

CHICANO LATINO AFFAIRS COUNCIL
Board Meeting Minutes
February 17, 2007

Present

Board Members: Lalo Zavala, Teresa Dawson, Sonia Hohnadel, Edgardo Rodriguez, Elia Bruggeman, Adriana O'Meara,
CLAC Staff: Rogelio L. Munoz, Jr., Gladys Rodriguez
Community Members: Annie Paruccini, Governor's Appointment Office,
Mateo Gucajardo

Absent

Board Members: Maricruz Hill, Dr. Lou Gonzales, Juan Lazo

Meeting

Chair Lalo Zavala, noting there were enough board members present for quorum, called the meeting to order at 10:05 AM.

Chair referred to attendance sheet reflecting each board member attendance. Expressed concern that some members attend meetings continuously while others don't. Sonia Hohnadel shared that she was appointed to the board on September 2006 and report reflected as if she had been absent prior to her appointment. Hohnadel asked to make a change to show attendance since appointment date marking with an X noting date of when first appointed.

Rogelio Muñoz stated that this is a new tool for board members to know how many meetings they have missed.

Chair Zavala acknowledged Edgardo Rodriguez who has been working very hard on the Board's manual and that it would be reviewed during the meeting.

Motion to approve agenda: Adriana O'Meara motions, Edgardo Rodriguez seconds. Motion carried unanimously.

(Board member Elia Bruggeman joins the Board meeting at 10:10 a.m.)

Chair Zavala asked whether the Minutes from the board meeting in November had been approved or not. Board member O'Meara states they were approved at the board retreat. Chair Zavala asked to make amendment to note November's Minutes were previously approved.

Motion to approve meeting Minutes with changes: Edgardo Rodriguez moves, Teresa Dawson seconds. Motion carried unanimously.

Business Partner Findings & Report

Rita Garcia, Retreat Facilitator, thanked the board for giving her the opportunity to work with the Council. The purpose of the CLAC Board Retreat was to identify actions to be taken to realize the biennium strategic objectives. The effort is to develop a manageable action plan that enables the CLAC staff and Board members to take specific actions within the 2006 Biennial timeframe.

Rita Garcia stated that by looking at the current objectives in the Council's Biennial Report they didn't always align with the goals.

Rita Garcia recommended doing scrubs around each objective and coming up with statements that align with the agency purpose and legislative goals.

Board Chair Report

Chair Zavala updates that he hasn't received any recent information about the charge of discrimination investigation. Zavala also informed the members that he has only received one executive director evaluation form back and asked to have them submit by Wednesday.

Executive Director Report

See attached report - Executive Director's Report. February 17, 2007.

Items discussed were the Director's outreach with Representatives of the Legislature and State officials, E-12 education, Crime and Justice, Higher education, Budget & Finance, Media, and community members. Muñoz testified before the Minnesota Senate Finance committee on the governor's budget recommendation for the Council.

The board commended the work of the executive director in preparing and testifying before the Finance committee.

O'Meara recommends to only report activities for the month of the meeting. Member Bruggeman feels that the report should stay as is so that the board knows what E.D. has been working on.

Chair Zavala suggest to send out an electronically report at the end of each month to report on activities.

Treasurer's Report

Rodriguez reports on the Council's budget. Explained that the expenses for F.Y. 06 were low and the Council had a carry-over of \$83,000 unto F.Y. 07 equaling a total of \$354,000 for the general budget. The budget for F.Y. 08 is set for \$306,000.00 and in F.Y. 09 for \$310,000.00.

F.Y. 08 is forecasted with 3.5 full time employees. A plan will be presented to the board as to what positions will be available but first would have to be approved by Human Resources and Dept. of Finance. Some of these positions will have to be part time. The carry-over money could be used for office equipment, redevelop CLAC's website, upgrade computer systems, technology contracts, professional services, etc.

The Council's budget has been recommended by the Governor but it has not been approved yet.

Member Hohnadel asked about Professional services? Who was the Board thinking of?

Rodriguez informed that the Professional services pertained for contracts such as Business Partners Plus Inc and to redevelop CLAC's website.

Chair commends Edgardo Rodriguez for spending time on this framework.

Hohnadel expresses the layout of the budget is more friendlier to read and understand.

Motion to approve budget report. Sonia Hohnadel moves, Teresa Dawson seconds. Motion carried unanimously.

MAFO Conference: Due to recent issues and investigations with the Legislative Auditor, Executive Director asks Chair to get approval from full Board to attend the MAFO conference in representation of the Council.

Passed motion to approve Executive Director travel to MAFO conference. This had also been discussed and approved during the Executive committee conference call on February 15th.

Chair asked the Board if anyone wanted to attend in representation of the Council.

Member Hohnadel motions to approve travel to MAFO conference for board member Bruggeman if her time allows. Teresa Dawson seconds. Passed unanimously.

Executive Committee: The committee had a conference call on February 15th to discuss the importance to meet when entering into contract with an outside party and document notes and actions taken, discussed contract with Business Partners Plus, Inc and out of state travel for executive director.

Motion to accept conference call minutes. Edgardo Rodriguez moves. Sonia Hohnadel seconds. Passed.

Education Committee: Member Bruggeman is pending for Dr. Lou Gonzales to meet. Chair will e-mail member Gonzalez requesting interest in still chairing Education committee.

Community Relations Committee: Member O'Meara reported that she met with Member Maricruz Hill but has not formalized a strategic plan of work. O'Meara expressed the need to have business cards printed for board members.

Chair asks if we can consult with other Councils and Dept. of Finance to see if this can be done. Bruggeman expresses the seriousness of having a business card and how it is used. The business card could have the board member immediate contact information on one side with CLAC's contact information on the other.

Zavala asked O'Meara to draft a statement explaining when and how the business card should be used and to propose a design.

Chair requests committees write minutes for each meeting they hold. Also recommends having committee meetings before board meeting to avoid extra travel expenses. Chair of committee will have to inform staff of meeting so arrangements can be done.

Rodriguez motions to print business cards for board members and they will be used in accordance with guidelines proposed by community relations committee. Dawson seconds. Passed unanimously.

Other Business

Bruggeman wants to note that she was not present at some meetings because her re-appointment was still pending.

Rodriguez states that a board member can continue serving until June 30th even if their term has expired and if not informed by the Governor's office of new appointment/removal then member is automatically appointed for two more years.

Chair Zavala is concern for members that are not attending meetings such as Juan Lazo and informs that Omar Salas resigned.

Ms. Paruccini, filling John Berns position at the Governor's appointment office, said that both can be considered vacant.

New Business

Manual (Reviewed)

Rodriguez has revised the manual and has made some changes and encourages the board to review and send him changes via email.

O'Meara asked about Legislators not attending meetings?

Muñoz informs that the Legislature appoints Legislative members to the board. Rodriguez would like to see Legislators on the attendance report.

Chair Zavala asked Annie Paruccini about the Ombudsperson office. Does the Council have authority over the Office of Ombudsperson or just appointing authority?

Paruccinni answers that she needs to look into it; asks if there is a policy/procedure on how each person gets recruited.

There is no policy/procedure. The Chair of the Council is the appointing authority. There should be 5 people and currently there is only two. Board members do not get paid and it makes it harder to find candidates.

With no more discussions, Zavala asked for a motion to adjourn.

E. Rodriguez made the motion, O'Meara seconded, and the motion passed unanimously. Meeting adjourned at 1:00 PM.

Respectfully submitted by Sonia Mayo Hohnadel, Secretary