

1 **GREATER LOS ANGELES AGENCY ON DEAFNESS, INC.**
2 **Executive Agency Board of Directors**
3 **Wednesday, October 7, 2009**
4 **MINUTES**
5

6 **President Kurs called the meeting to order at 7:25 p.m. A quorum was present.**
7

8 **I. ROLL CALL**
9

10 Board Members Present:

11 David Kurs-President, Etta Stecker-Vice President, Sheri Hithe-Hultgren-Secretary, Stephen Schultz-
12 Treasurer, John Arce, Deborah Merryman, Adina Calnan
13

14 Ex-Officio:
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16 Absent:

17 Modela Kurzet, Robert Sutton, Fred Lovitch, Jonathan Weiss, Robert Sidansky
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19 Visitors:

20 None
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22 Staff Present:

23 Dr. Patricia Hughes
24

25 Interpreters:

26 John Arce, Melina Gaglioti
27

28 Recording Secretary:

29 Jainah Ranger
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31 **II. APPROVAL OF MINUTES: Meeting of July 15, 2009**

32 Page 5, line 17-30 needs to be moved to the CEO's Report

33 Stecker moves to approve the minutes with corrections. Hithe-Hultgren seconds. **MSC.**
34

35 **III. OFFICER'S REPORTS**

36 President's Report:

37 Kurs reported GLAD closed its books on July 30th. The refinance for the GLAD building is still pending.
38 This past May Marcella Meyer the former CEO of GLAD passed away and last month Meyer's daughter
39 passed away. Kurs went to the DEAFestival in Van Nuys on September 26, 2009. GLAD had a booth in a
40 wonderful location. At the DEAFestival 300 cupcakes were given away in honor of GLAD's 40th
41 anniversary. Kurs also attended Councilmember Jose Huizar's award ceremony honoring GLAD for its
42 40th anniversary. There will be Board elections at the next Board Meeting.
43

44 Vice President's Report:

45 No Report
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1 Treasurer's Report:

2 Schultz referred to handout of Controller's Report as of today's date with the following information -

- 3 · Overall cash position today for DAHC, GLAD and LifeSigns is \$1,063,691.
- 4 · Overall accounts receivable balance is \$1,041,863 which comprised of GLAD balance of \$561,377
- 5 and LifeSigns balance of \$474,486.
- 6 · Overall accounts payable is \$18,747.

7 Schultz also mentioned about the financial reports as of 8/31/09 given to the finance committee presented

8 by our controller with the following information –

- 9 · Consolidated profit and loss for year to date (two months ending 8/31/09) shows a loss of \$3,788 as
- 10 compared to a loss of \$249 a year ago.
- 11 · GLAD's year to date revenues as of 8/31/09 was \$568,082 which is \$13,497 less than prior year.
- 12 · LifeSigns's year to date revenues as of 8/31/09 was \$352,726 which is \$4,333 less than prior year.
- 13 · GLAD's 8/31/09 aging accounts receivable balance was \$860,788 as compared to 6/30/09 balance
- 14 of \$665,999.
- 15 · LifeSigns's 8/31/09 aging accounts receivable balance was \$421,748 as compared to 6/30/09
- 16 balance of \$433,422.

17

18 Secretary's Report:

19 Hithe-Hultgren reported elections for Board Treasurer and Secretary will take place at the next Board

20 Meeting.

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22 **IV. CEO'S REPORT**

23 We finally got checks from the State a couple of weeks ago for our services in the month of June. We did

24 get IOU's from several state agencies but we are fortunate that our bank City National Bank accepted the

25 IOUs. I believe that we will continue receiving payments from our funders and will probably have to

26 reduce interpreting rates with several state/city agencies due to their cut in their budget. It is a take it or

27 leave it option. I usually check with LifeSigns on the size of revenue we get from these kinds of requests

28 before agreeing to the reduction.

29 Speaking of LifeSigns, here are their statistics for the month of August:

30 Requests:	871
31 Cancellations	15
32 No Interpreter Available	7
33 Emergency	83

34 We are still working on the paperless system (www.agenctrak1000.net). Jainah Ranger and Gloria

35 Martinez have been working closely to get the system up and running and are almost there. Both Martinez

36 and Ranger have done a wonderful job. Ranger has played a key role in setting up this system. Arce will

37 do some experiments with the system and provide feedback to Hughes.

