



**Chicano Latino
Affairs Council**
State of Minnesota

Council Retreat Meeting Minutes

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

Date: August 18, 2007

Time: 10:00 a.m. – 3:00 p.m.

In Attendance

Council Members: Sonia Mayo Hohnadel, Teresa Dawson, Antonio Lizano, Nicholas Juarez, Rep. Al Juhnke, Edgardo Rodriguez, Dr. Lou Gonzales, Elia Bruggeman

Absent: Alma Garay-Lehn, Michael Rosario, Maricruz Hill, and Adriana O'Meara

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

Guests: Kenneth Raschke, MN Attorney General's Office

Call to Order

Interim Council Chair Sonia Mayo Hohnadel called the meeting to order at 10:00 a.m. Council member Elia Bruggeman noted that the present agenda did not allow for the addition of new items to be discussed. Bruggeman asked to amend the agenda to include New Business to discuss - *A Vote of Confidence for CLAC Executive Director and staff*. Nicholas Juarez made the motion to approve the agenda as amended. Lou Gonzales seconded the motion and the motion passed unanimously.

Meeting Minutes

Interim Council Hohnadel asked for a motion to approve the meeting minutes from the July 7 Special Board meeting and the July 17 Executive Committee meeting. Edgardo Rodriguez motioned to approve the minutes. Juarez seconded the motion and the motion passed unanimously.

A discussion ensued in which Bruggeman asked for clarification as to whether the increase of hours & status of the Community Liaison and the Administrative Assistant should have been brought to the full Council. Chair Hohnadel clarified that these staff increases had already been discussed and approved at a previous Board meeting pending the increase in the CLAC budget. The CLAC Executive committee simply ratified what had already been agreed to in a previous meeting.

In an effort to promote Council operation efficiency, Hohnadel called attention to a hand-out regarding parliamentary procedure included in the Council packet, in addition to a booklet included in the Council binder ordered for maximizing Board efficiency (on recommendation from Business Partners Plus). Hohnadel asked members to refer to them in review of procedures.

Discussion on the role and authority of the Executive Director

Thereafter a discussion followed to clarify the duties and responsibilities of the Executive Director regarding personnel issues. CLAC policy dictates that the Council is responsible for the overall business of CLAC and delegates day-to-day operations to the office of the Executive Director, including personnel issues. Nicholas Juarez reminded the Board of the outlined duties and responsibilities presented in the Board of Director's manual and clarified that the Executive Director has the authority for organizational leadership.

Call for Election: Board Chair, Legislative Committee

The next two items on the agenda were the election of a permanent Council Chair to finish the current term till June 30, 2008; as well as the appointment of a Legislative Committee to assist the Legislative Director. After discussion, it was clarified that the Council form a Legislative Committee to work with the Legislative Director and Executive Director. There was discussion on the floor as to whether the legislative committee is should be another role of the executive committee or a separate Council committee of itself. Edgardo voiced his opinion for two distinct committees. It was also clarified that these committee meetings are open meetings and fall under the corresponding rules and regulations of the open meeting laws.

Following this concern, there ensued a discussion on open meeting laws with Ken Raschke of the Minnesota Attorney General's Office. Open meetings must be accessible to all. Ken offered to serve as a continuing resource for the CLAC Board. He provided several case studies of open meeting laws and examples of what has been constituted as lawful and unlawful meetings. Antonio offered his business location as an appropriate public venue for legislative committee meetings. Edgardo then motioned to form a Legislative Committee consisting of volunteers: Antonio Lizano, Nick Juarez, and Elia Bruggemann. Lizano seconded the motion and the motion passes unanimously.

Council Interim Chair Hohnadel then calls for the election of the CLAC Council Chair.

