

West Virginia Commission for the Deaf and Hard of Hearing

Minutes
May 30, 2014

Parkersburg & Wood County Public Library
Parkersburg, WV

Commission Members Present:	Commission Members Absent:	Commission Staff Present:	Visitors:	Interpreters:
<ul style="list-style-type: none">• Marty Blakely• Paul See• Tammy Phillips• John Burdette• Liz Leisure• Annette Carey• Christina Mullins• Rachel Gill• Pam Roush• Susan White• Carla Campbell (proxy for Angie Wilson)	<ul style="list-style-type: none">• Karen McNealy• Nancy Sullivan• Claudia Mals	<ul style="list-style-type: none">• Marissa Sanders• Kari Preslar	<ul style="list-style-type: none">• Roy Forman• April Hottle• Donna Williams• Holly Courtney	<ul style="list-style-type: none">• Alex DiPietro• Bic Lee• Teresa McGonigle

I. Call to Order

Marty Blakely called the meeting to order at 10:00 a.m.

II. Reading of Mission Statement and Introductions

Liz Leisure read the Mission Statement.

III. Minutes

The minutes from the February 28, 2014 meeting were reviewed. John Burdette's name needs to be added to attendees. Paul See made the motion to approve the minutes as amended. John Burdette seconded. Motion approved.

IV. Executive Director Performance Expectations

The performance expectations committee made up of Liz Leisure, Paul See, John Burdette, Tammy Phillips, Susan White, Claudia Mals and Marty Blakely created a job description and performance evaluation document. The committee included the legislative requirements for the Executive Director and the items in the strategic plan. Each board member would have the opportunity to complete the evaluation form with the Executive Director having the opportunity to make comments. The sub-committee will meet to create a document that explains the process that was done to create it.

V. Executive Session

A motion was made by Tammy Phillips to go into executive session. Liz Leisure seconded. Motion approved.

A motion was made by Paul See and seconded by Annette Carey to exit the executive session. Motion approved.

Marissa Sanders submitted a resignation letter. Her final day will be July 31, 2014. John Burdette made the motion to accept her resignation. Paul See seconded. Motion approved.

Annette Carey made the motion to table the staff report and board member reports and hear them at the end of the meeting if time. Pam Roush seconded. Motion approved.

VI. Elect Chair/Vice Chair team

Annette Carey made the motion to nominate Paul See as chair. Tammy Phillips seconded. Motion approved. Marty Blakely will serve as the interim vice-chair until the next board meeting.

VII. Elect Executive Committee Members

Rachel Gill made a motion to elect the following members to the Executive Committee: Paul See, Marty Blakely, Angie Wilson and John Burdette. Susan White seconded. Motion approved. Paul will choose a vice-chair before the next board meeting and that person will also be part of the executive committee.

VIII. Strategic and Operational Plans

- 1) The interview process for the Project Director will continue.
- 2) The following people will serve on the team to hire the next Executive Director: Paul See, Marty Blakely, John Burdette, Rachel Gill, Nancy Sullivan (or her designee).
- 3) Job Description: Annette Carey made the motion to accept the job description as written by the performance expectations committee for the Executive Director. Paul See seconded. Motion approved.
- 4) The following people will serve on the Exit Interview Team: Annette Carey, Christina Mullins, Marty Blakely, Paul See will serve as facilitator. Annette will send out a meeting wizard to set up an interview date.
- 5) Marissa will do a written "state of the Commission" report due the third week of July.
- 6) Susan White made the motion to accept the draft strategic plan and make it the commission's strategic plan. Paul See seconded. Motion approved.
- 7) Susan White made the motion that the timelines and operational plans will continue in draft form until the next Executive Director is hired. Rachel Gill seconded. Motion approved.

IX. Nominating Committee

The members of the nominating committee (Marty Blakely, Tammy Phillips and Annette Carey) made the following recommendations for Commission members:

Parent representative: Gwen Bryant

Deaf/HH Community: Jeff Courtney

Deaf/HH Community: Gloria Hollen

Paul See made the motion to accept the recommendations. Rachel Gill seconded. Motion approved. Annette Carey contacted Nancy Sullivan asking if there are any regulations regarding having board members who live out-of-state. Nancy said she will ask DHHR Legal to fold that into the information that they are working on in order to clarify the roles/responsibilities of the Commission.

The Nominating Committee made the recommendation for Teresa McGonigle and Donna Williams to join the Interpreter Task Force. Paul See made the motion to accept the nominations. John Burdette seconded. Motion approved.

X. Community Meeting Report

The final report from Leslie Stone from the four community meetings she facilitated between 2012-2014 was reviewed. Susan White made the motion to post the report to the website. Annette Carey seconded. Motion approved.

XI. Board Member Reports

Since there was still time left the reports that were tabled were heard.

- Christina Mullins said there is still money available in the Kids First Hearing Project for children needing hearing aids. Marissa will send out the information to the Board of Audiology.
- Pam Roush said the educators and vi teachers at WVSD are now service providers with the Birth to Three program.
- Liz Leisure continues to do advocacy work in the Parkersburg area.
- Paul See shared that some of the board members will be meeting with the state ADA person and a representative from the Governor's office to discuss emergency access issues for the deaf and hard of hearing.
- John Burdette received a recommendation after a visit to southern West Virginia that information be emailed to constituents regarding events, etc. on a weekly or monthly basis.
- Tammy Phillips shared the new quarterly magazine, The Record, produced by WVSD.
- Rachel Gill said the interpreter fees and policies have been completed and will be effective July 1. Barry Hill is retiring so there will be an opening for an RCD in Martinsburg.
- Annette Carey said the policy to make employers responsible for costs leading to certification is in the public comment period. Frances Beurivage will lead a two-day workshop in August for educational interpreters on how to develop a personal professional development plan.
- Susan White said the Council has completed its annual report and the need for highly qualified educational interpreters continues to be a part of the report.
- Marty Blakely was excited to announce that the WVSD will offer the First Annual ASL Immersion Class at the school in July. The morning sessions will be open to new hires at the school as well as families and interpreters.

XII. Committee/Workgroup Reports

- Interim Executive Committee: Tammy Phillips shared the written reports.
- Interpreter Task Force: Annette gave an update on the task force:
 - Discussion regarding task force membership. The task force will continue to accept applications.
 - The task force discussed the survey. They noted that the public wants consequences for non-registered interpreters.
 - The task force is working on developing fact sheets for deaf, interpreters, and businesses.
 - They will have an orientation for new members at the next task force meeting on June 24.
 - The Q&A is almost finished.

XIII. Set future meeting dates

August 22, 2014: Charleston
November 21, 2014: Fairmont
February 20, 2015: Flatwoods

May 15, 2015: Parkersburg

XIV. Public Comments

Roy Forman shared a letter from Ruby Losh thanking Marty Blakely for meeting with her and requesting that the next Executive Director be Deaf. He shared a letter from April Hottle regarding deaf literacy/language.

Note: The Public Comment period will be moved to the beginning of the meetings starting with the August meeting.

XV. Adjournment

Liz Leisure made the motion to adjourn the meeting. John Burdette seconded. Motion approved. Meeting adjourned at 2:37 p.m.