

## KCD Board meeting minutes 9/8/2011

David Vogel	Billy Britt
Julie Rice	Jimmie Smith
James Gregory	Anthony Anderton
Mary	April Haggard
Patty Henley	Wayne Kline

Quorum of 10 total Board Members

7:04 PM call to order

Barry Swafford- football game-April Haggard presides over meeting as Vice-Chair

Moment of Silence

Minutes from June

- Agenda may be found to reconstructs the meeting
- Julie Rice will look because

Public Comments

Doug Woods (4-5 Issues)

- At the June 15<sup>th</sup> board meeting Doug asked for the names of the candidates-those names should have been made public -the names for candidates Executive Director should
- the committee screened candidates and are now going to interview-but no interviews was forthcoming
- Need to let several of the candidate from the past, they can't reapply
- Whether the KCD member or Board member is present for interviews or discussion each member has a right to vote
- "not right to tell Deaf Community they can't vote if they don't attend all the meetings."
- 8<sup>th</sup> annual golf tournament-cancelled, no participation. Ask to budget vouchers for deaf/blind members

Dana Hughes (2 issues)

- Board members should not be overworked. Screening committee could have hired a firm to screen potential candidates instead of Board members
- Ask Wayne a question Re: Games of chance
  - I am a poker freak. Can we do games and give away gift cards?
  - A: Yes

David Booker

- Very disappointed about controversy of KCD recently
- Thinks it's silly to require KCD members to attend all 3 meetings

Mary Carver

- 3 top candidates
- Fri night, Sat morning, Sat evening
- discuss and give feedback before we proceed with our choice
- wanted to give all 3 candidates a chance and an equal opportunity for

consideration

- David think all candidates should be interviewed at the same time
- Recommends: Get a new screening committee for the next round of applicants.
- A: Teresa and Mary are the chairs for the screening committee and the entire board is the screening committee

- David-Have a member of the deaf community be part of the screening committee
- Q: Why did you reject those candidates that were

-When Bob was dismissed as ED-the next day, there were rumors about who made the motion, what the vote was, etc. He wants whoever leaked to leave KCD.

Rumor: Leaked to VCI

-Issue: Conflict of interest on the board VCI vs KCD- no longer loyalty to KCD  
Mary Carver should resign from the Board-unprofessional behavior alleged RE: VCI vs KCD

-Issue: To the Bob Rittenhouse fans-I am very sorry. I checked into his background and I found out

I knew about some things going on. Background check ->why he can't be a professor at any university or college? No A to that Q

-Board seems like "dead Oak Wood"

Lillian Wynn

-Wants to share with Board of Directors-several weeks ago Julie and James came to the Senior Citizens meeting to share status of financial affairs of KCD.

-Senior Citizens knew what Bob had told us-Jamie Woodson-met with Bob, Wayne and others and put the money in 3 accounts, Woodson Account

-Julie and James said Woodson Account will not fund the Senior Citizens

-She has a letter that Bob gave her

#### April Haggard

- Woodson Account=primarily for a rainy day fund
- Board had no clue
- Bob made the decision to slate the money for Senior Citizens
- Woodson Account has diminished due to payment to VC for overbilling
- The roof money was from fund raising

#### Lillian Wynn

- When Julie and James talked to the Senior Citizens they put the roof money in on the Board
- Where did the roof money come from and where did it go
- trips (i.e. Smokeys games)
- covered dish (KCD buys meat)
- special events?
- Lillian reads the letter of Aug 12, 2011 to the Board, RE: History of Jamie Woodson
- 20 K grant, 10 K from Jamie Woodson's account and 10K from senate somewhere
- Jamie earmarked the money as "manna from heaven" to support the Senior Citizens and Deaf/ Blind
- 1 year later-second 20K amount granted
- Main Account, Patsy Smith/ Bishop, Woodson

#### UBS Accounts

- Woodson Account was never debited for Senior citizen functions
- The only amount that came out was the 53K plus that paid for the overbilling
- Bob did remove money from other accounts
- Senior Citizen group has 37 members does it generate revenue? No answer

#### Christine Arnold

- The agreement? Shows part of an agreement
- Wayne Kline responds

#### Caroline Malone

- Letter sent to Board
- No response
- David told Alan and Janet
- I want Alan to call me and apologize
- Alan's attitude was improper
- I do not trust him to interpret for me anymore

Patty: What do you want?

