

**WASHINGTON STATE CENTER FOR  
CHILDHOOD DEAFNESS & HEARING LOSS  
Board of Trustees Meeting  
November 2<sup>nd</sup>, 2018**

Board Members: Maria Christianson (District #1)  
Allie Joiner (District #2)  
Nancy Sinkovitz (District #3)  
Char Parsley (District #5)  
Rita Reandeau (District #6)  
Ariel Belo (District #7)  
Sidney Weldele-Wallace (District #8)  
Nancy Fitta (District #9)  
Larry Swift (District #10)

Absent: Nita Kamphuis (District #4)

Executive Director: Rick Hauan  
Superintendent: Shauna Bilyeu  
Legal Counsel: Tsering Cornell  
Recorder: Sarah Decker  
Interpreters: Catherine Thomas, Daniel Mroz, Heather White

Guests: Erica Pedro, Behavior Specialist  
Kathy Froehlich, Contract Specialist  
Elena Oseguera, Fiscal Analyst  
Kai Matthews, Small Agency Client Services  
Rick Whitney, Residential Director  
Toni Stromberg, Program Specialist

Nancy Fitta, chair, called the board meeting to order at 9:51am. It was determined a quorum was present. Agenda was reviewed and adjusted.

**Approval of meeting minutes**

Board Meeting September 21<sup>st</sup>, 2018

Char Parsley moved to approve the September 21<sup>st</sup>, 2018 meeting minutes as written. Allie Joiner seconded the motion. The motion was voted on and approved. Nita Kamphuis, Char Parsley, Rita Reandeau, and Sidney Weldele-Wallace abstained as they did not attend the September 21<sup>st</sup>, 2018 meeting.

### **Finance Committee Report**

Rita Reandeau, chair of the finance committee reported: Kai Matthews from Small Agency Client Services worked with us today. The committee has been meeting to review our budget and addressing the concerns with our current shortfall.

Kai Matthews shared a condensed version at how we arrived at current shortfall. Agencies have budgets allotted for the biennium. We grew some programs in the second fiscal year of biennium 15-17 and then in the first year of the next biennium (FY18) we did not have the same level of funding and that resulted in a shortfall. Kai will continue working with the committee and agency staff to develop a better reporting process for the Board Finance Committee. We will look area by area in terms of budget management. DES will be working with us and bringing the best policies and practices that exist among their forty plus clients most of whom are state agencies. The DES team has a broad range of experience that they will bring to support our agency. The committee will meet again November 9<sup>th</sup> to work with Kai Matthews and leadership at the agency to talk about the plan for the agency given the financial shortage.

The finance committee members would like to set up buddies to help disseminate information to the other board members between regular board meetings. The buddies are set up as follows: Larry Swift & Sidney Weldele-Wallace, Rita Reandeau & Nitta Kamphuis, Nancy Fitta & Nancy Sinkovitz, Ariel Belo & Allie Joiner, Maria Christianson & Char Parsley.

Nancy Sinkovitz commented that during home coming activities staff raised concerns and questions that made it apparent that there are some misunderstandings about how the agency is structured. This indicates we need to attend to our communication to be clear and consistent with all staff. The board agreed and emphasized the focus is on the students and what they need. There was also discussion regarding the importance of one on one conversations with community members of all backgrounds. The upcoming name change may also be an opportunity to further clarify the agency purpose and structure.

Rick Hauan, commented that Tsering Cornell summarized our mandates well. Noting we have 3 legal mandates and they are all of equal value. Running the state school for the deaf, provide regional services in all modalities, and capacity building which is essentially professional development; they are all of equal value. In 2008 WSD served 110 kids on campus, with 50 services provided statewide, now we are serving a hundred students on campus still and around a thousand students state wide. WSD is not less than, they are all of equal importance. It was also noted that while we have stakeholders that have a great tie to the history, campus and tradition at WSD, our constituency is growing with stakeholders who do not want Vancouver to be the only option. It is not an either or decision but we have both and we are stronger because of the options we offer. The challenge is we are short on resources and we will need to find a way to end the year fiscally responsible and communicate that way as we look for support from the governor and the legislature and we will need to make those petitions together in support of each other. We must remain connected if we divide we will not be successful, especially given current fiscal challenges.

The board finance committee expresses tremendous gratitude for Kai Matthews and his support. He serves 9 different agencies and has given us his attention and time to support us through this and his support had been very helpful. Kai Matthews mentioned that Jessica Sydnor, Shauna Bilyeu and Kay Pedisich have done a tremendous amount of work in getting information together to make good requests of the legislature for our fiscal needs.

### **House Keeping**

Shauna – In the absence of an Executive Assistant, a position we have not filled, who used to complete the travel documents for the board it will be upon the individual board members to complete their travel documents. The process was reviewed, both forms were explained, and samples were provided to each board member. The packets provided to the board included instructions, the How-To document, a sample of each form and a blank copy of each form. Travel Authorization forms are due two weeks prior to travel and should be completed any time there is a cost to the agency.