The call for nominations included: Teresa Dawson nominating Sonia Hohnadel as Chair. Lou Gonzales seconded the motion. Hohnadel accepted the nomination and then asked if there were any other nominations. After asking twice, and hearing none, Hohnadel asked Elia Bruggeman if she would accept a nomination. Bruggeman agreed and Hohnadel nominated Bruggeman. Edgardo Rodriguez seconded the nomination. Hohnadel stated she would then decline her nomination as Board Chair and opted for continued service in the capacity of Board Secretary. Teresa Dawson and Lou Gonzales as nominators accepted this proposal and withdrew the nomination. Hearing no more nominations, the Interim Chair

closed nominations and asked for a vote in favor of Elia Bruggeman as Council Chair. The vote was unanimously in favor. Bruggeman then took over presiding as Council Chair for the meeting.

Board Role and Responsibilities

Following the election of Elia Bruggeman as CLAC Chair, Antonio Lizano motioned to approve the roles and responsibilities of the Chair and Council as found in the Board Control Book. Edgardo seconded the motion and a discussion followed.

Edgardo noted his concern with the language of the document as pertaining more to a non-profit corporation than a government entity. Antonio also noted that Board names needed updating in the Board manual. Nick suggested that the CLAC Board Control Book could be conditionally approved pending the correction of grammatical errors. Sonia remarked that these grammatical corrections ought to be delegated to CLAC staff and then simply resubmitted to the Board for final approval. Ultimately the Council opted not to approve the document until the Board's Executive Committee could oversee and approve grammatical, personnel policy updates.

Relationship between Board and the Executive Director

Discussion clarified that the relationship between the Council and the Executive Director is not the model offered by a non-profit entity. Antonio recommended that since this relationship is still being discerned, all Board members should review and make comments and suggestions to Rogelio. Edgardo seconded the motion. Motion for clarification was postponed for further study.

CLAC Policies and Procedures Manual

The next item in the agenda was the review of the updated CLAC Policies and Procedures Manual and the Board (Council) Roles and Responsibilities Manual. A suggestion was given to develop an ad-hoc governance committee to review and/or rewrite the manual. Nick Juarez asked for clarification on the distinctions between the two manuals. The Board felt that only one manual was needed. Antonio introduced a motion to that effect. Rogelio explained that roles and responsibilities manual existed more as a new Board member orientation guide, supplementing the existing CLAC manual. Antonio then retracted his previous motion to combine both manuals into one. Seconded by Nick Juarez. All were in favor.

Antonio then introduced new motion to take both documents for the staff and Executive Director to merge and improve the language of the documents and re-submit to the Board for approval. Sonia seconded the motion. The Council gave unanimous approval.

Edgardo motioned for the Board's ratification of the documents while the staff is involved in making necessary grammatical changes. During that time, the Board should still follow existing policies and procedures noted in the manuals. Dr. Lou seconded the motion and it passed unanimously.

Meeting was adjourned for Board members and staff to have lunch at 12:00 p.m. and was called back into order at 12:30 p.m.

Executive Director Certificates of Appreciation During the 2006-2007

The Executive Director thanked the Council for their guidance and leadership. He recognized the members for their efforts and continued service with a CLAC certificate of appreciation: Rep. Juhnke, Elia Bruggeman, Teresa Dawson, Edgardo Rodriguez, Lou Gonzales and Sonia Hohnadel received certificates for their past years of service.

Treasurer's Report

The Council treasurer reported on the 2007 Fiscal Year's (FY) performance. The Council also discussed the 2008 FY. The Treasurer reported that the Council responsibly spent most of the money left over from the 2007 FY budget. As of July, there was approximately \$40,000 left in the budget. The budget sheets for 2007 & 2008 were included in the Board packet. Rodriguez stated that the Council budget was reflective of the work planned for the upcoming year.

The Treasurer's report discussion was briefly discontinued as the Council redefined the members of the Legislative Committee, adding members, Teresa Dawson, Lou Gonzales, and Edgardo Rodriguez.

Sonia motioned to accept the Treasurer's report. The motion was seconded by Teresa and passed unanimously. Nicholas Juarez inquired as to Board policy regarding the gift money given to CLAC, its use and investment. Elia replied that grants that are occasionally received have an established purpose and budget. She shared that CLAC does not have long-term money to invest and CLAC is not an entity that regularly receives grants or gift monies.

