

**Washington State Center for
Childhood Deafness and Hearing Loss**
Board of Trustees Meeting
April 12, 2019

Board Members Present:

Allie Joiner (District #2)
Nita Kamphuis (District #4)
Char Parsley (District #5)
Rita Reandeau (District #6)
Ariele Belo (District #7)
Sidney Weldele-Wallace (District #8)
Nancy Fitta (District #9)
Larry Swift (District #10)

Board Members Absent: Maria Christianson (District #1)
Nancy Sinkovitz (District #3)

Executive Director: Rick Hauan

Superintendent: Shauna Bilyeu (**Absent, excused**)

Legal Counsel: Tsering Cornell

Recorder: Jessica Sydnor

Interpreters: Daniel Mroz
Rich Hall

Guests: Carol Carrothers, Director, Outreach K-12
Kris Ching, Director, Outreach B-5
Erica Pedro, Behavioral Specialist
Shawn Broderick, ASL Specialist, Outreach
Krissy Walker, Family Engagement Specialist

Nancy Fitta, Chair, called the board meeting to order at 9:55 AM. It was determined a quorum was present. Shauna Bilyeu is excused because she is attending her final class and graduating from her Superintendent's program tomorrow. Rita Reandeau recommended a card be sent to Shauna from the Board.

Approval of the Minutes:

There are several typographical errors in the minutes from March 9, 2019. Jessica Sydnor indicated the minutes will be reviewed for errors and presented to the Board at the next meeting on May, 10. The Board will hold on approval of minutes until all corrections are made. The minutes will be review again and approved at the May meeting.

Committee Reports:

Finance Committee:

Rita Reandeau reported the Finance Committee met on April 9, 2019 (Rita Reandeau and Larry Swift attended) to discuss the proposed legislative budgets HB 1109 and SB 5153. Kai Matthews is continually analyzing the budget to determine the potential end-of-year deficit. The budget situation is significantly improving every month, managers are operating conservatively but it is still expected we will close the year in the red if supplemental requests are not funded.

The Finance Committee is developing a restructured format for delivering the information to the general Board at each meeting. Nancy Fitta said the new reporting format will provide additional detail in a consistent design.

Allie Joiner expressed concerns about the number of deaf role models on the Outreach Team. Rita Reandeau suggested the Curriculum and Community Committee take this into consideration at their next meeting. Nita Kamphuis commented that she has had an opportunity to work directly with some of the deaf Outreach members. She reports that the interaction she had in the Pasco School District was very positive and made a significant contribution to the team there.

Rita Reandeau said that some of the Business Office staff met with the Finance Committee to discuss some errors and complications associated with the outreach service billings and the ability to invoice school districts for services rendered. The Finance Committee clarified to the Business Office personnel that the role of the finance committee is to provide oversight, not support for the day to day operations. They referred the Business Office personnel back to the leadership team members who are responsible for the day-to-day oversight for guidance. It is reported that with the addition of Christy Camarata (WSDS), who is now involved in the data clean-up activities progress has been made in the overall process. The Finance Committee expressed their appreciation and applauded the efforts and hard work of the Business Office has demonstrated in working through this new process. The Finance Committee also emphasized the primary objective of our agency is to serve DHH students at WSD *and* throughout the state. The Finance Committee acknowledged some process decisions are made to align with service delivery ensuring all decisions comply with the law, however, not all decisions will align with everyone's preferences. Larry Swift added the Business Office posed the question about what level the Board Finance Committee should be involved in issues that impact the work. Larry Swift indicated that the Board is engaged in on-going discussions relating to the role of the Board and establishing clear processes. Rita Reandeau commented that Larry Swift will be missed when his Board term expires. Larry Swift confirmed that he will not be requesting reinstatement to the Board. The Board thanks Larry Swift for his 17 years of service to the Board and the agency.

Other Committee Reports:

Nancy Fitta asked if any other committee had an opportunity to meet since the last meeting. Char Parsley said there were some emails exchanged regarding policy but no meetings. Sidney Weldele-Wallace said the Curriculum and Community committee has not met and has not made any progress. Larry Swift said the Capital committee has also not had an opportunity to meet. The Board discussed the delay of the demolition project associated with increased projected expenses.

Executive Director Report:

A written report is contained in the Board packet. Rick Hauan reviewed his report with the Board. Rick acknowledged the hard work of the Business Office. Rick discussed the national work to identify guidelines for what is need to educate deaf and hard of hearing students. Rick also talked about the contract with Colorado Department of Education to conduct a program review for the Colorado School for the Deaf and Blind.

An event called "Building Community" was held in Seattle to address the community response and need for comprehensive educational programs and resources in the greater Seattle area. The meeting notes have not been finalized. Rick will bring the notes to the next Board meeting. The next Building Community event will be May 21, 2019 from 5pm to 7pm in John Stanford Center for Educational Excellence.

