 *LifeSigns (LS)*

39 Hughes mentioned in the email today that we hired Emory Dively and he started last Monday. Hughes
40 looks forward to seeing LifeSigns grow. We will be upgrading the LS website and will be having an
41 interpreter workshop on February 24th. For LS staff interpreters it is free but for other freelance
42 interpreters it will be \$75.00.

43 **STATS:**

44 Interpreter Requests Filled	694
45 Cancellations	73
46 No Interpreter Available	24
47 Emergency	159

48 *Human Resources*

49 There are 70 employees. Out of 70, 3 are part time. There are four job openings which are 2 job openings
50 for Job Developer/Interpreter, one staff interpreter in LA, and HIV Educator.

1 We have 59 enrolled under our health insurance Kaiser, 43 employees are enrolled in 403b, and 20 in FSA
2 (Flexible Spending Account).

3 Due to Santa Ana Winds in November, a tree (city's) fell down on our iron fences and our building
4 manager Matt is in the process of welding new iron rods on to the fence.

5 *Human Services*

6 GLAD will have Black Deaf History event on February 4th. GLAD works with NAOBI on this event. It is
7 confirmed that Michael Spady and CJ Jones will participate as panelists for the event.

8 Challenges: Difficulties in getting other agencies to answer phones while consumers are present or getting
9 calls back from agencies. This results in delaying doing advocacy work with consumers due to phone tags.
10 Despite TV captioning capability being mandated by law, some TVs equipped with HDMI cables are not
11 compatible with captions thus viewers could not get captions. The manufacturer blames the cable
12 company and the cable company blames the manufacturer. Consumers become frustrated with their new
13 HDMI TV sets. It is an ongoing issue.

14 TRENDS: More consumers are asking for driver education classes in ASL. We need to find certified
15 driver educators in ASL or get them to apply for certification. In some of our offices our advocates assist
16 consumers by translating documents from driver license manual into ASL.

17 Success stories:

18 A consumer was injured and lost his job; he received no compensation for his injury. The consumer
19 requested advocacy assistance in filing for workers compensation. They called doctors and arranged for
20 interpreted appointments. The consumer received a first lump payment and will receive bi-weekly checks
21 for two years starting last December.

22 An advocate met with a consumer at a Section 8 housing office downtown to get verification that she no
23 longer has section 8 at her previous address. It was required to make an appointment to be seen in person
24 and our advocate explained the urgency, noting the consumer was homeless and there was a vacancy the
25 consumer could fill. Luckily, the manager was flexible to work with the advocate and the consumer. The
26 manager was not aware that the consumer had been homeless since January 2011. HUD had been paying
27 their share of the cost all this time. The consumer was asked to write a statement that she has not lived at
28 her previous unit since January. Outcome: the consumer was approved for the new unit and was able to
29 move in immediately just before holidays began.

30 *DAHC*

31 We had HUD Inspection last Wednesday. The inspector from Michigan did a thorough inspection and will
32 send us a report on our scores in ten days.

33 Residents had a field trip going to Glendale Galleria Mall for holiday shopping.

34 We have one new tenant moved in. We have one vacancy and HUD just approved the applicant's
35 paperwork. We need to get the apartment ready for the new resident to move in.

36 Our annual holiday event had 63 girls, 65 boys, and 120 adults. We need to improve publicity to let the
37 parents know of the event for next year.

38 The van for DHAC that was purchased with a grant from the Ahmanson Foundation will be here hopefully
39 by March.

40 *EDD (Job Placement Services)*

41 Good success: One consumer was finally placed in a full time Food Service/Janitorial job after trying for
42 over two years. He had goals set for this position and he went through mock interviews.

43 Another success: One consumer was laid off since 2008 after working at the same company for 8 years as
44 an item processor. GLAD-EDD assisted with applications to many different companies. He repeatedly
45 applied for FIS Global Company for over two years and he finally landed a job as an item processor there.

46 A jobseeker was able to find employment in a very challenging position in a research project at a major
47 university medical institute after receiving GLADD-EDD coaching on resume and interview skills.

48 A consumer decided to become self-employed business owner as a freelance ASL tutor and has already
49 gained several contracts for tutoring services after receiving intensive assistance from the Job
50 Developer/Interpreter on professional presentation, interview skills and assistance in performing self-

1 evaluation to determine career course.

2 *Health Education*

3 Success: GLAD Team earned \$1,131 from the AIDS Walk on October 16th. The GLAD team barely
4 missed a \$5,000 bonus for the top 20, placing 21st.