A: I want you to fire Alan

David: sent her Letter to Alan and Janet. Alan responded David said he must respond to Carolyn. Alan sent an email to Alan saying he had phoned Carolyn-David disseminated the email to the Board. It did happen-but she doesn't accept his apology

-People are afraid of Alan

Lester Arnold

- Remembers c/o of staff Re: Bob. Board told Bob
- One of the Board members is picking on the staff
- Wants resignation or the community will vote that person out in December

Paul Robertson

- Has listened to comments can't change yesterday
- Competition will overtake KCD unless KCD focuses on the future
- Money RE: Woodson Account-everyone thrilled but now gone
- Wants open books
- Move on-what's in the past should stay there

Alberta Smith

- Remembers the 1<sup>st</sup> pebble being laid for the KCD foundation
- Let's calm down and be awesome
- KCD is not a social organization
- Foundation is to help deaf people. KCD set up with help, from a lot of people
- Alberta here since inception of KCD
- Everyone should take the time to think of the many times KCD has helped people.
- All members have received help from KCD
- KCD moved here from a small place to where it is today
- I want KCD to grow-and KCD should seize the day, come together and make this organization the best it can be
- people helping people is what KCD is all about

Steve Harrison

- KCD board member and community members 2 choices

1. bicker about the past

2. move in another direction- seek the best ED we can find

-find a good candidate. Pick the best candidate.

-Move on

-Let's get our wheels rolling

8:10 PM End of Public Comments

President's Report

-Doug Woods mentioned Golf Tournament

-ED search is reopened

-Apologizes for his absence

No speaker report about KCD happenings

Treasurers Report-Julie Rice

-Woodson \$48,002.50

-Main \$122,668.48

-Smith/ Bishop \$64,765.99

-UBS Account totals \$235,436.97

-See Exhibit #1

Exhibit 1  
to Sept 8, 2011  
KCB minutes

As of 9/7/11 @ close:

Woodson	\$48,002.50
Main	\$122,668.48
Smith-Bishop	\$64,765.99
	<hr/>
	235,436.97

As of 8/29/11:

Cash in open'g acct \$74,101.26

8/11/11 Pd \$2070.98 on mort bal of \$48,000

8/13/11 Pd \$1092.33 on LOC bal of \$27,000

?  
pay off ← 9mo CD due 10/9/11 \$26,326.74  
? 1 yr CD due 10/14/11 \$6,133.47

✓ ⊕ Audit complete

gathering banking proposals  
" payroll proposals

✓ ⊕ What to do abt outsid'g dis?

⊕ Need to update/upgrade our IT system  
& software

1<sup>st</sup> step → scope doc.  
Saratoga \$1548-2064  
SWRRS \$1500

- Cash available at 74,101.26
- Mortgage payment Aug 11 2070.98
- 9 month CD Oct 10, 11 \$26,326.74
- 1 year CD Oct 14, 2011 \$6,133.47
- Audit is complete
- outstanding checks never been cashed (too old to)
- Print on future checks "not valid after 90 days". Ok-It's a reflection of the statute.
- KCD needs:
  - updating software for accounting and scheduling
- Met with 2 different groups to develop a "scope document"
- James, Brenda, Ann, and Julie met with Bid 1: Saratoga
  - 12-16 hours on site at \$139 per hour discounted to \$129.00 per hour
  - Scope document Estimate Cost ~\$1,548-\$2064.00 to do the "scope document"
  - Shows what we can do what we need
  - Document = proprietary-we can

Julie: Motion: Engage Saratoga to perform evaluation and develop "scope document"  
James second

