



**Chicano Latino  
Affairs Council**  
State of Minnesota

**Council Meeting Minutes**  
**Location: 60 Empire Dr. St. Paul, MN 55103**  
**Date: February 23, 2008**  
**Time: 10:00 a.m. – 1:00 p.m.**

**In Attendance**

*Council Members:* Elia Bruggeman, Antonio Lizano, Adriana O'Meara, Nicholas Juárez, Edgardo Rodriguez, Michael Rosario, Sonia Mayo Hohnadel

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

*Guests:* Rita Garcia, Business Partners Plus, Mario Hernandez, Legislative and Community Affairs Coordinator, Minnesota Department of Human Rights, Gary Gorman, Human Rights Enforcement Officer Supervisor, Minnesota Department of Human Rights

**Call to Order and Agenda Consensus**

Chair Elia Bruggeman called the meeting to order at 10:07 a.m. and welcomed all to the meeting. Chair recognized past staff member Mario Hernandez, MN Dept. of Human Rights, and Rita Garcia, Business Partners Plus. Gary Gorman, Dept. of Human rights mentioned that in a few months, he will be retiring and Mario Hernandez will be the representative of the Department of Human Rights attending CLAC's meetings.

Chair Bruggeman read the meeting objectives and expected outcomes. Chair Bruggeman asked for a motion to approve the agenda. A motion was made by Nicholas Juarez to approve agenda as presented, seconded by Sonia Mayo Hohnadel. All in favor, motion passed unanimously.

**Approval of Minutes, December 15, 2007**

Member Adriana O'Meara would like to make correction to minutes from the December 15, 2008 meeting to include that Rep. Al Juhnke requested all materials to be printed and ready for each Council member when they arrive to the Council meetings. Edgardo Rodriguez makes a motion to approve minutes with corrections, Nicholas Juarez seconds. All in favor, motion passed unanimously.

**Policies and Procedures Manual**

Edgardo Rodriguez stated that the Board established a task force consisting of Michael Rosario, Louis Gonzales and Edgardo Rodriguez to review and make changes to the Policies and Procedures Manual. The task force, established approximately four months ago, met a few times to review the language of the Manual and have the following recommendation to present for approval with the understanding that the document is a work in progress:

"After reviewing and updating the Chicano Latino Affairs Council's Policies and Procedures Manual - A Guide to the Chicano Latino Affairs Council: Its policies and internal operating procedures dated January 2008, it is the task force members recommendation that the Board approve the adoption of this new revised manual as the Council's official guide until such time as a new revised guide is produced. In making this recommendation the task force recognizes that this is a guide document that will need continued updating and revisions to fit the changing needs of the Council's charter. Currently, we particularly recognize the need to update those sections related to the Executive Director's job and responsibilities descriptions and consequently, additionally recommend the Board name a new Task Force to work on this update." Edgardo Rodriguez notes that he and Michael Rodriguez agreed with this recommendation. Lou Gonzales did not reply to this recommendation, but was part of the Task Force and part of the meeting.

Chair Bruggeman stated that she had talked to the executive director about revising his job description and requested copies of the job descriptions for the staff. Chair Bruggeman will share the job descriptions with the policies and procedures manual task force.

Sonia Mayo Hohnadel stated that the wording in the manual needs to be consistent and noted that there are still a few words that need changing; for example, words like "should/shall". These should be either past or present tense. Edgardo Rodriguez clarified that some of the words cannot be changed because they are part of the Minnesota Statutes. Rodriguez suggests emailing changes to Rogelio Muñoz to be made to the Manual.

Nicholas Juarez asked about the special meeting policy. He stated that it should be noted who can call a special meeting. As it currently reads, it only talks about posting procedures and does not state who can call the meetings. Juarez makes a recommendation to add the state regulations that pertain to the Council, including meeting procedures, adding notes referencing back to the Board Members' Handbook of Legal Issues by the Attorney General's Guide for Boards.

Juarez also inquires about the Complaint Procedure listed on pg. 17. Juarez believes any member of the Board should be allowed the authority, not only the chair, to receive and bring forth a complaint to the entire board. The Chair should not be the only person who can receive complaints and call a special meeting. Chair will seek advice from the Department of Human Rights and the Attorney General's office and then will inform the board about the complaint process. Edgardo Rodriguez proposes that if there are no significant changes to the document then members can approve with proposed changes.