### **Student Activity (DAW)**

ASL department staff and a few students presented on the activities of Deaf Awareness Week (DAW). The theme this year was “With ASL everyone is included”. The information was shared by April McArthur (Bilingual Director), Stephanie Kesterke (ASL Specialist), Shayne Blaylock (ASL Specialist Assistant), and students Etasha Stone, and Leannah Clearbrook. WSD produced video about the Bilingual approach and the theme of DAW 2018 which was shown to the board. Appreciation was given to Shayne Blaylock who has done a lot of video work to help us preserve our history, and our stories.

After DAW a special guest, Sheena McFeely, came to campus and gave a presentation “The Power of You” to the secondary department. It was very inspiring as she talked about her journey and her success establishing ASL Nook. After the presentation she went to the elementary school and brought her published book “Shay & Ivy Beyond the Kingdom”.

The following week famed De’VIA artist Nancy Rourke was brought to campus through a partnership between Washington State Deaf Senior Citizens and WSD. She worked with our art teacher Billy Miles and our students. For two days the basement of Clarke Hall was set up to host students to work by age group and one table set up for a 16-foot mural. Nancy Rourke talked about her use of three primary colors of red, blue, and yellow. She talked about the two components of the Deaf journey oppression and affirmation. Nancy also hosted a community presentation where she talked about some of her art. She presented Billy Miles with a painting she created while she was here as a gift. The WSD produced video of our time with Nancy Rourke was shown to the board.

Senior Etasha Stone (Snohomish) – Shared about her experience working with Nancy and the challenge of using the three colors which she enjoyed. She plans to attend Gallaudet next year, her major is undecided.

Senior Leannah Clearbrook (Everett) – Discussed the inspiring opportunity to work with Nancy using hand shapes with the five senses and the Norwegian sign for Deaf. She also plans to attend Gallaudet in the future.

The student created mural has been installed in the Kastel cafeteria.

### **Academic Assessment Progress**

Shannon Graham videotaped her own presentation so that she could share information even though she was out of town on the day of the board meeting attending a conference on MAP testing that she hopes to gain helpful knowledge and bring it back to WSD.

The presentation covered academic assessments at WSD. Historically we have used MAP testing to report to the state, but this can be misleading information on our students as we have a significant percentage of student that arrive on campus with one or more standard deviation delayed in various content areas such as reading, language, and math. We have set up a new way of assessing the students based on the growth percentile. This information is broken down by current students and new students who enrolled at WSD during the 2017-2018 School year.

Some of the surprises we found were the students in group 0 who we predicted would make one years' growth within the year only about half did consistently across all contract areas. When looking at new students we were surprised to find that of the new students placed in group three with a low predictor of making one year of academic progress in language the majority of them did, which far exceeded our expectations.

NWEA recommends a school wide growth target of 50-60%. Our students in group 0 are on target with their monolingual peers. We should celebrate this information. In the future we will be analyzing growth for group 2 students. We will update our performance measures to include appropriate growth targets for each group so our state reporting is more accurate and meaningful. We will also analyze the long-term growth trends and finally disseminate the results and what we learn.

The board thanks Shannon for a great presentation and very helpful information. The board sees the connection of using this information to support LEAD-K, and the bill of rights in Washington to really show how early education is so critical.

### **Review Letter to the Legislature**

The board sent a letter to the governor in June, and since then we have gotten a new chair, done some investigating into our financial situation and recognize that we have some work to do in strengthening our system and addressing some policy gaps. Nancy Fitta would like to write a letter to the Legislators with the help of Kai Matthews, and Tsering Cornell to introduce herself and give an update of our current state and the hard work we are doing along with the importance of the work we do with Deaf and Hard of Hearing students throughout the state. The board was in agreement.

### **Open public comment**

None

**Adjourn for lunch at 11:30am**

**Reconvene at 12:03pm**

**Lean Overview**

Sarah Decker provided the Board with an overview of the Lean Government Framework. This is a tool that the agency is using to help leaders learn how to manage the business of government, and to talk about gaps and intentional actions taken to close those gaps. The framework consists of 5 components that all must be attended to if leaders want to experience sustained success.

After sharing the components of the framework and the characteristics that make them work Sarah shared some of the specific Lean activities taking place at CDHL. Management has walked through the framework in each of their 9 major functional areas and will be meeting again on November 19<sup>th</sup> for a workshop to talk about how they can continue to use the framework. There have been staff attending the "Problem Solving" workshops and tackling some real struggles that they face regularly. One of our nurses is working on getting interpreters in person for students who go to the hospital or urgent care. A Student Life Counselor has worked with our technology department to solve a long standing issue that made completing forms difficult for their department. Two staff are working to improve outreach efficiency by providing real time information regarding how many visits have been assigned to consultants, and ensuring that contracts for services are in place prior to services being provided. Finally, we have two staff who are addressing food waste in the cafeteria by making some immediate changes to reduce hot meal waste and will continue looking into the root cause of the waste as they try to eliminate it all together.

Sarah also touched on her work supporting the Technology department and how open the team has been to the strategies and that the feedback shows it is making a real difference. Shauna Bilyeu was commended for her model leadership of what it means to be human centered as she leads this team.

