



**Chicano Latino
Affairs Council**
State of Minnesota

**Executive Committee
Special Meeting - Videoconference
Pollution Control Agency (PCA), St. Paul, MN
Tuesday, July 17, 2007**

Members Present: Sonia Mayo Hohnadel, Interim Board Chair (MN State University Moorhead)
Teresa Dawson, Vice-Chair (PCA–Duluth)
Edgardo Rodriguez, Treasurer (PCA–St. Paul)

Staff Present: Rogelio L. Muñoz, Jr., CLAC Executive Director (PCA – St. Paul)

Sonia Mayo Hohnadel, CLAC Interim-Board Chair, called the video-conference meeting to order at 11:03 a.m. from Minnesota State University Moorhead; with Teresa Dawson, Vice-Chair joining from the Pollution Control Agency in Duluth, and Edgardo Rodriguez, Treasurer, along with Rogelio Muñoz, CLAC Executive Director joining in from the Pollution Control Agency in St. Paul.

Hohnadel informed the committee and executive director that since she became the temporary board chair until August, the committee now consists of three members: interim-board chair, vice-chair, and treasurer. The executive committee does not have a secretary. Hohnadel and Rodriguez both recognized and stated that the items brought before the committee fall under the council's policies and procedures and need to be approved in a timely manner and could not wait until the August board of directors meeting. Rodriguez also stated that the executive committee videoconference meeting is in accordance to the laws that govern Minnesota state boards.

Hohnadel did ask that one other timely business item be added to the current agenda, and that is the development of the agenda for the Board Retreat. Hohnadel stated that it was not in the initial agenda and asked for a motion to approve the agenda with the Board Retreat item. The agenda presented was as followed:

- 1) Contract Administration: The Design Company, contract extension
- 2) Contract Administration: Level 2 Support
- 3) CLAC Personnel, Increase of hours and reallocation of the Community Liaison and Administrative Assistant
- 4) Board Retreat.

Rodriguez made the motion to accept the agenda as presented. Dawson seconded the motion and the motion passed unanimously.

Hohnadel asked Muñoz to present on the first item on the Agenda. Muñoz stated that The Design Company's original contract deadline of June 30, 2007 had passed, due to a late start on the project (the Board's dissatisfaction with the original two logo submissions) and due to the additional request for a

secured board member login feature. Under the state contract law, any changes to the original contract, must be done with an approved amendment to the contract by the state agency. In this case, CLAC had three change items:

- Expiration date, June 30, 2007 changed to August 10, 2007;
- Contractor duties, to include the new secure board login feature for an additional \$1,500.00
- Total obligation, original amount \$13,000.00 changed to \$14,500.00.

Rodriguez questioned what fiscal year budget the additional \$1,500.00 would come out of and Muñoz informed the committee that it would be of the budget of fiscal year 2008 since the services would be performed in fiscal year 2008. Muñoz informed the committee that there are sufficient funds to encumber the additional \$1,500.00 for this additional feature the Board requested. Hohnadel asked for a motion to approve the contract amendment for the above-mentioned three items. **Dawson made the motion to approve the contract amendment. Rodriguez seconded the motion and the motion passed unanimously.**

Hohnadel introduced the second item on the agenda: Contract Administration, Level 2 Support (technology services) Invoices for fiscal year 2007. Hohnadel informed the committee of the situation with Level 2 Support. Prior to Muñoz's start at CLAC, Mark Johnston, Level 2 Support representative, worked with the council in 2004. Then, OET (Office of Enterprise Technology) sent Johnston to the council to replace an antiquated server with a newer version. There was no cost to the council at that time since OET sent Johnson. Johnston continued to do work for CLAC on occasion, especially in fiscal year 2006 when the council moved office locations. When Muñoz arrived at CLAC in summer 2007, Johnston set up the executive director's workstation, server access and authorization, and e-mail. In April 2007, Johnston preformed work for CLAC in setting up new staff computers and computer virus issues. Staff commissioned Johnston for the work assuming that he was from OET.