5 Approximately 50 consumers attended Worlds AIDS Day and 16 had HIV testing.

6 The manuscript Breast Cancer Knowledge and Practices Among Deaf and Hard of Hearing Women
7 developed by GLAD and UCLA is being submitted to the journal Disability and Health.

8 Health Care Access Case Management: The case manager worked with a consumer who spent almost a
9 month in a hospital without interpreters. He did not know what his diagnosis was till he met with our case
10 manager. The client was shocked to find that he had chronic disease and needs to be seen by a provider on
11 a regular basis to avoid complications.

12 The funding for the part time case manager will end in June and we are actively looking for replacement
13 funds to keep the case management services available as it is sorely needed.

14 *Public Relations*

15 Annual campaign as of 1/11/12 - \$10,184.09.

16 House of Blues (HOB)-We contacted Felicity Huffman's publicist in hopes that she would be interested in
17 co-hosting with Ken Paves. Ken Paves has contacted Dr. Hughes to work together but he has been busy
18 traveling. Dr. Hughes hopes to sit down with Ken Paves real soon to start making plans. We also plan to
19 work with our regular contacts in hopes to get some celebrities for our tenth annual House of Blues. The
20 challenge is the date. We wanted to have the first weekend of June as it was ideal for us; however, due to
21 Deaf Seniors Foundation's event on June 2nd GLAD could not have our HOB on that weekend. Hughes
22 informed the board that September 30th seems like it will be the best day for HOB and a good way to wrap
23 up deaf awareness month. The board will need to let Hughes know soon due to the \$25,000 deposit being
24 due soon. Discussion ensued. Maybe some of the sponsors for the DeaFestival would be interested in
25 supporting GLAD's HOB fundraiser. Sutton moves to reserve September 30th at the HOB for the GLAD
26 fundraiser. Lovitch seconded. **MSC.**

27 2011 Analytic report for January through December (web)

28 46,342 visits

29 27,267 absolute unique visitors

30 126,321 page views

31 57.47% new visits

32 The average time an individual spent on our web was 3 minutes. Our goal is to increase the amount of
33 time spent on our web.

34 Global recycling event on January 4th, GLAD will get results on our earnings soon. Councilmember
35 Huizar's office helped by using his email blast and other local community organizations like Eagle Rock
36 Chamber of Commerce helped us with information sharing about our recycling fund raising. GLAD will
37 keep a drop box here as a permanent drop off location for unwanted electronics within the community.

38 Dr. Hughes will have some updates on public relations on Wednesday after Rachel returns from vacation.
39 She will be at the board meeting on February 29th.

40 Feb 28th in Sacramento for long overdue meeting with Office of Deaf Access staff to discuss the contract
41 amendment and budget revisions.

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43 **V. SUBSIDIARY REPORTS**

44 LIFESIGNS Chair Report:

45 No Report

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47 DAHC Chair Report:

48 No Report

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CODIE Report:

Hughes reported to the board that the Acting Chairman of the CODIE Advisory Board informed Hughes that there are not enough members on the board to send a representative to the GLAD board meetings. Hughes and the Advisory Board Chair will be keeping in contact

TRI COUNTY Report:

Sidansky would like to have breakfast fundraiser at the Elks Lodges where Tri has had their Holiday parties Last year Tri received a lot of help from the Navy SABBES. But this year the Department of Defense had budget cuts so the Navy SABBES will not be able to help us. We will try to get other volunteers.

We will be doing a fundraiser at Johnny Rockets on February 10th 5pm-9pm in Camarillo. 15% of the total of sales will be going to Tri-GLAD.

Tri has different workshops for the homeless, visa services, mental health, and ongoing English classes for the deaf. February 16th there will be a workshop about a local hearing dog program.

OC-DEAF Report:

Jones informed the board that last January there was a reception for board member, Belinda McClearse, because she resigned from the board. About 10 people attended. The new OCDEAF Director is doing well. Either in February or March there will be another board meeting. Since Jones will not be here for the next board meeting he will email his report to a board member to present at the board meeting.

VI. COMMITTEE REPORTS

Finance Committee Report:

Schultz gave the Finance Committee Report due to Arce being absent from the board meeting. Schultz told the board that GLAD needs to a lot of fundraising since the House of Blues events has been moved to September 30th. We also need to look at what needs to be repaired on the GLAD property and could take pictures of what needs to be repaired to ask for donations. Hughes informed the board that LACD would like a larger storage room, museum, and community room for their \$150,000 donation for the new annex building. The board discussed how GLAD could use the 4th floor solarium. Unfortunately, GLAD is limited on what it can do due the building being a historical landmark.