38 **HUMAN RESOURCES**

39 We have 74 employees as of September 25th. Here is the breakdown:

40 LA	36
41 CODIE	14
42 BGLAD	2
43 OCDEAF	5
44 TRI	4
45 EDD	13

46 We have 3 full time job openings which are: LifeSigns Community Interpreter – LA; EDD Job

47 Developer/Interpreter – Pacoima; and Administrative Assistant – OCDEAF.

48 **HEALTH EDUCATION**

49 CCG (Community Challenge Grant), we completed a 20 minute documentary on deaf/HOH teens facing

50 pregnancy prevention issues "It's My Life" and submitted to Office of Family Planning for approval. Teen

1 Zone website was uploaded to GLAD's website.
2 Breast Cancer: A total of 56 follow-up contacts (3, 6, and 9 month) completed. A 12 month survey will
3 begin in October. We are drafting a "preliminary" research manuscript with UCLA.
4 We are facing a new challenge as it is taking longer to receive school agreements this year because school
5 districts must be contacted directly to sign forms for us to teach or give presentations instead of dealing
6 directly with individual school principals.
7 Our staff will start going to schools to start sessions as we need to meet 300 individuals to reach our
8 projected goal under CCG. We also need to do 75 one to one sessions under Information and Education
9 grant. We will start doing these after we get schools to finalize their schedules for our staff to be there.

10

11 *HUMAN SERVICES*

12 More parents are asking us for information on Individualized Education Program (IEP) as schools
13 resumed.

14 We are noticing an increase in referrals from Department of Rehabilitation, John Tracy Clinic, and other
15 sources to our Hard of Hearing program which is great.

16 Jobs are scarce and challenging for our EDD staff to find jobs for our consumers due to higher
17 unemployment rate and more job fairs are for sales positions.

18 Parents Connections: we had D/HH Infant Symposium in collaboration with CSDR (California School for
19 the Deaf – Riverside) at GLAD and 35 attended.

20 *PUBLIC RELATIONS:*

21 *Demolition Project*

22 CDD (Community Development Department) we are working on paperwork to get funds from Community
23 Development Block Grant (CDBG). We are nearly done with paperwork and will be sending them off to
24 CDD for review and hopefully for them to start processing them. Notice of Intent has been posted late
25 September and we need to wait 45 days before it is closed.

26 The address for annex building is 2239 Norwalk Ave. Hughes will obtain a federal number (DUNS) for
27 the annex building as part of the demolition process. CDD is putting an expedition process on our annex
28 project due to the condition of the building. Schultz moves to pass the resolution authorizing Hughes and
29 Booth to sign the checks and GLAD will comply with the CDD's code of conduct. Stecker seconds.

30 **MSC.**

31 *WEBSITE*

32 We launched the newly improved GLAD website. Please visit us: www.gladinc.org. There is some work
33 to do. After launching, we received a lot of positive feedback with some suggestions. We are working on
34 them. We also incorporated a vlog which the CEO will sign probably twice a month (depends on political
35 climate, financial crisis, or celebration), then it will be often. We purchased a HD Flip Camcorder for
36 weekly/monthly v-log announcements.

37 *DEAFestival*

38 Believed that the DEAFestival was a big success as it was held September 27th. GLAD was one of co-
39 sponsors. We also gave out 300 cupcakes in celebration of our 40th anniversary. There were three new
40 features to the DEAFestival which were: Fashion Show, Deaf Got Talent showcase, and Hearing the Deaf
41 written by our own David Kurs.

42 We also received recognition at the City Hall on September 25th in celebration of Deaf Awareness and
43 celebration of our 40 years of service. We also received recognition at the DEAFestival for our
44 involvement with the event.

45 *TOER (Taste of Eagle Rock)*

46 The gross profit was \$14,570 and the net was \$11,026.71. More participants this year than last year. One
47 negative part of this event was that the Health inspectors brought along trainees and they stayed over three
48 hours which cast a negative in recruiting restaurants for future events.

49 Our Rachel Braver received an award for a nonprofit employee. She was honored along with 24 other
50 businesswomen at the 10th Annual Women Awards Luncheon. Several of us attended the luncheon.

