GREATER LOS ANGELES AGENCY ON DEAFNESS, INC. 1 2 **Executive Agency Board of Directors** 3 Wednesday, February 25, 2009 **MINUTES** 4 5 6 President Kurs called the meeting to order at 7:10 p.m. A quorum was present. 7 8 I. ROLL CALL 9 10 **Board Members Present:** David Kurs-President, Etta Stecker-Vice President, Stephen Schultz-Treasurer, Vickie Bourdas, Adina 11 Calnan, Jonathan Weiss, Fred Lovitch, John Arce, Robert Sidansky, Modela Kurzet 12 13 14 Ex-Officio: 15 16 Absent: 17 Deborah Merryman, Robert Sutton, Sheri Hithe-Hultgren-Secretary 18 19 Visitors: 20 Harry Gibbens, Jr, Harry Gibbens, Senior 21 22 Staff Present: Dr. Patricia Hughes 23 24 25 Interpreters: Barbara Mathis, Laura Ripplinger 26 27 28 **Recording Secretary:** 29 Jainah Ranger 30 II. APPROVAL OF MINUTES: Meeting of January 28, 2009 31 Page 2, line 36; change the word "phrase" to "phase" 32 Page 2, line 37; change the word "demolishment" to "demolition" 33 Page 2, line 45; change "parities" to "party's" 34 Page 2, line 48; change the word "Consist" to "Constant" 35 Page 3, line 30; change "president" to "past president". 36 Schultz moves to approve the minutes as corrected. Sidansky seconded. MSC. 37 38 39 III. **OFFICER'S REPORTS** 40 President's Report: Kurs stated he will be contacting Board members regarding the five year plan committee as there were no 41 volunteers. Hughes asked Kurs to pass a resolution for a new benefit option called Flexible Spending 42 43 Account. The Flexible Spending Account allows staff more flexibility and more freedom on deciding what 44 they would like to spend on dental, vision, or paying for a licensed daycare provider. For example, a staff member has \$100 deducted out of every pay check toward the Flexible Spending Account then put onto 45 46 her or his healthcare account with credit up to \$5,000.00. Then the employee can choose how to spend it. The Flexible Spending Account is a tax deferred deduction program as long as we follow federal 47 48 government guidelines. 49

### 1 VOTING BY EMAIL

- 2 Voting by email is not currently in the By Laws. Bourdas mentioned other boards vote by email then
- 3 ratified the motion at their next board meeting. However, if there is no response with in a set time frame
- 4 then the motion fails. Sidansky expressed concern about some topics being possibly discussed at length.
- 5 Discussion ensued. If the subject and discussion are simple then voting by email tends
- 6 to work well.

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# 8 <u>Vice President's Report:</u>

9 No report

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# 11 <u>Treasurer's Report:</u>

12 Schultz referred to hand out of Controller's Report as of today's date. Year to date (7 months) profit and loss as of January 31st is \$52,095 (a profit) as compared to last year's year to date profit and loss which 13 was \$(79,454) (a loss). The cash position today for DAHC, GLAD and LifeSigns is \$1,064,836. The 14 overall accounts receivable balance is \$864,353. GLAD balance is \$335,882. LifeSigns balance is 15 16 \$528,471. The overall accounts payable is \$22,426. GLAD's year to date revenues is \$70,428 more as 17 compared to prior year to date. LifeSigns's year to date revenues is \$241,701 more as compared to prior 18 year to date due to more interpreting requests. GLAD's current aging accounts receivable balance as of 19 1/31/09 was \$207,521.82 as compared to prior month's balance of \$240,200.78. LifeSigns's current aging 20 accounts receivable balance as of \$167,965.28 as compared to prior month's balance of \$150,299.16.

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# Secretary's Report:

No Report

232425

## IV. CEO'S REPORT

- Yes it is a big relief that we have been approved for Line of Credit for this year and I just hope that we won't need it. I still have not gotten details on the new state budget if we will be affected by further cuts.
- It is too early to know details as legislators are due back in Sacramento next week and my contact people in DSS are on furlough today. I hope to have details by Wednesday the 25<sup>th</sup>.
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31 BUILDING

- We have removed all old tiles from the 4<sup>th</sup> floor and it is set to get new tiles put on. It will be performed
- 33 by our building manager and one resident who live here in exchange for free rent, he helps Matt with the
- 34 tiles. After the 4<sup>th</sup> floor is complete, they will work on 1<sup>st</sup> floor including the future visual communications
- 35 center.
- We have been busy with several audits checking out apartments, common grounds, etc that are funded by
- 37 HUD and LA HUD. I do not foresee any major issues with the audit findings.