Johnston is a legal state vendor for computer and technical services. All state vendors need to sign a contract for professional/technical services. As the ending of the 2007 fiscal year approached, Johnston informed Gladys that he was a state vendor; Gladys immediately tried to get an invoice by Friday, June 29, 2007. Johnston submitted an invoice on Saturday, June 30, 2007 for fiscal years 2006 and 2007 for work performed. Muñoz consulted with the Interim Board Chair and Bruce Lemke before discussing the matter with Johnston. Munoz informed Johnston that as registered state vendor, he was aware that a contract was necessary before performing services. Johnston agreed that there had been an error in securing a contract from the previous Executive Director, and informed Muñoz that he would not bill the council for fiscal year 2006. The committee discussed that since the work requested for 2007 was under the current Executive Director's request, and this had been discussed with Bruce Lemke, CLAC would pay for fiscal year 2007 in the amount of \$2,082.50.

Rodriguez made the motion to accept the encumbrance of \$2,082.50 to pay Johnston for services conducted under fiscal year 2007. Dawson seconded the motion. Discussion: Rodriguez informs the committee that he had consulted with Bruce Lemke of Financial Management and Reporting and that this amount would be paid out of CLAC's 2007 budget. Motion passed unanimously.

Hohnadel introduced the next item for discussion: CLAC Personnel – Increase of hours and reallocation of the Community Liaison and Administrative Assistant. First, Hohnadel recognized the professional and impressive product produced by Muñoz with the new job descriptions for employees. Rodriguez pointed out that Muñoz should begin the work on salary projections for the following biennium that includes fiscal year 2009. Additionally, Rodriguez reminds the committee that the Community Liaison's half-time position increase to 3/4 or full-time was contingent upon the appropriation of the CLAC budget as discussed in the spring 2007. Dawson and Hohnadel stated that they had recollection of the discussion on this increase of position. **Rodriguez made the motion to increase the Community Liaison's position from half time (0.50) to 0.88-time – or 35 hours per work week. Dawson seconded the motion and the motion passed unanimously.**

The next item discussed was the reallocation of the Administrative Assistant from Office and Administrative Specialist – Intermediate to Office and Administrative Specialist – Senior. Muñoz informed the committee that Gladys has been under his supervision for over a year and had not received an annual review. Hohnadel also reminded the committee and the Executive Director of the added responsibilities added to Gladys' workload that was outlined in the new strategic plan. Munoz described Gladys' work and the evolution of her job description and responsibilities, such as budgetary/financial procurement, web mastery skills, and purchasing authority from \$5,000 to \$10,000, Muñoz stated that in his discussion with Human Resources, the increase was warranted. **Dawson made the motion to redefine/reallocate Gladys Rodriguez's position from Intermediate to Senior. Rodriguez seconded the motion. Discussion: Rodriguez affirms that the CLAC budget can sustain this reallocation. Rodriguez and Dawson both indicate that the board needs to give more authority to the executive director position and empower the director to run operations, such as personnel and day to day office decisions. The motion passed unanimously.**

Hohnadel then began the discussion on the last item on the agenda, the Board Retreat. Hohnadel stated that she was seeking the input of the Executive Committee to help her and the Executive Director to develop an agenda for the day. Muñoz informed the committee that efforts are underway to secure funding for the August board retreat. Muñoz has a meeting scheduled with Otto Bremer Foundation representatives and is seeking to consult with the Minneapolis Foundation to apply for community engagement funding. The committee then discussed the outline/agenda for the August board retreat and instructs the director to draft a tentative agenda with their recommendations and forward to the Interim Board Chair for approval. Rodriguez asked Muñoz to consult with Bruce Lemke of Financial Management and Reporting for the procedures in reporting and accounting for grant monies and for the procedure to access the gifted money.

With no other business to discuss, Hohnadel asks for a motion to adjourn the meeting. **Dawson made the motion to adjourn, Rodriguez seconded and the motion passed unanimously. The videoconference meeting was adjourned at 12:10 p.m.**

Recorded by Rogelio Munoz, Executive Director

Reviewed and respectfully submitted by Sonia Mayo Hohnadel, Interim-Board Chair