1 *Misc.*

2 I Have been working with CODIE as their telecommunications system was down. One was T1. Purple
3 sponsored the cost for the past few years and they neglected to notify us that they were cancelling the
4 sponsorship. Thus the CODIE's access to internet and videophones was down. We did not know what
5 caused the T1 to be down. We had to contact AT&T to check into it, etc. After couple of days, we figured
6 out it was the sponsor and confirmed with AT&T. I sent a letter to Purple's CEO communicating my
7 displeasure and disappointment in Purple due to lack of professional courtesy by not telling us in advance.
8 I Met with AT&T to go over our telecommunications needs as our B-GLAD location will be relocating to
9 a smaller office space this week.

10 We will have our quarterly staff meeting on October 20th and 21st here. I invite you to join us for lunch
11 either on the 20th or 21st. Half of staff will be here on the 20th for trainings and all of staff will be here on
12 the 21st for the mandatory meeting. We serve lunch at noon and end around 1:15 pm. Please let me know
13 if you are able to join us for lunch and which day so we can make arrangements for name plates and a
14 table. It is a great opportunity for you to meet our staff from all centers.

15 We will have a booth and a town hall like one to one meeting with individuals at MATA Expo on
16 November 13 and 14. Kelly, myself, Price, and Fjeld will be there.

17 Our next Holiday Party for kids will be on December 5th.

18 *HUD (Housing of Urban Development)*

19 I am looking into a new RFP (Request For Proposal) as a possibility for the annex building. This is a very
20 complicated grant.

21 *Whistle Blower Policy*

22 All of the GLAD staff and board members are required to sign Whistle Blower paperwork and it is due by
23 November 15, 2009. This policy will prevent any misuse of funds and allow staff or board to report any
24 illegal operations within the organization.

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26 **V. SUBSIDIARY REPORTS**

27 LIFESIGNS Chair Report:

28 No Report

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30 DAHC Chair Report:

31 No Report

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33 CODIE Report:

34 No Report

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36 TRI COUNTY Report:

37 No Report

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39 OC-DEAF Report:

40 No Report

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42 **VI. COMMITTEE REPORTS**

43 Finance Committee Report:

44 Schultz stated Michner had researched the past minutes and found the Board passed a motion on May 6,
45 1998 which states that the money received from LifeSigns be donated to GLAD. Some of the LifeSigns
46 earnings will be utilized for interpreter workshops/trainings. LifeSigns utilizes GLAD employees, all of
47 which are not billed to LifeSigns. Therefore, LS has agreed to make a donation of \$160,000 to GLAD to
48 help offset these costs. Arce mentioned that we need to invest in our interpreters.

49 Hughes stated the refinance for the GLAD building is taking longer than expected. Our interest rate still
50 6.5%.

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Governance Committee:

No Report

Nominations Committee:

Hithe-Hultgren reported there have been recurring issues with lack of board members and we need to come up with some ideas on how to recruit more board members. There is one possible individual Hithe-Hultgren will discuss with Sidansky.

Personnel Committee:

Hughes stated we are almost done with the employee handbook. Some of the language needed to be revised.

Fundraising Committee:

No Report

VII. UNFINISHED BUSINESS

None

VIII. NEW BUSINESS

Schultz made a motion via email on November 5, 2009 (the motion ratified at November 10, 2009 Board Meeting to be put into the October 7, 2009 minutes) for two items. First item; to acknowledge that Hithe-Hultgren's name was misspelled on the State of California Secretary of State form and to correct this error. The correct spelling is Sheri Hithe-Hultgren. City National Bank needs the correct spelling of Hithe-Hultgren's name for the refinance documents. Second item; that GLAD pay the pre payment penalty for the refinance upfront. . Weiss seconds. **MSC.** Sutton moves to change the spelling of Heidi Kleiger's last name to Heidi Booth (her legal name was changed from Heidi Kleiger to Heidi Booth). Sutton moves to recognize that the spelling of Heidi Kleiger's last name and to change it Booth. Sidansky seconds. **MSC.**

IX. PUBLIC INPUT

None

X. ANNOUNCEMENTS

Schultz asked Hughes about the progress of the Video Remote interpreting. Hughes has been in contact with different agencies to find a good match and hoping to resume discussions with SnapVrs since Hughes already talked with Viable just before the collapse of Viable. Arce would like to see the Los Angeles Times article about Meyer displayed in the auditorium or gallery. Kurs asked the Board to think about running for Treasurer or Secretary.

XI. ADJOURNMENT

Meeting adjourned 8:50pm. The next Board Meeting November 10, 2009 will be held at 7pm.

Hithe-Hultgren
Board Secretary