Carol Carrothers commented that the event was well attended and community is excited to gather to discuss next steps in creating a stronger community supporting deaf/hard of hearing youth and their families. Kris Ching said there were some really great comments and ideas to improve services in their region. Ariele Bello said the community expressed a need for more collaboration and partnering with various service agencies. Allie Joiner asked how these forums are funded. Rick Hauan explained it is funded and fully supported financially through Seattle Public Schools. This activity is done in collaboration with CDHL and other area agencies who serve deaf/hard of hearing children and Youth. This effort is not intended to be separate from the school district, but more work is needed to address the goals to be set. Rick expressed the importance of focus to the community request and while there has been great work done so far, there is still more work to do. Nancy Fitta asked if the goal is to create a day school operated by CDHL. Rick explained the hope is to collaborate to create a school or program focusing on delivering services to deaf/hard of hearing youth. At this time, CDHL does not have funding for this endeavor. If a program is designed and articulated, CDHL will review options and respond to an effort lead by local school districts to seek funding. At this time CDHL is not requested to make this happen. There was some discussion about how CDHL would participate. Rick Hauan responded that CDHL continues to be responsive to the needs identified by the district. If additional resources of any kind are needed, CDHL will work with stakeholders and policy makers to support this effort. Allie Joiner would like to see more involvement from the "policy makers" for the development of supports for deaf/hard of hearing children and youth in the Seattle area.

Biztown Report:

Cathy Corrado provided a presentation about the Biztown event that occurred March 27-28. Biztown was a tremendously successful event this year. Hundreds of students from over 30 districts representing all regions of the state were in attendance and were highly involved in the activities focusing on, job awareness, workplace readiness and learning, personal finance, business sense and career development for positive transition to career after graduation. Department of Vocational Rehabilitation (DVR) again provided funding for this activity through a contract relationship with CDHL. This relationship has been happening for the last several years as the event has really grown. Given the support of DVR this year we were able to do several exciting activities that truly make this a "one-of-a-kind" event for deaf/hard of hearing youth across Washington State. We were able to commission several films to be produced interviewing professionals at their job site. Before resources in this area was a video from Australia

filmed on an iPhone which doesn't meet the need. We currently have 6 films of approximately 2-3 minutes each. We are working through the process of posting them on social media sites and will be using them extensively. Teachers have already expressed interest to use them as a resource for their students. We are currently working out how to make the videos accessible for anyone in the state to use. Currently they are accessible via our Facebook page.

There were 117 Pre-Employment Transition Services (Pre-ETS) forms which are required to secure funding and demonstrate student participation. This is a data driven mechanism that allows data collection and drives funding. The agency will receive \$1000 per submitted Pre-ETS form provided to DVR. Collection of these forms also require follow-up with school administrators to ensure students who attended were counted.

Stowe Beecher presented about WSD student's Biztown experience with the students who attended the event. The theme/focus of this year's event is "you don't become the CEO right out of high school, you have to work your way up." The students had an opportunity to be interviewed by various professionals and to talk with deaf professionals working in a variety of fields. Students commented on how valuable the event was and it really made them consider different aspects of

Outreach Team Report:

Carol Carrothers announced and invites the Board of Trustees to attend Family Camp is coming up on May 3rd, 4th and 5th in Ellensburg at the Lazy F Camp and Retreat Center. There will be an ASL immersion night on the first night. The program is registration is now full. The students will have an opportunity to take pictures with Storm Troopers.

Deaf Fiesta was April 6. The event was a tremendous success with 22 families who attended. This is an event that is done in partnership with Seattle Children's Hospital. Each year attendance grows. Instruction is provided in Spanish with ASL translation available.

Deidre Curle talked to the Board about why she loves her job so much. She said that every day is different and she has an opportunity to work with various and skilled professionals.

Krissy Walker explained her position with Outreach as a Family Engagement Specialist, which is a new position for the program effective July 2018. She talked about the technology she uses to provide resources to families, such as Marco Polo. Krissy talked about the importance of Family Nights and the impact to family engagement.

Shawn Broderick explained his position as the Outreach ASL Specialist and some of the questions he gets when visiting districts and students. Shawn talked about how some of the students he serves have not worked with a deaf professional. Shawn talked about the importance of deaf role models and how professional development program like Deaf 101 are so critical.

Rick Hauan described the positive cultural changes within the team as a result of some of the new staff members and commends the team for their efforts in providing a fully inclusive environment and support for each other and embracing a fully accessible environment both in the meetings and in working with each other in team settings. Shawn said he wished we could expand the team because

there is more and more need throughout the state. Allie Joiner asked what resources would be helpful to continue the effort. Shawn said we need more video options and additional trained paraprofessionals. Shawn shared concern about several isolated groups of DHH kids when maybe a centralized approach would be better and more robust for students. Shawn also talked about the variety of ASL evaluation options available and we are currently using the Fremont rubric. Shawn and his ASL team continue to seek out more options for assessment and more tools to deliver language instruction.

Recess for lunch 11:58 AM

Reconvene 12:30 PM

The Board of Trustees recognized Judy Smith for her many years of dedication, service and commitment to the Board, the school and the agency. Larry Swift presented her with a gift on behalf of the Board.

