



**Chicano Latino  
Affairs Council**  
State of Minnesota

### **Council Meeting Minutes**

**Location:** 60 Empire Dr. St. Paul, MN 55103

**Date:** November 17, 2007

**Time:** 10:00 a.m. – 1:30 p.m.

#### **In Attendance**

*Council Members:* Elia Bruggeman, Antonio Lizano, Adriana O'Meara, Edgardo Rodriguez, Michael Rosario, Sonia Mayo Hohnadel, Teresa Dawson, Dr. Lou Gonzales, Alma Garay-Lehn, Rep. Al Juhnke, Sen. Joe Gimse

*Absent:* Maricruz Hill, and Nicholas Juarez

*Staff:* Rogelio Muñoz, Jr., Rosa Tock, Gladys Rodriguez, and Oscar Echandi

*Guests:* Rita Garcia and Ron Ibarra, Business Partners Plus

#### **Call to Order**

Council Chair Elia Bruggeman called the meeting to order at 10:00 a.m. and welcomed all to the meeting. The agenda was then reviewed by all members. Member Sonia Mayo Hohnadel observed that the agenda did not list a section for new items for updates on Council member's involvement within their communities. Member Edgardo Rodriguez also made notion to get an update from staff and Council members who attended the Human Rights Conference on November 14, 2007. Sonia Mayo Hohnadel asked to amend the agenda to include New Business to discuss – *Council members' involvement and to get an update on the Human Rights Conference.* **Edgardo Rodriguez made the motion to approve the agenda as amended. Sonia Mayo Hohnadel seconded the motion and the motion passed unanimously.**

#### **Meeting Minutes**

Council Secretary Sonia Mayo Hohnadel stated that she had reviewed and revised the August 18 Council meeting minutes. No changes were suggested. **Member Adriana O'Meara motioned to approve the minutes. Edgardo Rodriguez seconded the motion and the motion passed unanimously.**

#### **Board Policies and Procedures Manual**

Executive Director Rogelio Muñoz reported that the Policies and Procedures Manual and the Board's Roles and Responsibilities documents were combined and corrections were made to reflect the comments made by Kenneth Raschke, from the MN Attorney General's Office, suggested during his presentation at the August Board meeting. Members expressed their concerns about approving the Manual without proper revision. Member Mayo Hohnadel commented that this is an important document that will be adapted by the members and it should be carefully reviewed before taking an action on approval. **Sonia Mayo Hohnadel motioned to postpone the approval of the Policies and Procedures Manual until the December meeting**

**and after carefully revising the content.** Edgardo Rodriguez agrees that this is an important document that it should be analyzed and the language polished before it is brought forth for approval. He then suggested the establishment of a task force to refine the manual for future approval by the Council. **Michael Rosario seconded the motion and the motion passed unanimously.**

Director Muñoz asked for volunteers to sit on task force to review Manual for final approval. Edgardo Rodriguez, Michael Rosario, and Dr. Lou Gonzales volunteered to be part of the task force. Edgardo Rodriguez asked the executive director to coordinate and schedule a meeting to review the Policies and Procedures Manual. Michael Rosario clarifies that the final Manual will be a long-term document that it will always be open for future amendments if needed.

*Member Alma Garay-Lehn joins meeting at 10:20 a.m.*

### **Treasurer's Report**

The Council treasurer, Edgardo Rodriguez, reported on the 2007 Fiscal Year's (F.Y.) performance and applauded the staff for an extraordinary job in spending the money responsibly. F.Y. 07 has closed out with the exception of \$1,500 pending to pay out. Rodriguez then reported on F.Y. 08 operations and clarified that a larger percentage of the budget is for staff salaries and benefits. Mayo Hohnadel commented that since the Council does not provide direct services, this is not unusual. Michael Rosario inquired about the *Other Benefits* and *Other Operating Costs* budget lines. Member Rodriguez explained that *Other Benefits* included Council member's per diems and *Other Operating Costs* reflected the expenses for insurance, catering services, and/or any other items that are not identified in the defined line items. Rodriguez also commented that each month, the staff is provided an electronic report of all the expenses that the office incurred, with line item balances, from the State Financial Management and Reporting office. Gladys Rodriguez, CLAC Administrative Assistant, stated that these reports were available upon request to Council members. **Member Alma Garay-Lehn motioned to accept the Treasurer's report. The motion was seconded by Adriana O'Meara and passed unanimously.**

### **Executive Director's Report**

Director Muñoz reported on the 1<sup>st</sup> Quarter performance of the 2008-2009 Biennium Calendar and Action Plan, and the initiation of the Council's new Organizational Effectiveness Project with Business Partners Plus, Inc. The project is being funded with a grant from the Otto Bremer Foundation. Munoz reported that the 2<sup>nd</sup> Quarter of the Biennium Calendar began the month of October. During the 2<sup>nd</sup> Quarter, CLAC met with the Governor's Office to discuss CLAC's Open Appointments. Council members up for reappointment were informed of their term end dates and the application process if they would like to be reappointed.

