

**WASHINGTON STATE CENTER FOR
CHILDHOOD DEAFNESS & HEARING LOSS
Board of Trustees Meeting
September 21, 2018**

Board Members: Maria Christianson (District #1)
Allie Joiner (District #2)
Nancy Sinkovitz (District #3)
Ariel Belo (District #7)
Nancy Fitta (District #9)
Larry Swift (District #10)

Absent: Nita Kamphuis (District #4)
Char Parsley (District #5)
Rita Reandeau (District #6)
Sidney Weldele-Wallace (District #8)

Superintendent: Shauna Bilyeu
Legal Counsel: Tsering Cornell
Recorder: Jessica Sydnor
Interpreters: Catherine Thomas, Daniel Mroz

Guests: Sarah Decker, Lean Coordinator
Kris Ching, Director of Outreach
Carol Carrothers, Director of Outreach

Executive Staff Absent (excused):
Executive Director: Rick Hauan

Nancy Fitta, chair, called the board meeting to order at 10:02am. It was determined a quorum was present. Agenda was reviewed and adjusted.

Discussion: Tsering suggested that we add a public comment period.

Approval of meeting minutes

Board Meeting June 14, 2018

Correction: Page 9, "Options for the new roof", it should say the first option not the second option was selected. It should say the first option was the recover of the roof. AJ moved to accept with revisions, Nancy accepted the changes.

Nancy Fitta moved to approve the June 14th, 2018 meeting minutes. Allie Joiner seconded the motion. The motion was voted on and approved. Maria abstained as she did not attend the June 14th meeting.

Board Meeting July 25-26, 2018

Nancy Fitta moved to approve the July 25-26, 2018 meeting minutes. Larry Swift seconded the motion. The motion was voted on and approved. Maria and Nancy Sinkovitz abstained as they were not present for the July 25-26 meeting.

Open public comment

10:10 am: Sarah Decker informed the Board of her new role as Lean Coordinator and thanks Administration and the Board for the addition of this position to coordinate the LEAN Government Framework for CDHL. Sarah described the LEAN Government Framework, how employees are involved, the philosophy and the origin. Larry suggests this become an agenda item for the Board to gain further/expanded understanding and the benefits of LEAN Government Framework. Sarah suggested that the Board go through the framework interview and exercise and she is happy to present.

Kris Ching recommends that Sarah provide an overview of the framework for the Board and talked about the benefits that she has experienced from the framework. Nancy Fitta suggests the board add an overview presentation to the next meeting and then schedule a retreat for Lean interviews.

Shauna suggests that we schedule the public comment section near the staff lunch period to allow for more attendance.

Legislative Report Update

Shauna shared with the board that yesterday, September 20th, the WSD successfully hosted visitors from the Legislature, which was a wonderful way to kick off Deaf Awareness Week. All 15 legislative members of the House Education Committee were in attendance for a two-hour visit. The House Education Committee has not visited WSD in 20 years. The event was a big success. Carol mentioned that Laurie Dolan (27th legislative district) is willing to write a bill to address the 4-year interpreter training program within our University System. Carol said the establishment of this type of program would require approximately \$300,000.

Outreach Update

Carol Carrothers talked about the dramatic increase in the number of requests for services through outreach to youth and schools across the state. She further explained that Outreach Directors, the business office and others on the executive team are implementing a new system to reduce the time required to implement a service plan and begin using a purchase order process. Carol said there are still some details to work out for the business office and says districts are requesting more "open" purchase to add flexibility to add services.

Board Finance Committee Report

Rita Reandau is excused from the meeting so co-chair, Larry is serving in this role for the meeting. Larry Swift reported: The agency ended the fiscal year in the black, however, this required funds in local accounts and our 19-H account to be used. Due to the severe impact of agency finances, the finance committee met twice during the summer. The Business Director left the agency July 24th. Jessica is serving in the temporary role of business director. Larry reminded the board that we have maintained this vacancy and Jessica Sydnor is working with OFM to submit the necessary documents for biennial

requests and supplemental budget requests both for operating and capital. Biennial budget requests for operating and capital have been submitted. Supplemental requests are due on October 1st. Larry reminded the board the biennial requests are not for the current fiscal year. Supplemental requests are critical for our current fiscal year because those funds will apply to the current fiscal year to assist with our budgetary challenges we are experiencing. OFM is encouraging our agency to work with Small Agency Client Services to assist with budget development and monitoring for the short term while we stabilize our budget health. This limited work with SACS will be beneficial while we redevelop our budget. SACS will aid with budget structure and detail, however will not be making business decisions for us. This will provide support to the agency to accurately allot funds, submit requests and assessing trend expenditure data.

Shauna mentioned SACS will serve as consultants for budget development and future planning. Kay Pedisich will be a liaison with SACS. Shauna feels confident that SACS will work well in this limited capacity. Shauna shared with the board that we have submitted a budget request and that OFM has assured us that this is a strong decision package for consideration in the governor's budget as well as going to the Legislature for consideration. Nancy Fitza clarified that we are in a long legislative session and while we are hopeful about supplemental funding, there are no guarantees, hence the hiring freeze.