Website update:

Erica Pedro provided the Board with an update about the CDHL website. The website is complete and live. Erica talked about the scope of the project and the importance of the resources that are made available via the website. The next steps of the project will include videos and some technology advances toward distance learning. The website outlines the services available to school districts, students and families. Erica expressed appreciation for working with administration to complete the first phase of this vital project. Erica provided a demonstration of how to navigate the new website www.cdhl.wa.gov and expressed the importance and intentional design to provide ease of navigation. Erica also thanks the Outreach Team for their assistance in gathering and organizing the information to create a beautiful website. Erica and Shawn Broderick talked about the individual professional service provider videos that are currently being developed.

Ariele Belo asked for an update about the agency name change effort. Rick Huan indicated that the bill passed the house and is now in the senate. Rick received an email on April 11 indicating action taken by legislature placed the bill on the "consent calendar." The bill should be voted on by the full senate within the next couple of days. Rick will keep the Board informed of progress and any updates as they come his way. Erica mentioned that we also have a new logo ready to implement as soon as the name change is complete and in place.

Public Comment:

Sarah Decker (Lean Program Manager) section in March 8th minutes "The Business Office and outreach team communication has improved..." Sarah is concerned this sentence implies communication issues and takes exception as she has not received any comments or concerns that communication is not successful. She feels this is not in the Lean strategy experience and is concerned this could be damaging to teams and collaborative efforts. Sarah isn't sure how to address the concern. Rita Reandeu believes this comment from her summary of the Finance Committee meeting and indicated that it was meant at a broader level statement rather than just individual communication. Rita acknowledges the concern and thanked her for the comment. Kathy Froehlich (Contracts Specialist) says she agrees with Sarah's concern.

Policies:

The Board discussed some confusion regarding the draft policies and where we are in the editing process. The Board would like to see the last month's version with the updated edited version. Char Parsley stated she is struggling to follow the edits as well. Char suggests we use a naming convention to help Board members track the edits (use of watermarks). Jessica offered to help the policy committee by using labor negotiation paper passing strategies. Sidney suggested that we track on last revision date. The Board decided to hold on most policies until clarification can be provided and Nancy Sinkovitz can be involved. Tsering Cornell talked about the best process to assist with AAG side of the work and to reduce legal fees.

Policy 6010 Management Support: One change is needed for this policy. The Board discussed assigning the Director of Business and Operations as the report to designation. Larry Swift moves to approve the policy with the edit of Director of Business and Operations report to. Sidney seconds the motion and the 7 Board members approves, one abstention due to the incomplete the document (2 members absent). Larry Swift said it was helpful to see the changes but the unanswered questions were not as helpful. Sidney would like to see the final draft and not the track changes version. Char Parsley said that use of Google Docs could be helpful. Rick Hauan will work with the staff to clean up the policies so they are easier to interpret. Rita Reandeau mentioned that we have not been doing any work around the legal references sections so that is needed. Rita Reandeau asks that Kai Matthews review policy 6002.

Nancy Fitta said the Finance Committee has discussed the need for recruitment of Director of Business and Operations. Rick Hauan talked about discussions and complications as result of holding that position vacant. Due to the sensitive nature of our budget situations, Rick Hauan wanted to have a discussion in open session with Board to get feedback prior to posting the position. Larry Swift said he would like the see the qualifications to require experience with state accounting systems. Larry also explained the Board does not have appointing authority but the Executive Director would like Board feedback and approval to proceed. Larry Swift motions to move ahead with positing the position and Allie Joiner seconds. Larry stated the Finance Committee is dependent upon the expertise of the Director of Business and Operations. He expressed gratitude to Kai Matthews for his expertise and assistance to the committee. Sidney agreed this position is critical to operations. Allie Joiner agrees that we need a content expert and a person who is flexible enough to acclimate the needs of the agency and the culture. Rick Hauan would like one finance committee member to be involved on the interview panel for the Director of Business and Operations. Nancy Fitta shared a concern about staff morale as there are staff members that are concerned about our budget. Nancy requests that an update is provided to staff prior to posting the position. Larry agreed with Nancy's suggestion and wants to stress that we can conduct the search immediately and if necessary, wait to appoint the successful candidate in the new fiscal year, should the legislature not approve supplemental budget requests. Rick Hauan said he would like to share with staff members that we will not hire until we have the budget for the positions, this could mean a hire date of July 1st. Allie Joiner talked about Shawn Broderick's request for an additional ASL specialist. Nancy Fitta reminded the Board that they are not the appointing authority. Only the Executive Director may appoint. Board voted to support the decision to post the position. 8 in favor, 0 opposed.

Executive Session:

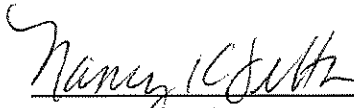
The Board went into executive session at 1:48 PM. The board reconvened in open session at 2:30 PM.

Larry mentioned this has been a very difficult year and our Board Chair has been faced with unusual demand to which she has addressed those willingly, openly and has demonstrated great effort and commitment.


The Board commended Nancy Fitta for a job well done.

Adjournment:

Hearing no objection, the meeting adjourned at 2:32 PM.



Nancy Fitta, Chair
CDHL Board of Trustees



Rick Hauan, Executive Director
CDHL Executive Director

5-10-19

Date

10 May 2019

Date