

West Virginia Commission for the Deaf and Hard of Hearing

Minutes
August 28, 2013

Bridgeport Conference Center
Bridgeport, WV

Commission Members Present:	Commission Members Absent:	Commission Staff Present:	Visitors:	Interpreters:
<ul style="list-style-type: none">• Marty Blakely• Paul See• Tammy Phillips• Angela Wilson• Annette Carey• Rachel Gill• Claudia Mals• Mekell Golden (proxy for Christina Mullins)	<ul style="list-style-type: none">• Jamie Mallory• Nancy Sullivan• Pam Roush• Susan White	<ul style="list-style-type: none">• Marissa Sanders• Kari Preslar• Holly Courtney	<ul style="list-style-type: none">• John Burdette• April Hottle• Ruby Losh	<ul style="list-style-type: none">• Connie Pitman• Brian Millin

I. Call to Order

Marty Blakely called the meeting to order at 9:38 a.m.

II. Reading of Mission Statement and Introductions

Tammy Phillips read the Mission Statement.

III. Minutes

The minutes from the June 11, 2013 meeting were reviewed. Paul See made the motion to approve the minutes. Claudia Mals seconded. Motion approved

IV. Staff Report

Marissa shared highlights from the written report.

- Marissa is working with Rebecca Berger at WVU to organize a meeting with those involved in interpreter education to discuss establishing a bachelor-granting interpreter training program in WV.
- Two registered interpreters attended the RID conference with money from the DRS grant. They will be conducting workshops based on what they learned at the conference.
- Marissa and the state ADA Coordinator plan to meet with the Governor to discuss the importance of hiring qualified interpreters.
- Smoke Alarm Project: Due to slow response by the Centers for Independent Living on getting the alarms installed, Marissa plans to meet with the Fire Marshall's office to discuss other options.
- Budget: The budget continues to be cut each year by about 7%.

- Emergency Planning: Marissa attended a meeting on emergency preparedness for people with access and functional needs hosted by the Center for Threat Preparedness. The group plans to meet quarterly.
- Project Director: Holly Courtney has been hired and will be working out of the DHHR field office in Fairmont until November.
- Update on Board Appointments
 - Marissa was told that the appointments have been approved by the Chief of Staff so they are moving through the system. The Nominating Committee will need to meet soon.
- Website: We continue to have problems getting timely responses from MIS to update our information and to make changes to our website. Marissa has requested a meeting.

V. Roles/Responsibilities Executive Committee

- Marissa shared potential topics/issues that an Executive Committee could deal with:
 - Any large or emergency decision that needs action prior to the next board meeting.
 - Conduct Executive Director's annual review, with approval of review by full Board.
 - Upon request, advise or counsel the Executive Director on issues including: personnel issues, constituent complaints, legislative priorities.
 - Review overall budget and project budgets.
 - Work with the Governor's Office, DHHR, etc. in support of Executive Director and WVCDHH goals and priorities.
- Angie Wilson is tabulating the survey that was given out at the last meeting. She will email the results to the board.

VI. Strategic Plan

- The draft strategic plan was reviewed. Following discussion, priorities for the strategic plan include:
 - Board & Staff Development
 - Committee Structure
 - Developing an Executive Committee
 - Developing Standard Operating Procedures
 - Maintaining an Information Clearinghouse
 - Maintaining the Interpreter Registry
 - Professional Development
 - Coordinate workshops and trainings
 - Resource Development
 - Legislative Advocacy
 - Smoke Alarm Project
 - Emergency Preparedness
- Top Priorities
 - Board & Staff Development
 - Resource Development
 - Maintaining professional development

- Regarding Trainings: Work with other organizations to do training. Maybe piggyback on other relationships.
- Board Meetings
 - Suggestion made to experiment with video and conference calls to hold meetings using DRS and DHHR field offices, RESA offices. There must be a location where the public can attend the meeting.
- Community Meetings
 - Discussion concerning the cost of doing community meetings specifically hiring a facilitator. Marissa will ask other state commissions what they do.
 - At the next board meeting: have discussion on how the board can effectively collect the needs of constituents and how those needs can be met.

- Executive Committee: A motion was made by Annette Carey and seconded by Angie Wilson to establish an executive committee. The interim committee will meet to discuss details. Members include: Marty Blakely, Angie Wilson, Pam Roush, Tammy Phillips. Angie is the chair.

VIII. Language Assessment of D/HH Children

- WVCDHH is not involved in language assessment. Marty Blakely said the School for the Deaf is developing a model for language assessment for children all over the state of West Virginia. Annette Carey said the Department of Education has language assessment systems from several states listed on their website.