Birth to 3/Early Childhood Report

Kris Ching announced Krissy Walker accepted a position as an Outreach Family Engagement Specialist. Kris talked about the various district areas in need of services. Kris will be expanding Family Nights to more areas throughout the state of WA. Larry mentioned an Amazon grant that may be beneficial to Early Education efforts and recommends that Kris reach out to that grant contact. Kris was recently invited to a new group meeting related to pre-school education and that in her application for the committee she tried to explain the specific needs for deaf babies, toddlers and preschool age children. AJ requested a schedule of Family Nights so the board may be able to attend some of the meetings.

BizTown Update

Cathy Corrado provided a presentation about Deaf2Deaf, BizTown, Finance Park and JA World. Cathy shared stories and images from the deaf community involvement in the event last. Cathy realized how many people are unaware of the available resources. This was partially beneficial to parents. Cathy mentioned there were several different languages used at the event which required a great deal of interpreter and translator services. Cathy talked about some schools following the curriculum while others did not.

Due to a presentation Cathy provided, Utah will be implementing their own BizTown. Virginia, Michigan and California have reached out to Cathy to provide guidance for them as they would like to implement their own programs as well.

Cathy described the funding complications and what adjustments were made to accomplish the work last year. The funding request process with DVR has changed and Cathy believes this new structure will allow her to reach out some of the districts who have historically been unable to attend the event. Cathy encourages the board to inform her of seniors that could benefit from the program and maybe do not know about it to become tutors. Cathy believes the event will occur on the last Wednesday and

Thursday in March (27th and 28th). Cathy welcomes any ideas and suggestions. Shauna informed the board that we have requested funds through a decision package for this event as well.

Strategic Plan:

Shauna reminds the board that we are due for a new strategic plan (June 2019). We tried to make Outreach and Campus program parallel. The different areas within the agency are aligned but we need to expand bilingual and performance development plans from campus activities and develop a more robust system for Outreach. Erica, Shauna, Carol and Kris will be working on the Outreach strategic plan. Shauna has provided a progress for the campus program but asked the board to focus on the outreach program. Shauna plans to review goals with campus staff this year. For the agency wide approach, the theme will be access. Erica Pedro presented plan to address outreach strategic planning needs. She mentioned we need to revamp goals that are no longer in congruence with the work that we do and to align our language. Erica explained the plan to implement changes, moving ahead with some pre-determined changes and then provide those to the Executive team for review. The plan will be provided to the board for review, edits and additions once a draft is completed. Erica talked about some of the areas are no longer relevant and/or too broad.

The Executive team are aligning and drafting additional goals to focus our planning for the new strategic plan. Tsering recommends we refer to the School for the Blind strategic plan as an example, as it appears to meet the statutory requirements. Larry would like to be sure that we communicate clearly our success and goal accomplishments to the Legislature. This is an opportunity to submit a report to the Legislature to generate awareness especially now that the Education Committee has expressed a renewed interest in our programs. AJ agrees with Larry and says it is time to ensure that the Legislature understands what our Outreach team needs in the way of development and implementation support at the local level. We are increasing services and visibility for Outreach services to reach all the students, their families and the service providers who need our services. Larry suggests the board have more routine, detailed reporting on our performance measures and strategic goal planning and accomplishments.

Adjourn for lunch 12:45p
Reconvene 1:40p

Performance Measures

Nancy Fitta informed the board that it is time to begin working on updating our performance measures. Shauna and Jess will be in touch with our OFM budget analyst and request to update our performance measures despite the missed timeline (request extension). Tsering has offered to assist the agency/board with drafting new performance measure language. Shauna has set a deadline of the end of October. The new performance measures will be included in strategic plan development. This will be an on-going activity with a robust and diverse system linked to the Strategic Plan and Performance Measures. Nancy Fitta will draft a letter to the House Education Committee to include our upcoming changes they can anticipate as well as measures to track growth and improvement. Tsering recommends we send the letter to them sometime in December.

Board efforts toward agency savings

Allie Joiner made a motion to keep the meeting schedule, but move the board meeting locations to the campus for this school year as a cost savings for the agency. Larry Swift seconded the motion. The board unanimously voted to change the meetings to the WSD campus for the 2018-2019 school year.

Discussion: Nancy Fitta asked the board if we could change our lunches from catered lunches to being served by the Nutrition Services Department. The board agrees that Nutrition Services will resume providing lunch for the board.

Teacher salary changes

Shauna informed the board that Vancouver Public Schools has concluded the union negotiations and has posted the new salary schedule. She explained that Time, Responsibility and Incentive (TRI) money was supposed to be excluded from the salary schedule this year but Vancouver has included TRI for this year and next school year. Shauna explained that we will continue to experience salary equity issues due to TRI for the next two years as the Vancouver Public School teachers will make more money than CDHL certificated staff. Shauna expressed management's concern regarding turnover due to the lower pay scales.

Committee Work

The board does not have sufficient time to complete committee work today as four of the board members were unable to attend today. The board agrees that finance and policy are the priorities for the board at this time. The board will continue to work on policies, the finance committee will continue to meet every few weeks.

Future meetings

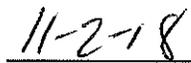
Tsering recommends the agency send the agenda template to the board chair in advance of each board meeting to assist with agenda development.

Adjournment

Seeing no objections, the board chair adjourned the meeting at 2:41p.



Nancy Fitta, Chair
CDHL Board of Trustees



Date