Additionally, Munoz stated that CLAC hosted a delegation of Latino students from Austin Public Schools and Riverland Community College at the state Capitol for meetings with State Rep. Willie Dominguez, State Sen. Patricia Torres Ray. The meetings discussed several issues that impact the Latino community. The delegation also had the opportunity to meet with Annie Paruccini, from Governor Tim Pawlenty's Office.

The legislative unit disseminated a report of the 2007 summer visits to Worthington, Willmar, and Moorhead. The report summarized the social issues assessed in each community, and provided conclusions with some recommendations. The report was distributed to over 120 community stakeholders and forum attendees. Michael Rosario stated that he had followed the community forums and has heard positive comments relating to the presentations and professionalism of the staff. He expressed a desire to participate in the upcoming forums that will be conducted in the metro area.

Munoz also reported that he and Council Chair Elia Bruggeman, along with CLAC Legislative Directors met with Sen. Patricia Torres Ray to discuss the council's Latino Education study and other material relative to the

achievement gap. Sen. Patricia Torres Ray extended an interest in working with CLAC to identify programs that have worked in school districts increasing graduation rates and minimizing the achievement gap between Latino and White students. CLAC's legislative unit conducted research regarding the achievement gap of Latino students and prepared a presentation to present during the achievement gap discussion with Sen. Patricia Torres Ray. A brochure summary was left with the Senator. Edgardo Rodriguez suggested it would be beneficial to send this brochure to all organizations that support Latino communities.

Muñoz gave a short presentation regarding CLAC's 30<sup>th</sup> anniversary purpose and objectives. He suggested that a Committee be established to begin preparations. He also suggested that the committee be comprised of Council members, staff, and community members, and that a Council member who serves on the committee should serve as Chair to maintain accountability and oversight for the event.

Rep. Juhnke recommended that the CLAC staff contact the Sesquicentennial committee to collaborate in promoting CLAC's anniversary as part of the State's celebration. Munoz shared that CLAC submitted a grant to the Sesquicentennial committee, but unfortunately the grant was denied. However, they will be contacted to propose a marketing collaboration. **Sonia Mayo Hohnadel motioned on the executive director's recommendation to establish a Committee to plan CLAC's 30<sup>th</sup> anniversary event(s). The motion was seconded by Dr. Lou and passed unanimously.**

Discussion regarding the Open Meeting Laws ensued and the Council agreed, rather than a committee, this would be a task force. **Hohnadel amended the motion to establish a task force to plan the 30<sup>th</sup> anniversary event(s). The motion was seconded by Dr. Lou and passed unanimously.**

Volunteering to serve on the task force is Adriana O'Meara, who has also agreed to serve as Chair, Alma Garay-Lehn, and Antonio Lizano volunteered Maricruz Hill to be part of task force. In the event, Hill declines, Lizano agrees to serve in her place.

Muñoz reported on his participation in a round table discussion with other Latino/Hispanic state council leaders from around the country facilitated by the U.S. Hispanic Leadership Institute (USHLI) this past summer. USHLI has provided leadership to this initiative and would like for councils to collaborate sharing their work in reference to issues that affect their state's Latino communities locally and on a national-level. Some of the states included in the discussion were: Indiana, Utah, Ohio, Idaho, Washington, Nebraska, Kansas, Virginia, Delaware, Michigan, and others. As part of this initiative, a Memorandum of Collaboration (MOC) with other Councils Nation-wide is being drafted. Muñoz calls for a motion for approval to sign on to the MOC.

Munoz stated that there will be a six-day conference next year in February of 2008 and that he had been invited to participate as a presenter. He stated that he would only be attending for three days and asked for a motion to allow him to participate and attend the conference. Member Hohnadel voices her support for CLAC to get involve at the national level to influence public policy that in the long run will also impact the state as well. Rodriguez questions how this complies with, impacts, and aligns with CLAC's charter? Rita Garcia, Business Partners Plus, identifies for the Council that one of the legislative goals is to serve as a liaison between local, state and federal governments and Minnesota's Latino community. She states that this collaboration can definitely serve as a vehicle to serve that goal. The Council discusses the costs and feasibility of sending another staff person and/or Board member.

