

**Nebraska Commission for the Deaf and Hard of Hearing
Full Commission Board Meeting
4600 Valley Road, Conference Room 1, Lincoln, Nebraska**

September 8, 2017 Meeting Minutes

A. OPENING

Chairperson Margie Propp called to order the September 8, 2017 meeting of the Nebraska Commission for the Deaf and Hard of Hearing full commission board meeting at 8:40 a.m. at 4600 Valley Road, Conference Room 1 in Lincoln, Nebraska.

B. NOTICE OF OPEN MEETING

Chairperson Propp announced that the notice of the meeting was duly given, posted, published, and tendered in compliance with the Open Meetings Act, and all board members received notice simultaneously by email. The agenda was kept current in the Nebraska Commission for the Deaf and Hard of Hearing's office and on the Board's website. Materials generally used by the Board for this meeting were available in the public folder for inspection by the public, and in accordance with the Open Meetings Act. A copy of the Open Meetings Act was available for the duration of the meeting.

C. ROLL CALL

For the record, Board Members Margie Propp, Norm Weverka, Dr. Marc Brennan, Jeremy Fitzpatrick, Dr. Pete Seiler, Candice Arteaga, and Dr. Stacie Ray were present. Dr. Frank Turk was absent and excused. Also present were Director, John Wyvill; and Business Manager, Natasha Olsen. Interpreters present were Ben Sparks and Sharon Sinkler. Mydge Heaney was present for CART Services.

D. REVIEW OF AGENDA

Executive Director Wyvill reviewed the agenda with the Board Members.

E. ACCEPTANCE OF AGENDA

Chairperson Propp reminded those present for the meeting that the agenda cannot be altered 24 hours prior to the meeting except for emergency items according to the Open Meetings Act. Board Member Weverka moved to adopt the agenda as printed. Dr. Ray seconded the motion. With no further discussion, the motion carried with Propp, Artaega, Brennan, Fitzpatrick, Ray, Weverka, and Seiler voting aye.

F. ACCEPTANCE OF MINUTES

1. Chairperson Propp asked for any additions or corrections to the June 16, 2017 minutes. Board Member Weverka made a motion to accept the meeting minutes as presented. Dr. Seiler seconded the motion. With no further discussion, the motion carried with Propp, Arteaga, Brennan, Ray, Fitzpatrick, Weverka, and Seiler voting aye.

G. CHAIRMAIN OF THE BOARD'S REPORT

1. Chairperson Propp welcomed everyone and informed the other Board Members that a new Board Member had been appointed. Due to the short notice, she was unable to be at this meeting. Chairperson Propp updated the Board Members on the NCDHH Education Taskforce and the NDE plan to hold meetings for SPOT analysis in September and October. Chairperson Propp also stated that a questionnaire is being created for parents and teachers and if anyone has questions they would like to see on that questionnaire to email them to her.
2. Director Wyvill proposed to hold the December board meeting in Lincoln to keep travel costs down. Discussion followed regarding future meetings that flexibility is important and having board meetings in different locations helps with visibility. Dr. Seiler made a motion to hold the December board meeting in Lincoln in the NCDHH building. Board Member Arteaga second the motion. The motion carried with Propp, Arteaga, Brennan, Fitzpatrick, Ray, Weverka, and Seiler voting aye.

Executive Session

Board Member Fitzpatrick made a motion to go into closed session to discuss several issues at 9:24 a.m. Board Member Weverka seconded the motion. The motion carried with Propp, Arteaga, Brennan, Fitzpatrick, Ray, Weverka, and Seiler voting aye.

Board Member Arteaga made a motion to go into open session at 1:32 p.m. Board Member Weverka seconded the motion. The motion carried with Propp, Arteaga, Brennan, Fitzpatrick, Weverka, and Seiler voting aye.

3. Board Member Fitzpatrick stated after discussion the Board Members will retain John Wyvill as the Executive Director of NCDHH. Board Member Fitzpatrick continued by saying in recognition of Director Wyvill's excellent work with the legislature and other entities, the Board has elected to give Director Wyvill a 1.75% raise. Board Member Fitzpatrick also urged Director Wyvill to continue to focus on building rapport with staff. Board Member Fitzpatrick made a motion to give Executive Director, John Wyvill; a 1.75% salary increase effective immediately. Dr. Seiler

seconded the motion. The motion carried with Propp, Arteaga, Brennan, Fitzpatrick, Weverka, and Seiler voting aye

H. BUSINESS AND HUMAN RESOURCE REPORT

1. Natasha Olsen, the agency's Business Manager, informed the Board that there have been no large or unexpected expenditures to date for the 17-18 fiscal year. Ms. Olsen stated the revenue forecast is set to be announced in October and, at the time, NCDHH will know if there will be a reduction in appropriations any time soon.
2. Ms. Olsen proceeded by informing the Board how the prior fiscal year ended and is estimating \$41,000 will be encumbered, however; that final report comes out the end of September.
3. Ms. Olsen informed the Board that the last agency audit was in 2012 and is expecting an audit within the 12-18 months. Ms. Olsen stated that she and Director Wyvill have met to discuss the impending audit and feel the Commission is prepared as it can be by continuing to follow the processes in place and asking for guidance when needed from State Accounting.

