

NAMI Santa Clara County Board of Directors Meeting Minutes  
Tuesday, 5<sup>th</sup> January 2021, 5:30 PM, 1150 S. Bascom, Suite 24

**Attendance by videoconference:** Vic Ojakian, Bev Lozoff, Navah Statman, Rovina Nimbalkar, Juan Perez, Harold Brown, Uday Kapoor, Steve Wade, Karen Deloumi, Frank Alioto, Kathy Forward, Barbara Thompson, Moryt Milo, Lisa & Ed Baumann, Peter Newman.

Meeting convened at 5:31 PM.

1. **Welcome**

- a. Agenda approved.
- b. Dec 1<sup>st</sup>, 2020 BoD minutes approved.

2. **Action**

- a. **Budget 2021—Steve:** It is virtually the same as last year's budget assuming the office will be closed for half of the year. We show a loss of \$102k. **Vic:** expressed his comfort with this deficit given we have a fairly good cushion. **Steve:** stated that typically we hover close to break-even and there is no danger of running out of money if we meet the budget. **Harold:** asked about the PPP loan. We will record it as revenue when it is forgiven. That revenue is not in the budget because it is not part of our operating results. **Rovina:** We might be getting another PPP loan in a couple of weeks. PPP will be cash but not revenue and will add a liability until forgiven. **Vic:** raised the issue of the expiration of funding from the county for our expanded Warmline and for FaithNet. Should we be thinking of continuing these programs with our own funds? **Kathy:** We have made an assumption that the Warmline will continue. We expect FaithNet to end in June but it might be extended by a few months. Funding the Warmline would cost \$70k but we could continue FaithNet at reduced cost. Rovina has been looking at grants to support them. We had FaithNet before we got the grant. It is an official NAMI program so we can continue it. Vic gave a summary of the FaithNet program and its expansion with the MHSA innovation grant. Uday asked about expanding housing support through the Warmline through more training and providing more resources. Ed asked about the expense of COVID-19 testing for the staff. A vote to accept the budget as presented passed unanimously.
- b. **Nomination of Officers—Bev:** We will not need a nominating committee this year. All of the current board members have responded that they will continue for another year. We currently have two members at large. There is an opening for one more. Vic hinted that we might like to start considering possible candidates for the position of president at some point later in the year. We will announce the slate at the January General Meeting and vote on it at the March General Meeting.
- c. **Fundraising Committee—Harold:** It would be good to meet on a regular basis but perhaps not every month. We are fortunate to have Rovina because of her strong fundraising experience. We have a very strong NAMIWalk committee. With the pandemic it has become more of an event committee. We are talking about a spring event in May and the Walk in the fall. Our board has a strong relationship with the county. We do need to meet regularly with providers to establish relationships. Those relationships are important. We can help Rovina to solicit individual contributions and planned giving. Corporate giving has a huge potential. Harold will send an email to solicit volunteers for the fundraising committee. We will start with a monthly meeting. Harold also suggested we put together an advisory board. It could help us in many respects not just fundraising. Jim Beall would be an obvious candidate for the advisory board.

3. **Reports and Updates**

- a. **Treasurer Update—Steve:** Please refer to the Treasurer's Report and the Balance Sheet, the Profit & Loss and the Budget vs. Actual statements as of Jan 2021. Our cash is higher than it has

ever been. It is substantially more than we budgeted for. It is over \$800k if we include accounts receivable. Cash will go down because our budget plans a deficit of \$102k. Our payroll has never met budget almost always because we don't hire people as fast as we intend. This year we were \$150k less than budget. There was a discussion of why actual payroll falls so much below budget. Actual hours worked differs from our estimates because of changed circumstances. This prompted a discussion of whether, with the PPP loan, we are actually protecting payroll. **Rovina:** Yes. We haven't cut peoples' hours. EtS, IOOV and outreach events have gone down drastically but we are continuing to provide the other services. **Frank:** Has any thought been given to the need to increase payroll? **Steve:** We should not be cutting services. Down the road we may need to make a decision about using our discretionary funds to continue services. **Kathy:** When we budget we estimate the number of matches and presentations but sometimes demand does not meet our estimates. We have kept all our services up on Zoom. Navah spoke about criminal justice and social justice programs. If we have the money we should continue programs that are useful. Karen asked about where referrals have gone. Juan responded that we are getting a lot of referrals even with the pandemic. Referrals from El Camino were down but are now back on track. A motion to approve the Treasurer's Report as presented was passed.