Sonia Mayo Hohnadel makes a motion that after reviewing and updating the Chicano Latino Affairs Council's Policies and Procedures Manual - A Guide to the Chicano Latino Affairs Council: Its policies and internal operating procedures dated February 2008, it is the task force members recommendation that the Board approve the adoption of this new revised manual as the Council's official guide until such time as a new revised guide is produced. In making this recommendation the task force recognizes that this is a guide document that will need continued updating and revisions to fit the changing needs of the Council's charter. Currently, it is particularly recognize the need to update those sections related to the Executive Director's job and responsibility descriptions and consequently, additionally recommend the Board names a new Task Force to work on this update. Minor grammatical changes will be sent to the executive director for his review and approval, including the changes brought forth in the discussion, Adriana O'Meara seconds. All in favor, motion passed unanimously.

### **Treasurer's Report**

Edgardo Rodriguez reported on the Council's expenditures for first 7 months of fiscal year 2008. He reported that the Council has spent \$152,300 or 49% of the year's \$308,000 budget. Of the remaining balance of \$155,700, the Council has an encumbered amount of \$129,435 and has \$26,267 for a fund balance at the end of the quarter.

The \$20,000 from the Otto Bremer Foundation Grant was used in accordance with the grant, approved by the board. The Council continues a line item fund balance of \$8,043 in a gift account received a few years back.

Michael Rosario had a question regarding the overtime pay. The Director explained that it was for overtime paid to hourly paid staff for time worked. He further explained that State Employees are allowed to work overtime if needed, and only if it is approved by the supervisor. The staff has the option to be paid for the time worked or take the time off as comp time or flextime.

Adriana O'Meara asked about funds for CLAC's 30<sup>th</sup> Anniversary. Muñoz explained that he had met with Bruce Lemke from Financial Management and Reporting to discuss the event and sponsorship accounting procedures. He stated a separate fund account will be opened and any funds raised for the event or earmarked for the event will be put in this new special events account. It was discussed and decided that the standing gift account will not be used for this anniversary event.

Antonio Lizano suggested using 20% of the gift account and then raising the additional funds for the 30<sup>th</sup> Anniversary. Members suggested that instead of taking 20% from the gift account, that funds be delegated from the general budget for the purpose of the development of the invitations and "save the date" cards. 30<sup>th</sup> Anniversary committee will draft a proposal and present to board.

Edgardo Rodriguez asked that it be clarified that this is not a party, but an event to promote CLAC and the accomplishments of the Latino people in Minnesota. He suggested that \$3,000 from CLAC's general fund be used for the 30<sup>th</sup> Anniversary.

Sonia Mayo Hohnadel made a motion to approve the use of \$3,000 of CLAC's general fund as seed money for the 30<sup>th</sup> Anniversary event. Michael Rosario seconded, and the motion passed unanimously.

### **Director's report**

The Executive Director, Legislative Director and Community Liaison were active this month sharing with legislators and policy makers CLAC's Legislative Agenda and Issues Brief on Pre K-12 Education. The state minority councils continued their work developing the Memorandum of Collaboration between the Legislature, state councils and the Office of the Ombudsperson for Families. CLAC was informed that the leaders of the state House and Senate could not sign the MOC on behalf of the entire legislators, but that legislators could represent themselves and sign off on the memo. Senate Leader Pogemiller and House Leader Anderson Keillor expressed interest to sign on their own behalf's. A suggestion was made by Senator Torres Ray to submit the document as a resolution in the House and Senate and have it passed.

Muñoz informed the members that the Council is in the planning stages for CLAC's 30<sup>th</sup> Anniversary event and in the process of identifying a graphic designer for the invitations and "save the date" card designs. Muñoz has visited several venues for this event and recommended the Nicollet Island Pavilion in Minneapolis bearing in mind that the venue is available at a reasonable price and with great parking.

Muñoz then reported on the United States Leadership Institute Conference held in Chicago, IL in February and asked for support to participate next year. He also encouraged the members to attend as he found the conference to be beneficial and informative. This conference is held in Chicago every year, but currently there are discussions to recommend that the conference be held in different cities across the country.