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### LIFESIGNS

- 40 Our accounting staff with Mike Michner got complete training from a QuickBooks trainer working with
- 41 them how to process invoices making use of all features available to us from QuickBooks. The ultimate
- 42 goal is to have us go paperless. Staff will go through another round of training after we get some
- 43 additional software.
- 44 Stats:
- 45 Number of Requests:
- 46 Cancellations:

126

1,035

47 No Interpreter Available

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## 49 HUMAN RESOURCES

1 We have a total of 71 employees. All except for 3 are full time employees. We currently have 6 full time 2 job openings.

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## **HUMAN SERVICES**

5 We are seeing an increase in consumers seeking our services on debt consolidation and/or debt reduction 6 plans. This is part of our 7 categories (independent living) under our contract with the Department of 7 Social Services. In our Parent Group Meetings, we are seeing an increase in attendance because we are 8 offering free sign language classes to parents.

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We are working closely with the Burbank YMCA to provide accessible services for swimming classes for deaf/hh children. However, YMCA is interested in developing an inclusive class for hearing and deaf/hh which is great. YMCA hopes to recruit a deaf/hard of hearing swim instructor. If all works out, the Burbank YMCA will be the only program in LA county to offer swimming lessons for deaf/hard of hearing with a deaf/hard of hearing swim instructor.

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16 Some consumers who experience late or sudden deafness and receive cochlear implants are not aware of 17 the aural rehabilitation options. They are frustrated that they are not using their CIs to maximum 18 effectiveness.

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We are pretty good in meeting our projected goals with our DSS contract except for EDD which is understandable with the rising unemployment rate.

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Parent Connections now has eight new parents participating.

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## **HEALTH EDUCATION**

- Bob Hiltermann will provide GLOW entertainment on Friday, March 20<sup>th</sup>. This event is very popular 26 27 among people age 16-24. They will learn different ways how to protect themselves from getting 28 pregnant and/or diseases. After they go to each booth, they will be rewarded with the GLOW dance.
- 29 We are having challenging times getting donations for the GLOW event. We can see a big difference 30 between last year and this year in terms of getting donations.

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## **PUBLIC RELATIONS**

- 33 The annual campaign for 2008 so far is \$6,278.62.
- 34 *House of Blues – 2009*
- 35 Sorenson VRS declined to be our Title Sponsorship; however, we managed to get a new Title Sponsor
- which is The Robert Gore Rifkind Foundation. They donated \$5,000 last year and upgraded their level to 36

37 \$15,000.

- 38 House of Blues is drafting an updated version of the contract and it should be ready for signature next
- week. We would entertain ideas from you like honoree? Program? We sent a letters to Deanna Bray and 39
- 40 Troy Kotsur for MC and we are waiting to hear from them. William Peterson (CSI) declined participation.
- 41 I am trying to get hold of Marlee Matlin to enlist her help in getting a celebrity. We will launch a Save the 42 Date announcement next week. Flyers are in works and should be done in March.

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## ANNUAL REPORT 2007-2008

- 45 It is in works now and our goal is to print annual reports before the HOB event.
- Magic Mountains..tickets and flyers have arrived and we will post ticket sales online early next week. This 46
- 47 time we will work with WRAD as Magic Mountains does not want to work with two deaf-related
- organizations per year. 48

We will have PR staff attend the CSUN Technology conference exhibit hall end of March. We are having staff sign up for the Deaf Nation event.

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CEO's other activities

- 5 Jennifer Olson, Deputy Director and I met with Gloria Allred last week and it was productive. We
- 6 discussed several cases that we want her office to pursue. She and her two partners are open to the idea.
- 7 The ball is in our court now to come up with cases with specifications to see if they can represent consumers and possibly class action lawsuits.

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I got an acknowledgement from the CDD that they did receive our 52k check and proposal to work out our loan. They will respond back to our proposal soon.

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I met with a potential consultant for LifeSigns to do a study on LS and how we can improve our image and services.

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Our grant writer is working on identifying potential foundations for the Annex demolition and building and other programs such as domestic violence, law, etc

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We have been selected by ADWAS (Abused Deaf Women Advocacy Services) in Seattle to send two women up there for 6 day training with all expenses paid. I convinced them to let me to send two from Riverside due to population/needs there, too. They agreed.

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- Sorenson has been selected as our default carrier for VRS 911 calls. Sorenson is well equipped and ready to handle 911 calls. It does not prevent us from using other VRS vendors for making calls.
- Even though February is a short month but it has been one of most stressful months due to the state budget situation.