Governance Committee:

Sutton went over the Bylaws regarding the board meetings starting on time. The Bylaws indicate on page 3-4, line 1-13 of the Bylaws

“SECTION 3.4 - MEETINGS

Meetings of the Board shall be held at least bimonthly.

Fifty-one percent (51%) of the Board members shall constitute a quorum.

SECTION 3.4.1 - SPECIAL MEETINGS

Special meetings may be called to order by the President of the Board or by a majority of the Board members. Items approved by the Board shall be recorded as part of the next board minutes under a new category called "Special Meeting Proceedings."

All meetings that are called to order electronically shall be categorized under special meetings and shall:

- A. meet the requirements for a quorum.
- B. require all members that constitute the quorum to either vote or abstain electronically”

Kurzet questioned if Jones could hold both positions of Vice President and OCDEAF Representative.

Nominations Committee:

Lovitch stated that he needs the board’s assistance with recruiting more board members. Discussion ensued.

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Personnel Committee:

No Report

VII. UNFINISHED BUSINESS

A. *Annex Lot*

Hughes explained the cost of changes for the annex lot.

Annex Lot Project

GLAD is required to get blue prints and permits for the following from the City of LA for the annex lot.

Estimates:

Architect’s fees	\$850 to 1,100
Permit Fees (electrical, grading, and plumbing)	\$385 – 550
Parking lot light fixtures with sub panel	\$25,000
Grass seeding including plumbing (3,710 sq ft)	
(sprinkler heads, valves, and timer)	\$8,078
¾ to 1 inch gravel (12,500 sq ft)	\$3,640
Asphalt paving (12,500 sq ft)	\$24,500
Total cost above without asphalt paving	\$34,093
Total cost above without ¾ to 1 inch gravel	\$59,228

GLAD installed a “chicken fence” to prevent people from driving across the lot from time to time. Sutton stated that something needs to be done with the annex lot and that the longer the board waits the more expensive it will be. Jones asked the board if GLAD could justify spend thousands on renovating the annex lot when services are being cut and the community would understand if the annex lot was left that as is. Kurzet suggested putting up a nicer fence so it looks better. Hughes is concerned spending funds to renovate the annex lot When GLAD is in need to retain two staff positions which will expire in June. Sidansky agrees with Hughes GLAD needs to save the two staff positions rather than spend money on the annex lot. The board recommended raising the funds.

B. *Memorial Guidelines*

Sidansky will have something by next month.

C. *Prop 63*

No Report

D. *Five Year Plan*

No Report

NEW BUSINESS

A. *CODIE/LifeSigns Interpreters Services*

Schultz informed the board that he has received a lot of complaints about the lack of interpreters and bad captioning in Coachella Valley. Schultz was wondering what GLAD could do to resolve these issues. Hughes has not received any formal or informal complaints regarding. Schultz will forward the emails containing the complaints to Hughes.

B. *Standing Rules and Board Policies under Governance*

Schultz asked the board for future meetings to come by 7pm so the board meeting can finish by 9pm and a board policy needs to be set up for this. Weiss suggested that the board meeting time be moved to the afternoon instead of the evening so the board can be more productive during the meetings. The board discussed what days would be good for each board member. Fridays are good for every board member but Sidansky and Lovitch. Lovitch suggested Saturday mornings.

Saturdays would not work for most board members. Discussion ensued. Sidansky mentioned that

1 the Bylaws state the board is required to meet 10 times a year and since Wednesdays are the best
2 day for the board to meet the board should consider having the board meetings start at 6:30pm
3 instead of 7pm.
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5 **IX. PUBLIC INPUT**

6 None
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8 **X. ANNOUNCEMENTS**

9 Kurzet announced that Deaf Senior Foundation in Palm Springs on June 2-3rd will have a fashion
10 show. Kurzet is the Chair person for this event.

11 Jones announced March 16-18th there will event in Downtown Disney focusing on ASL. The
12 Switched at Birth and Hammer cast will be at this event. Some of the funds raised for this event
13 will be given to OCDEAF. Admission is free.

14 Sidansky stated that Taft High School will be hosting a deaf basketball tournament on March 16th.
15 There will be 6 different teams playing.
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17 **XI. ADJOURNMENT**

18 Meeting adjourned 9:15 pm. The next Board Meeting will be held at 7pm .
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21 Fred Lovitch
22 Board Secretary