#### **Performance Measure Update**

Erica Pedro Provided an update on the strategic plan and performance measures, the new logo, and the agency name change. Emphasizing that our work across the agency really needs to be aligned. The plan to proceed on this work is Erica Pedro will take the lead for outreach, Shannon Graham will take the lead for campus and they will meet with Shauna monthly to continue working on the strategic plan and performance measures. Then quarterly this group will also meet with Kris Ching, Carol Carrothers, April McArthur and Sarah Decker to have a larger group discussion. We know that students are successful through language so the frame is language driven education.

Shauna Bilyeu commented in a recent workshop she attended she came across the concept theory of action which was new to her. She hopes that we can explore this concept at CDHL where the agency could have a theory of action and be viewed of as a district and then each of our components (outreach, WSD, professional development) could be viewed as a school run by that district. So the district runs several schools, and each school can have their own strategic plan.

The final logo has been selected, after a vote was sent to staff, the board, community and other stakeholders. We are working with the designer now to get the vector files to be used on updating our publications. The designer will provide us files with both CDHL and CDHY in preparation for our name change so we will be ready regardless of when that change takes effect. Erica has been talking with her contact in the Governor's office to get our agency name officially changed. The paperwork to change the agency name to the Center for Deaf and Hard of Hearing Youth has been submitted and could be

approved as quickly as three weeks from now, or we could have to wait through legislative session to get it approved. No additional funds will be requested in conjunction with the change as there are no significant financial costs associated with changing the agency name. We are on target to have the website for CDHL running January of 2019.

Rick Hauan gave a huge thanks to Erica not only for her work on the website, the logo, and the name change which has been a lot, but also her work over the last few months as she has made a huge contribution to the writing of many of the decision packages that were submitted. She has diligently worked on aligning our narratives, and we are very grateful for her hard work.

### **Interpreter Department**

Catherine Thomas presented on the interpreting department. She shared her background as an interpreter first certified in 1985. Talked about how the interpreting department is now achieving compliance in ways that we were not when she first started. We have set up an agreement with Purple communications for emergency services 24/7 bringing us into compliance with the ADA for our own staff. Another highlight is that the department is already realizing cost savings through not filling a vacant full time position, avoiding paying for services that are not ours, and covering our services costs with recoveries. Reducing the hours of staff is not resulting in fewer services, it is actually giving us the ability to provide better services for the agency while also allowing the interpreters more professional opportunities to free lance while maintaining their benefits.

Interpreter department innovations we have made improvements by sharing our calendar allowing secretaries the ability to find good times for meetings when there is greater interpreter availability. We have an interpreter handbook, we established our own version of VRI through use of technology such as FaceTime, Zoom and other remote technology when appropriate for the interpreting assignment. One of the biggest challenges faced by the department for recruitment and retention is the state classification and pay. To believe that an educational K-12, 3.5 EIPA certified interpreter is sufficient for the deaf professionals who work at this agency many of whom are masters educated, or even have their Doctorate and are experts in their fields is a mistake. We don't want to infantilize the Deaf professionals that work here, and while we missed an opportunity to get this addressed at labor negotiations this year, we will continue to pursue that next round of negotiations in two years, and we would appreciate the boards support in bringing this discussion point to the forefront as it is not fair to Deaf adults in the state of Washington that the only classification the state has is antiquated.

Future hopes for the department include, improving the compensation package for staff interpreters, creating a position for a Certified Deaf Interpreter, improving our customer service by providing confirmations, and we continue to improve the work with Lean strategies – all of this to make the interpreting department “Bus Proof”.

Discussion was held regarding the state classification system and what the limitations are for the pay and how we need to continue to pursue a change with state HR, as well as look at other creative ways to support our staff interpreters and incentivize the work such as paying for certification, and providing or paying for classes that interpreters take to meet their continuing education requirements as part of their certification.

**Policy Committee Update**

Nancy Sinkovitz reported the committee had a working session for a few hours and we got a lot of work done in that session, but it is a significant challenge to the team to be so far apart physically as this work needs to be completed in person to get the best work done. There will be some recommendation for Policy additions or revisions provided by Kai Matthews related to many of our financial policies and may require the committee to prioritize the work. There was group discussion held on when committee sessions could be held.

Rita Reandeau moved to hold a special meeting of the board on Friday December 7<sup>th</sup>, 2018 at CDHL in Vancouver. Larry Swift seconded the motion. The motion was voted on and approved.

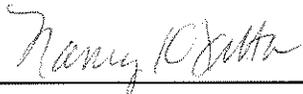
The chair will work with the rest of the board and agency to set the agenda for the special meeting and publish the notice as required.

**Executive Session**

The Board went into executive session pursuant to RCW 42.360.110(4) "To receive and evaluate complaints or charges brought against a public officer or employee..." at 2:31p.m. for 20 minutes. The meeting reopened at 2:51p.m. and went back into executive session for an additional 10 minutes. The meeting reopened at 3:01 p.m. and went back into executive session for an additional 5 minutes. The meeting reopened at 3:06 p.m.

**Adjournment**

Hearing no objection, the meeting adjourned at 3:11p.m.



Nancy Fitta, Chair  
CDHL Board of Trustees

3/8/19

Date