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There was a LACD general meeting and the members voted and passed a motion for the LACD board to start dialoguing with us on donating \$150,000 for the annex building. I met with the LACD board in February and they agreed to make their March 21<sup>st</sup> meeting a special meeting for me to make a presentation and for the general membership to vote.

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- **Board Resolution**
- Schultz mentioned he read the Flexible Spending Account and the benefits are up to \$2,500.00 not \$5,000.00. Stecker moves to pass a resolution for the Cafeteria plan with the understanding the benefits are being double-checked for accuracy. Arce seconded. **MSC**.

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# V. SUBSIDIARY REPORTS

# LIFESIGNS Chair Report:

The LS Board met on February 17, 2009. We discussed staff that has been hired to focus on accounts receivables and some issues with large contracts. Also discussed was the Quickbooks software system for billing in ongoing efforts to go paperless. We discussed pay rates for interpreters with provisional status and pay rates for the new NIC certification, and developing an incentive program for freelance interpreters to improve recruitment and retaining freelance interpreters. Next meeting is May 19, 2009.

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- DAHC Chair Report:
- 47 No Report

1 **CODIE Report:** 2 No Report. Kurzet stated the Board Meeting was canceled. 3 4 TRI COUNTY Report: 5 No Report. Sidnasky stated Tri GLAD is focusing on preparing the Strawberry Festival on May 16<sup>th</sup> and 17<sup>th</sup>. 6 7 8 **OC-DEAF Report:** 9 No Report 10 VI. COMMITTEE REPORTS 11 12 Finance Committee Report: 13 Schultz opened by stating GLAD is exploring into the possibility in refinancing with City National Bank again. The new loan requires us after a ten year period to pay a balloon payment. GLAD's current loan 14 with CNB would end in three years and we are currently paying \$17,267.00. CNB has provided three 15 different options to refinance for \$2million: 16 17 18 Option 1 19 Savings Plan \$14,288.00 savings a year 20 Interest Rate 4.85%. 21 Monthly Payment \$13,700.00 22 Prepayment Penalty \$132,000.00 23 24 Option 2 Savings Plan 25 \$55,000.00 savings a year 26 Interest Rate 5.8% 27 Monthly Payment \$12,643.00 28 Prepayment Penalty \$132,000.00 29 30 Option 3 Savings Plan 31 \$43,596.00 savings a year 32 Interest Rate 5.8% 33 Prepayment Penalty \$25,000.00 34 Monthly Payment \$132,000.00 The Prepayment Penalty are broken down into the monthly payment 35 36 The Finance Committee is investigating different loan options. With the economy in bad shape and the State possibly issuing IOUs it is not guaranteed GLAD would receive a loan if the Board decides to go to 37 another bank. Discussion ensued. Hughes and Michner will be researching this further and will be 38 contacting the Finance Committee. 40

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41 Governance Committee:

No Report 42

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44 Nominations Committee:

45 No Report

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47 Personnel Committee:

48 No Report

- 1 Fundraising Committee:
- 2 Calnan reported she is still in the process of developing different ideas and had sent out an email to the
- 3 Fundraising Committee. Calnan expressed that feedback is needed from other committee members to start
- 4 the fundraising projects. The majority of the work for GLAD's 40<sup>th</sup> Anniversary event will be done by the
- 5 Board. Weiss had mentioned that he has a contact in West Los Angeles that owns a hall. A committee will
- 6 need to tour the hall for GLAD's 40<sup>th</sup> Anniversary. The hall can hold up to 250 people. Weiss cannot
- 7 cook the food due to insurance and liabilities reasons. October 3, 2009 may be the date for the 40<sup>th</sup>
- 8 Anniversary.

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- VII. UNFINISHED BUSINESS
- 11 None

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- 13 VIII. NEW BUSINESS
- 14 None

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#### IX. PUBLIC INPUT

Gibbens passed out information for the Board to review and asked the Board for assistance with setting up a TTY museum. There are several old TTYs that Gibbens is storing at his home for the TTY museum and would like to donate all the TTYs to GLAD when the museum is ready. GLAD can pick what they want then donate the rest of the TTYs to another nonprofit organization. Kurzet recommended for now some of Gibbens TTYs should be displayed at random throughout the GLAD building. Once the museum set up the Board can decide if a fee will be charged or not.

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### X. ANNOUNCEMENTS

- Bourdas announced she is resigning as her term ended in February but will serve on GLAD's 40<sup>th</sup>
  Anniversary Committee. Bourdas expressed she has enjoyed serving on the Board and has recently
- became the President of JC's Board.

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- XI. ADJOURNMENT
- Meeting adjourned 9:35 pm. The next Board Meeting will be held March 27, 2009 at 7pm.

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- 33 Hithe-Hultgren
- 34 Board Secretary