Rosa Tock gave an update on the USHLI conference and informed the board that there were about 2,000 students in attendance. There were three major issues that were discussed during the conference: the Latino vote, building coalitions and the immigration issue that has been discussed nationwide.

Nicholas Juarez applauded the staff for a great job in the work they reported.

### **CLAC 30<sup>th</sup> Anniversary Planning Report**

Adriana reported on behalf of the anniversary planning committee and first recognized Rita Garcia, Business Partners Plus (BBP), for her in-kind donation of 80 hours of work toward the planning of the event, a value of \$10,000. After a discussion with the state and in following state regulations, CLAC contracted with Rita Garcia for her in-kind work. Adriana reported that this whole process took about three weeks.

Adriana O'Meara made a motion to recognize Rita Garcia and BBP for their work and contribution for public record, Michael Rosario seconded, and the motion carried unanimously.

Hohnadel asked how the date of the event, October 15, 2008 was decided. Munoz explained that Hispanic Heritage Month (HHM) runs from September 15 through October 15, and the committee wanted CLAC's event to be held with this time frame and serve as a closure for HHM celebratory events.

Sonia Hohnadel duly noted that having the event in the middle of the week will be a barrier for those coming from the greater MN areas; it will be hard for them to attend, and will also put a financial burden on citizens from the greater MN area to come to pay for hotels, take time off of work for travel, etc.

Garcia presented the board with the 30<sup>th</sup> Anniversary timeline and responsibilities. The Council has an eight-month window to work in to complete the planning of the event. She stated that the event will not be advertised as a gala or a party, but will serve as a great opportunity to reach out to the community and the legislators at the same time. It will also allow CLAC talk about the accomplishments of the Latino people in the state.

A sponsorship package will be produced to send to sponsors to minimize the cost for the participants and help to offset the costs for the event. Lizano questioned whom CLAC is targeting for the event or whom CLAC is trying to reach out to. Garcia responds that it needs further discussion from the committee. CLAC needs to pull the legislators and the Latino community together. The committee needs to figure out who the target groups are for the event. This is a nonpartisan event and it is not a political event. CLAC will need an emcee that is trustworthy, nonpartisan and notable within the community.

Sonia Mayo Hohnadel states that this will be a great opportunity to bridge the community members with the legislature and give them the access they need. Edgardo Rodriguez states that he would like to think that the Council will invite everybody and it will be his or her choice to come or not.

Awards of acknowledgement will be given to Latino heroes around the state; however, the process of selection needs to be transparent. Adriana O'Meara invited Antonio Lizano to be part of the 30<sup>th</sup> Anniversary task force. Lizano accepts.

*The Board takes a 20-minute break.*

### **Update on Biennium Calendar/Plan**

In referring to the biennium calendar and legislative timeline the Executive Director reported that the Council is in its 3<sup>rd</sup> Quarter and is conducting legislative visits and testimony when requested. Within the past months, the staff has met with several Legislators with a key message that the Council is a resource to be consulted with. As a result of one of these meetings, Rep. Mariani invited CLAC to be part of the MMEP project.

Muñoz informed the members that in December 2007, the Council received a call from Centro Campesino in Owatonna regarding concerns of farm workers' access to unemployment insurance benefits to which they were entitled. The Council facilitated the testimony of Ismael Ramirez at the Joint Committee: House Higher Ed and Work Force Development and Senate Economic Development Finance Division. State Representative Tom Rukavina chaired this committee.

After the Director completed his report Council Member Sonia Mayo Hohnadel commended the director for a job well done. Nick Juarez also applauded the work and the reports produced by the staff.

Members requested that they receive copies of the issues briefs and whatever information CLAC sends out so that they are aware of what is being distributed to the legislators and the community. There was a discussion on the process of compiling the issues briefs, summaries and position statements. Currently there is no policy on how these are being developed; the issues briefs are summaries of the community visits and CLAC's recommendations. The Legislative unit will continue to monitor the state's legislative session and if needed, the Council can call the legislative committee for a meeting if the Council needs to respond to anything.