David: Table until budget is approved

Julie: Agrees with tabling the motion until after Budget approved

TABLE

Overall Budget

See Exhibit #2 to these 9/9/11 minutes titled KCD/ 2012 KCD operating budget

Exhibit 2 to 9/9/14  
 KD Board minutes

KNOXVILLE CENTER OF THE DEAF  
 2012 KCD Operating Budget

Category	Jnn-Aug Actual	Budget
<b>INCOME</b>		
331 Program Service	368,048.34	340,000.00
334 UTMC Project	18,455.68	28,000.00
337 Job Placement	7,600.00	10,000.00
338 KCDVRS	9,750.49	14,000.00
351 Contributions	4,011.31	6,000.00
361 United Way	30,436.16	45,500.00
364 D.H.S. Grants	120,000.00	170,000.00
381 Miscellaneous Income	9,450.00	12,500.00
<b>TOTAL GROSS REVENUES</b>	<b>567,751.95</b>	<b>826,000.00</b>
<b>OPERATING EXPENSES</b>		
421 Interpreting Fees	110,387.54	165,000.00
423 Bimicrop Program	7,651.72	12,000.00
424 Consultation	1,907.50	2,000.00
425 Transportation	36,358.89	55,000.00
511 Salaries	265,203.13	400,000.00
512 Benefits	33,463.65	50,500.00
513 Workmen's Comp. Ins	5,125.96	7,800.00
514 FICA Employer Portion	21,801.81	32,800.00
516 Unemployment Tax	698.87	1,100.00
522 Tl Windstream	4,320.80	6,500.00
521 Office Supplies	3,040.01	5,000.00
523 Cell Phones	1,000.00	1,500.00
525 Postages	1,445.46	2,000.00
528 Other Printing	468.57	1,000.00
530 Internships	600.00	1,000.00
538 Utilities	8,174.76	15,000.00
541 Mortgage	2,038.38	2,800.00
543 Building Main: (Labor)	4,901.25	6,000.00
544 Cable/Internet Expenses	611.75	1,000.00
545 Renovations (Materials)	871.55	5,500.00
546 Line of Credit-interest/princi	4,776.67	13,500.00
551 Equipm. Rental/Maintenance	2,647.93	3,600.00
561 Professional Development	4,540.88	5,000.00
571 Fund Raising/Spec Sv Exp	3,784.71	2,000.00
582 Audit Fees	6,300.00	6,500.00
584 Liab., Bond, & Prop. Ins.	1,634.50	2,900.00
586 Organizational Dues	819.00	1,000.00
591 Miscellaneous Expenses - design noted funds	1,863.89	20,000.00
<b>TOTAL OPERATING EXPENSES</b>	<b>536,548.96</b>	<b>826,000.00</b>
<b>NET INCOME</b>	<b>\$ 31,202.99</b>	<b>\$ 0.00</b>

Explanation by James

Wayne Kline motion: Adopt Budget for 2012 maintain expenditures within the following priority accounts for the remaining 2011 fiscal year:

1. KCD Income
2. Operating account
3. Main Account

David second

Unanimous approval

Post KCD budget to the website

Julie's motion off the table

Discussion:

How long has Saratoga been in business. Is the company "stable"  
Access/ Peachtree/ modification of website

Agrees-wants to upgrade scheduling to have client consumer profiles and deaf persons can access schedule on limit determine who is their interpreter will be

Agreed by committee  
vote/aye-unanimous vote

[5 min break]

Program committee-no report

Nominating committee

4 hearing and 1 deaf terms expire in Dec

Deaf-Barry

Hearing- David, Bob O'Dare Sr., Teressa Gregory, ??

Members meeting 1st Sat in Dec

Personnel committee- no report

Building committee

Phil Beam is working on leaks in windows/ building

Insurance adjustors for hail damage is meeting with committee tomorrow, Sept 10, 2011

Looking for a contractor to bid on covering the windows that are leaking and replace the windows that are leaking

Discussion ensued about not covering the windows

## Regulatory committee

April will accept if someone else takes the chair of the nominating committee

Patty Henley volunteered to nominating committee chair

April Haggard accepts the Chair for Regulatory Committee

April encourages open communication and email may be easiest

## New Business

Motion: David Vogel: to accept proposed financial policies (see attachment)

Second: Julie

Vote: aye

no opposition

Motion: Anthony Anderton: for KCD to designate \$10,000 for deaf-blind vouchers for fiscal year 2011.

Second: Jimmy Smith

Discussion: since Golf tournament

James wants to amend to start this policy in 2012. We have had enough money to support vouchers through for 2011.

Average yearly voucher expenditures \$7000. There is \$8000 left for this year.

Secret ballot-motion passes

## Julie Rice

Line of Credit interest payment is 4%

Interest earned on CD is .75%

9 month CD will mature Oct 9

Motion: used the CD money to pay off the line of credit at Home Federal

Second: Anthony

Discussion:

How much is the LOC? Between \$25-26K

Vote: unanimous aye vote motion passes

## James Gregory:

Motion that the 2nd CD when it matures be cashed out and placed into the KCD checking account, which is the "operating account"

Second: Julie

Vote: unanimous vote, motion passes

Motion (James Gregory): That checking account not be allowed to drop below \$30,000

Second: Mary Wynn

Discussion: withdrawal of motion

James Gregory

Re: monthly mortgage payment

Motion (April Haggard): staff of KCD and one Board member develop a matrix of salaries for freelance interpreters

Second: Mary Wynn

discussion:

we have a policy in place that goes back to 2005

April wants equality

Alan developed a Matrix but it was take out of his hands. Julie states Terry and

Brenda have been working/ talking with freelancers

Brenda: we're still using the 2005 matrix

April discusses illustration

Friendly amendment: Analyze, prepare documents centralized and update policy of KCD to maintain independent contractor relationships of all freelance interpreters

New Business closed

Announcements

Anthony Anderton: Asks for help

Meeting adjourns 9:52 PM