b. **VP Updates:**

- i. **Juan:** We still have our support groups meeting on a weekly basis with a minimum of twenty attendees. We have been collecting children's toys for an Orthodox Calendar Christmas program at the Catholic church.
- ii. **Uday:** (1) The Independent Living Project has been submitted to the state. We are finalizing a response to the state. (2) Ky Le has asked us to submit our thoughts for his report to the Board of Supervisors. Rovina and Kathy are helping. (3) Uday is reaching out to Otto Lee's new staff. He took over Dave Cortese's position as a SCC Supervisor.

c. **Presidents' Updates**

- i. **Vic:** (1) SCC Behavioral Health Dept. has revised their law and order liaison interactive video simulation training. Vic has been asked to designate someone to overview a review of it by NAMI members. There are ten scripts to review and we need one individual to distribute them and compile feedback from NAMI members. Kathy and Rovina offered to work on it together. (2) Vic is looking for someone to lead the legislative committee. They would need to keep up with local legislation and attend online/phone NAMI CA meetings. Frank volunteered. Navah offered to share materials. There followed a discussion including: AB 1424, AB 1194, the prioritizing of advocacy work and a town hall meeting about SB 855. (3) Vic mentioned that Frank is working on a marketing plan for us.
- ii. **Bev:** Bev introduced a discussion regarding our conflict of interest form. In comparison to the example of a form from another nonprofit it was felt that our form is very brief and could be improved. Steve felt that we at least need to define a conflict of interest and say what should be done about it. It was agreed that we should revise the form.

- d. **Executive Director Report—Rovina:** Please refer to the Executive Director's Report for details. We applied for six grants in Dec. We heard back from the city of San Jose on a grant for COVID relief, rent, Warmline staff and IT expenses. We received a \$10k grant for social media posts. KLA Corp gave us \$45k for COVID relief, IT and website expenses. We have many more grants to apply for. Moryt has been interviewing people for the newsletter and our YouTube channel. KTVU picked us as their Giving Day charity. Our goal is to reach out to a lot more media companies. It may take multiple years to reach all of the goals in Frank's plan. We hold Happy Hour every month for the staff members. We held our Volunteers Luncheon. We will push the Holiday Drive forward as Amazon is slow in delivering. We raised a net of \$182k from the NAMIWalk. We have still not decided on a physical Walk or some sort of hybrid Walk for this

year. Rovina spoke about an app being developed for NAMI Alameda and Alameda County. We will award our Community Merit Award to David Mineta at our General Meeting in Feb.

- e. **Consultant Report—Kathy:** Please refer to the Consultant's Report for a detailed list of programs, events and meetings. All classes are starting up this month. The Provider Course has had to put people on a wait list. We held a CIT training for the Sheriff's Dept. There were no IOOV presentations. We held two EtS presentations in Dec. Ann Sobrato High School in Morgan Hill invited us back for an EtS presentation to freshmen. It worked out really well on Zoom. Kathy participated on an interview panel for the SCC BHD Deputy Director position. Kathy and Rovina met with Sherri Terao, Director of SCC BHD, regarding family collaboration. It was a very good meeting.
- f. **Fundraising Committee Update**
  - i. **Funding Plans and Grants Status—Harold:** The silent auction raised \$1,400. We will hold more of this type of event in the future. Both donors and bidders were enthusiastic. Uday spoke about Michael J Fox receiving funds for his foundation and trying to reconnect with him.
  - ii. **NAMIWalk—Harold:** We are looking at a virtual event in the spring as well as the Walk in the fall.
- g. **Community Peer Program and FaithNet—Kathy:** There is no report this month. Everything is going well. We met our goal for El Camino. FaithNet is focusing on provider training and Mental Health 101 trainings. Kathy also spoke about: the Leaders Education Training Series, a safe parking model and a talk by Kaitlin Ryan.
- h. **Newsletter—Bev:** Articles for the Feb issue should be submitted by Jan 15. We are a little light on content for this month. Navah spoke about an article she is writing with Moryt. Bev mentioned that we need an idea for a Spotlight article. We have one every month.
- i. **General Meeting—Bev:** Bev spoke briefly about the speakers for the upcoming Jan and Feb General Meetings.

#### 4. Other Actions

- a. **Legislative Committee: Legislation Updates**
  - i. We now have Frank to chair the legislative committee.
  - ii. Navah spoke about Laura's Law and the county's response and LPS conservatorship.
- b. **New Business:**
  - i. We will have a guest speaker from MHAP at the next board meeting.
  - ii. There was a brief discussion of the open board meeting and ways to invite people to join.

#### 5. Dates to Remember

- a. Next Board Meeting: Tues 2<sup>nd</sup> Feb 2021 at 5:30 PM.

Meeting adjourned at 7:25 PM.

Respectfully submitted,

Peter Newman

*Jan 10, 2021*