Edgardo Rodriguez brought up the need to push our community to learn English and get involved in the civic engagement process. Members mention that there are community classes that have English as a Second Language as part of their educational programs. Members agreed that CLAC should inform the Chicano/Latino citizens of these classes provided in the communities.

It was suggested that the legislative recommendations for education could mention the importance of civically engaging the community. Although this may be viewed as political, the Council could develop a statement in which we advocate for bilingual education. When issues such as this come up, the Council needs to be a leader, and proactively act on it. Rosa Tock informs the Council that the legislative unit can analyze the pros and cons of the issue and its impact on the community. The legislative committee can then develop a statement and bring to the board for consensus. Rodriguez points out that the staff does not need to have a consensus from the board on everything. The Council's directives to the staff to carry out its mission gives staff the authority to develop statements, and inform the board of what has been developed.

Michael Rosario requests that a copy of the PowerPoint presentation from the legislative forum. In addition, makes note that he is still interested in participating on the Policies and Procedures task force. The Council requests that a copy be sent to the entire board.

### **New Items**

The Chair informs the board that she spoke with Bruce Lemke, from Financial Management and Reporting about purchasing a Blackberry for the director as he currently uses his personal cell phone for Council business. She stated she has approved this purchase.

Rosa Tock and Rogelio Muñoz have been invited to attend the MAFO Conference on April 6-9 in Sacramento, CA; both will be presenting. Chair Bruggeman instructed Muñoz to talk to Lalo Zavala regarding conference fees. If MAFO pays for the fees then both staff can attend, but if CLAC has to pay, then only one staff can attend. Muñoz suggests that because of budgetary issues, that if only one person attend that he be assigned to attend.

Bruggemen stated that the job description for the executive director needed to be revised and asked for volunteers to form a task force to work on this. Volunteering for the task force were Michael Rosario, Sonia Mayo Hohnadel and Elia Bruggeman.

Chair Bruggeman reminded the board that there is a retreat scheduled for August and requests to have items added to the agenda for discussion should be brought forth at the next Council meeting scheduled for May. She stated that the complaint procedure in the Policies and Procedures manual would be updated and sent to the board members.

Chair Bruggeman urged the members to bring their control books to the meetings. She also then stresses the importance of being active and committed when members take part on a committee, task force or on the board. Member Lou Gonzales has not been present during some of the task force meetings and some of the members of the 30<sup>th</sup> anniversary committee have not being involved. Chair recommends that if you are not able to fully participate in a committee or task force, to inform the committee chair.

Antonio Lizano mentions the policy of board members that miss consecutive meetings and if they are not interested in participating then they need to be reported to the Governor's office. Even if members call, they still need to be reported. Chair Bruggeman will call members that have missed meetings.

With that said, Hohnadel stated that she can be part of the task force to revise the executive director's job description, but can only be available to meet on the 3<sup>rd</sup> Friday of the month or she can be available through a conference call.

A discussion regarding the use of funds to pay a Council member's participation at a conference or event was had, If a Council member requests help in paying registration, travel or other costs, it must be brought up to the full board for approval, it was decided by the Council.

Edgardo Rodriguez mentioned the email sent by Rep. Al Juhnke in regards to missing meetings because of the legislative session; Rep. Dominguez cannot attend CLAC's meetings because he has a radio show on Saturday mornings and will not be able to attend any meetings even when they are out of session. Chair Bruggeman suggests adding this item on the agenda for the next meeting in May to be addressed.

Rodriguez also points out that the Biennium Report is due in November of 2008 and a meeting needs to be arranged with the Finance Committee to discuss funding. Director Muñoz mentioned that another state Council's Biennium Report printing costs was underwritten by State Farm Insurance. He stated he would be looking into the possibility of a similar sponsorship.

With no other business to discuss a motion was made by Sonia Mayo Hohnadel to adjourned meeting, Edgardo Rodriguez seconded the motion. All were in favor and the motion passed unanimously. The meeting was adjourned at 1:00 p.m.

Written by Gladys Rodriguez, Administrative Assistant.

Reviewed by Rogelio Muñoz, Executive Director

Revised and submitted by Sonia Mayo Hohnadel, Council Secretary