I. LEGISLATIVE REPORT

1. State
 - a. Director Wyvill stated that a meeting will be held in October which will include Dr. Stacie Ray and Board Member Fitzpatrick to discuss the next steps for the hearing aid study and will have an update at the December meeting.
 - b. Director Wyvill informed the Board that LB 269, the Open Captions bill, has been referred to the next Legislative session and there has been a tremendous amount of support from the public.
 - c. Director Wyvill reminded that Board that ideas for the upcoming legislative agenda will be discussed at the December board meeting.

J. DIRECTOR'S REPORT

1. Director Wyvill the Board that every two weeks, he sends Chairperson Propp an overview of his activities. Director Wyvill reviewed a few things that the agency has been working on.
 - a. Director Wyvill reviewed the monthly reports that are completed by all the staff. For the Advocacy Specialists, the average expectation is to do four presentations a month, one booth a month and ten appointments a week. The reason this is tracked is for performance standards and accountability.
 - b. No discussion was held regarding the Western Nebraska report.

- c. Director Wyvill stated that the Commission will be very busy over the next several months. All Advocacy Specialists have been tasked to provide professional development training to the staff. In addition, Ben Sparks will be providing an eight week in-house ASL course to the staff members who are not fluent.
- d. Director Wyvill informed the Board there is an opportunity to have a Deaf and Hard of Hearing Awareness night with the Tri-City Storm hockey team in Kearney. The proposed cost is \$1500 but the Commission is in the process of negotiating that cost.

K. INTERPRETER PROGRAM REPORT

1. Interpreter Committee
 - a. Discussion was held during the closed session. Dr. Seiler made a motion to create a task force to review the rules and regulations governing interpreter licensure and to review internal policies and procedures that govern interpreters. Board Member Fitzpatrick seconded the motion. The motion carried with Propp, Arteaga, Brennan, Fitzpatrick, Weverka, and Seiler voting aye.
 - b. Discussion was held during the closed session. Board Member Weverka made a motion to appoint Peggy Williams to fill the vacant position on the Interpreter Review Board. Board Member Arteaga seconded the motion. The motion carried with Propp, Arteaga, Brennan, Fitzpatrick, Weverka, and Seiler voting aye.
 - c. Director Wyvill stated that Pam Duncan, the Interpreter Program Coordinator, was unable to present her report but is working on plans to host “lunch and learn” programs for continuing education for interpreters in the future.

Lunch served at 12:00 p.m.

L. MARKETING REPORT

1. Kelsey Cruz, the Public Information Officer, stated that NCDHH was happy to see the articles with Memorial Stadium and the captioning through Twitter. Ms. Cruz stated, as she watched the game, the tweets were coming through quickly. Ms. Cruz stated that Jenny Corum, Education Advocate and Carly Weyers, Behavioral Health Coordinator; traveled to the western part of the state and were on the midday television news show in North Platte.
2. Ms. Cruz stated the annual zoo event is September 17 and planning for this has gone smoothly. NCDHH is working with NeAD and people are excited for this event.

M. OTHER BUSINESS

1. Director Wyvill informed the Board that the Education Summit will be held on Saturday, October 21st at the University of Nebraska-Omaha campus. NCDHH is excited for this summit and expects it to be the first of many.
2. Director Wyvill stated that Jenny Corum and Ms. Weyers' trip to western Nebraska was very successful. Also, Ms. Weyers has been working with the Lincoln Advocacy Specialist, Kim Davis, on a law enforcement taskforce to address the needs of Deaf and Hard of Hearing individuals when interacting with law enforcement.

N. NEW BUSINESS

No discussion was held.

O. SUBCOMMITTEE UPDATES

No discussion was held

P. PUBLIC COMMENT

No Public Comment.

Barb Woodhead was in attendance. She spoke on a personal matter during the closed session.

Q. ADJOURN

Dr. Brennan made a motion to adjourn the September 8, 2017 board meeting at 2:10 p.m. Board Member Arteaga seconded the motion with Propp, Arteaga, Brennan, Fitzpatrick, Weverka, and Seiler voting aye.

These minutes were available for public inspection on September 21, 2017, in compliance with Nebraska Statute §84-1413 (5).