**Antonio Lizano makes a motion for three representatives from CLAC participate in the conference hosted by USHLI.** Discussion of the motion included the question as to the number of attendees to represent the Council at this conference; Muñoz recommends sending only two staff, he being one of them, to stay within the budget. Dr. Lou Gonzalez added that Council members interested in attending, seek out resources within their professional positions or other means. **Antonio Lizano amends his motion to send two staff members**

to participate in the conference by USHLI. The motion was seconded by Adriana O'Meara and passed unanimously.

In reference to the MOC, it was suggested by the Council that it be revisited and approved at the December meeting. Council members requested more information be mailed to Council members prior to the meeting.

*Meeting was adjourned for a break at 11:35 a.m. and was called back to order at 11:50 p.m.*

Reconvening the Council meeting, the Executive Director recognized member Adriana O'Meara with a framed certificate of appreciation for her year of service to the Council and the Latino community. Gladys Rodriguez, Administrative Assistant, was also recognized for her dedicated work and also received a certificate of appreciation.

### **Organizational Effectiveness Project**

Rita Garcia, Business Partners Plus (BPP), was contracted to continue work with the Council's Organizational Effectiveness Project, with a grant funded by the Otto Bremer Foundation. BPP worked with CLAC's previous project in developing an organizational framework, including procedural processes, a calendar timeline and administrative protocol. The new initiative will help to expand upon the generally based framework, protocol and processes to define, in detail, the goals and work of the Council.

Operational Metrics were developed, including outcomes and objectives definitions. Metrics were split into three categories: Activities, Outputs and Outcomes. The Council discussed objectives for each category including the six recommendations developed by the Council to influence policy or budget proposals for the biennium. Rep. Juhnke explained that it may take several legislative cycles to get recommendations to the legislative floor and that at times, this is an ongoing process.

### **Legislative Issues Briefs and Recommendations**

Next, Garcia presented the template and model of how policy briefs will be presented. The purpose of the briefs is present public policy recommendations of the Council to the Governor, Legislators and the Chicano/Latino community. The information included in the policy briefs include research based data, qualitative and quantitative, community input gathered at community forums, and an analysis of issue specific information, help to formulate specific policy statements for legislative consideration. CLAC's legislative unit has gathered and researched a number of reports publicized by other organizations as well as reviewing the information the Council has gathered in the past. The legislative unit will continue to research the issues affecting Minnesotans and formulate other issues briefs, convening the Legislative Committee to review the material and then present CLAC's Legislative agenda to the Council members during the December meeting for concurrence. Adriana O'Meara commends the great work of the legislative unit.

Thereafter, Director Muñoz presented a position statement on immigration to the Council. Drafted by the executive director and legislative unit, Munoz asked for the Council's revision and approval. He voiced that although this is a delicate matter, the Council is often asked of its position whenever out in the community. Garay-Lehn stated that she does not think that the Council is in a position to make a strong statement. She would rather the Council take a neutral stand because this is a sensitive issue. Clarification was made that the purpose in presenting the position statement to the Council was to initiate discussion. This is preliminary work by the legislative unit to start the communication and discussions regarding policy issues that affect Chicano/Latinos in the state. Executive Director Muñoz called for a round-robin to hear member's comments and input about the issue. Council members agreed that experts on the topic of immigration should be invited to present at the December meeting.

**New items**

*Update on Human Rights Conference, November 14, 2007*

Members Garay-Lehn and O'Meara attended the conference and reported that the event was very educational and it was a great opportunity to meet and interact with the other state councils. They reported that CLAC's mentioned several times as an example of being well structured and organized. Accompanying the two Council members were all four staff members. Member Rodriguez requested that handouts from the conference be distributed to all Council members.

*Council member's involvement*

Hohnadel reported that she recently attended the National Summit on the State of Latino Education convened by the National Association of Latino Elected Officials (NALEO). She reported attending the summit with Senator Patricia Torres Ray and Representative Augustine "Willie" Dominguez. She stated that this is a national organization in which all elected and appointed officials can join. There is an annual membership fee of \$100.00.

Lastly, Chair Bruggeman announced the appointments of Juan Linares and Alvaro Patino-Cedrino to the Office of the Ombudsperson for Spanish Speaking Families.

Dr. Lou Gonzales motioned to adjourn meeting, seconded by Edgardo Rodriguez and the motion passed unanimously. Meeting was adjourned at 1:35 p.m.

Written by Gladys Rodriguez, Administrative Assistant.

Revised and respectfully submitted by Sonia Mayo Hohnadel, Council Secretary