Executive Director's Report

Following the topic of grants, the Executive Director submitted his own report. He is currently pursuing grants with the Otto Bremer Foundation in the area of Organizational Excellence and Effectiveness. He is also pursuing a Community Grant with the Minneapolis Foundation in the area of Health and Wellbeing for Children, Youth And Families.

He next presented an overview of recent activities. These include the 2010 census demographic figures of Latinos in Minnesota as well as the Community Visits and the common issues raised therein, especially the critical issue of housing within the state's Latino community. For her part, Rosa met with representatives of the Northwest Area Foundation. The NAF is interested offering \$20,000 towards CLAC's 30 years on the understanding that CLAC hosts an all day event on the contributions of Latinos to the state of Minnesota.

Other significant grant projects mentioned included a Best Buy sponsorship for CLAC's 30-year anniversary and the State sesquicentennial mini-grant to commission a local artist to do a poster for

Latino Heritage Month in Minnesota's sesquicentennial. In this project, Antonio suggested a local artist who specializes in non-profit work to create the Minnesota Latino painting or print.

The Otto Bremmer foundation is being pursued for the amount of \$20,000 for the purpose of organizational development. The Executive Director requested a motion from the Board to approve the grant request and officially approve the letter of endorsement. Edgardo motioned to move forward with this grant proposal and to empower the Chair to sign a letter of support for funding. Dr. Lou seconded and the Board vote was unanimous.

The Minneapolis Foundation Community Grant that focuses on health and wellbeing of families and runs parallel to CLAC's community visit program. The purpose in pursuing the grant is to give CLAC resources and a partnership to develop a study.

In closing, Rogelio shared information on the USHLI (US Hispanic Leadership Institute) meeting he was invited to attend the week of August 21st. Rogelio shared that this meeting would be a platform to discuss and compare issues in Minnesota with other state's commissions and agencies, as well as providing a network for ideas of best practices from conference and meeting attendees.

Review of Operational Excellence Project – Work Processes

The next item on the agenda called for a review of the Operational Excellence Project. Rogelio shared the revised CLAC logo, website and plans for the e-newsletter. Additionally plans are being made for the updating of CLAC segmented contact lists for the distribution of the e-newsletter. A discussion on the implementation of the Excellence plans and updates followed.

Legislative Affairs: Introduction of Policy Issues for the 2008 Legislative Session

Rosa Tock, Legislative Director, next presented on the upcoming Legislative session. Rosa discussed CLAC's strategy, as well as identifying key partners in the Minnesota Legislature. She also identified some of the focus areas for this next biennium as stated by Council members in the CLAC Board Survey. These are (in order of importance according to survey results): Education, Health, Housing, Economic Development and Immigration. Board members encouraged staff to incorporate survey results with community visit findings in an effort to develop priorities and legislative agenda. The voices of the communities are important.

The Board also discussed, with Rep. Juhnke's input, how to strategize and address issues that are hot topics in the legislature and possibly join efforts already started by other groups to be impactful. The issues briefs written by Rosa will need to be prioritized and approved by the Board. In this task, the Council recognizes that all issues are important, however CLAC has the staff and resources to effectively engage specific issues either by developing policy or partnering with others.

Vote of Confidence

The last item of the day was presented by the new Council Chair Elia Bruggeman to conduct a vote of confidence for the Executive Director and his staff. Elia recognized the positive responses in Rogelio's past evaluations, his and the staff's involvement in CLAC's strategic planning and reorganization and for their current work in community outreach. Juarez stated that the Board's actions have shown complete support and statements made by other Council members echoed the same. It was felt that a vote on a motion was not needed and the Council applauded the Director and staff for work well done.

Edgardo then motioned to adjourn the meeting. Nick seconded this motion. The meeting was adjourned at 2:50 p.m.

Written by Gladys Rodriguez and Oscar Echandi

Revised and respectfully submitted by Sonia Mayo Hohnadel, Council Secretary