

KCD Board Meeting
March 21, 2024
In person at KCD

In attendance: Anna Bass, Jackson Cain, Chrissy Vorreyer-Davis, Jennifer Dean, April Haggard, MaNeesha McIlwain, Angela Simmons, Yvonne Weinstein

Not in attendance: Gay Baker, Kristina Willicheva

Called to order: 6:48 pm

Minutes accepted as read-Proxy vote of Gay Baker by Anna Bass

Treasurer Report:

Financial Report-no questions were asked

Gay Baker will meet with Two Roads on April 2nd

Executive Director's Report:

-DHS Grant-we are on track or have already met the criteria required for the grant of \$75,000.00. The hope was to receive the full \$150,000.00 for the 2025 grant cycle, but will have to wait for the 2026 grant cycle.

-Revenue has exceeded expenditures for the 2023 calendar year: \$1.107 million revenue, \$869,701 expenditure.

-Gabrielle Leonard reported on 3rd Quarter Payroll information:

Contractor Pay is 40-50% of the payroll approximately \$325,000 annually.

Additional staff interpreters would reduce this percentage. Delays in payments to contract interpreters is due to human error. Other delays are due to bill.com, the payment system,

certain banks require a 3-5 day hold. This company was chosen by Two Roads.

She explained the process the contractors are required to use to claim their assignment in Gridcheck and the invoicing.

-Kit Frith reported interpreter stats:

Of the 28 Independent Contractors, only 4 work “full time” with an additional 4-6 contract interpreters that work “Part time” with KCD.

KCD has 1 staff interpreter with new staff interpreter that will start in April. The interpreter Services coordinator position is still open.

-Chrissy presented a list of grants that either have been submitted or in process, The goal is to grow the Deaf-Blind program by providing training for SSPs to increase the number of providers as well as to support literacy programs. She has been working with Terrence Carter, President of TN Business Assistance Development Corp to develop a template for several grants.

-Building update-of the \$100,000 Employee Retention Credit (ERC) received last summer, \$95,168.91 as been spent on various repairs and upgrades, A significant number of repairs and upgrades are needed that far exceed the current balance of \$4, 831. Other challenges include finding companies willing to work on our building. Money raised by the Gala will be put towards some of the bigger projects and building renovation grants for non profits are being researched.

ERC other expenses: \$56,212 of the \$75,000 has been spent on employee laptops, sponsoring 3 TSD students to attend Jr NAD, web design, trainings, etc. \$25,000 is reserved for the Gala, and \$21,788 remains to be spent.

-Chrissy serves on the Tennessee Interpreter Licensure Committee and Deaf Literacy Initiative. She gave reports on both.

- The new website is up and running. Chrissy is responsible for the website, but we have paid \$3,000.00 BluForrest for lifetime maintenance when updating is necessary.
- Update on Chrissy's 3 Year Plan-Mission/Vision Clarity has been completed. The other areas are making progress,
- Abby Barker reported on Case Management and Outreach Referrals stats. Abby covers 12 counties providing sensitivity trainings, and conducts Meet and Greets with the Deaf Community.
- Lara Whitfield Garfinkel reported one Deaf-Blind program and Community Engagement stats highlighting events with the Ice Bears and Smokies Baseball game.
- Each Board of Director needs to sign the Conflict of Interest and contact information to be used for grant and Non profit status paperwork.

President's Report:

The board is reminded to frequently check email for board business.

Please plan to attend the Parliamentarian training on April 20th, registration is open.

If a board member is approached with a complaint about a staff member or interpreter, please refer that person to Chrissy.

March 30th 1:00-3:00 pm at KCD meeting about rebranding will be lead by Anna Austin and Meme Kerr. All are encouraged to come to give their input. We serve more than just Knox County and other communities ie Deaf Blind don't feel included.

Vice President Report: none

Committee Reports:

Gala: Gay Baker could not attend but sent notes. The date for the Gala is November 7th 2024 at the Foundry.

Bylaws: no report

Personnel: no report

Nominations: April-it is time to start looking for potential board members: 3 seats for 3 year terms. If you know of anyone interested, please pass the names to April.

Old Business:

Rebranding-the final meeting of this stage is the community meeting on March 30th.

New Business:

-Motion by Yvonne Weinstein-"The board should be allowed to ask questions at any point during the board meeting setting in place specific protocols in place ie time parameters. Seconded by MaNeesha McIlwin and passed unanimously.

Office Elections:

President April Haggard

VP-on hold until April can contact Kristina to see if she is willing to continue to serve

Secretary- MaNeesha McIlwin

Treasurer-Gay Baker

Next meeting is June 27th 6:30 pm on Zoom.

Adjourned at 8:55 pm