IX. Professional Development for Interpreters

- Annette has been working on getting different organizations to commit to sponsoring one or more workshops per year. A motion was made by Annette and seconded by Rachel Gill to create an Interpreter Professional Development Committee. Members will include Tammy Phillips, Rachel Gill, Annette Carey, Kari Preslar. Motion approved.

X. Meeting Dates

- November 22 in Romney (there will be a conference call in case of inclement weather)
- February 28 in Charleston (there will be a conference call in case of inclement weather)
- May 30 in Parkersburg

XV. Adjournment

The motion was made by Rachel Gill and seconded by Mykell Golden to adjourn the meeting at 2:55 p.m. Motion approved.

Strategic Plan June 2013

Commission Capacity: Board and Staff Development

Goal: Develop infrastructure that will support and maintain the goals and objectives of the Commission for the Deaf and Hard of Hearing.

Strategies and Activities:

1. Provide new member orientation with 60 days of appointment.
 - a. Assign a mentor to each new board member.
 - b. Provide a manual that includes bylaws and a membership directory.
 - c. Conduct an orientation meeting that specifically identifies the roles and responsibilities of membership and staff.
2. Each year, provide ongoing training and professional development to existing board members.
 - a. Conduct an annual planning retreat that includes strategic planning and professional development.
3. Each year, develop and maintain a strategic plan.
 - a. By June 30 of each year, review and update the Commission's strategic plan.

Information

Goal: Maintain information about: education, communication (including interpreters), group home facilities, independent living skills, recreational facilities, employment, vocational training, health and mental health services, substance abuse, other services necessary to assure their ability to function in society.

Strategies and Activities:

1. Utilize social marketing to promote the work of the Commission.
 - a. Maintain a Facebook page with appropriate and timely information.
2. Provide educational information to the deaf and hard of hearing, their families and the public.
 - a. Develop an information clearinghouse.
 - i. Make information available on the Commission website.
 - ii. Annually, review and update the information.

Interpreters

Goal: Provide these services related to interpreters: Maintain list (including ASL teachers), Registry, Evaluation.

Strategies and Activities:

1. Develop and implement a plan and advocate for a policy statement to promote the use of certified sign language interpreters. Create a plan for dissemination of policy statement and brochures.
2. Establish and maintain a system to promote the utilization of qualified interpreters.
 - a. Maintain an interpreter registry with appropriate fees.
 - b. Maintain WVRIT system.
 - c. Develop an interpreter directory.
 - d. Continue interpreter task force meetings to solicit input and understand needs.

Outreach

Goal: Familiarize the public with deaf and hard of hearing: Rights, Needs, Services.

Strategies and Activities:

1. Utilize social marketing to promote the work of the Commission.
 - a. Maintain a Facebook page with appropriate and timely information.
2. Provide educational information to the deaf and hard of hearing, their families and the public.
 - a. Develop an information clearinghouse.
 - iii. Make information available on the Commission website.
 - iv. Annually, review and update the information.

Investigate

Goal: Investigate the condition of deaf and hard of hearing West Virginians, especially: Aged, Homeless, Needy, Victims of rubella, Victims of abuse or neglect, Group home needs, Services for multi-disabled deaf and hard of hearing.

Strategies and Activities:

1. Conduct Town Hall Meetings to gather information about the condition of and availability of needed services.
 - a. Conduct three Town Hall Meetings annually.
 - b. Advertise meetings in newspapers and blogs.
2. Create a Needs Assessment tool to be added to the website.

Training

Goal: Establish workshops for teaching: Interpretive skills, In-service training, Counseling for the deaf and hard of hearing.

Strategies and Activities:

1. Provide annual workshops on topics identified during Town Hall Meetings.
2. Provide annual professional development opportunities for interpreters.

Resource Development

Goal: Increase the available resources to serve the deaf and hard of hearing.

Strategies and Activities:

1. By July 1 of each year, develop a budget for activities outlined in the strategic plan.
 - a. Develop a detailed budget for each project included in the strategic plan.
 - b. Assess whether additional staff will be needed.
2. Share strategic plan and budgetary needs with the leadership of the Department of Health and Human Resources by August 1 each year.
 - a. Work with the Secretary's office to submit any needed improvement plan to the Legislature.
3. Prepare the Commission for the Deaf and Hard of Hearing to apply for grant opportunities that would support the implementation of the strategic plan.
 - a. Identify potential funding sources within federal or state governments and private foundations.
 - b. Determine who would be responsible for writing grant applications.
 - i. Obtain appropriate training for identified person.

