



**Chicano Latino
Affairs Council**
State of Minnesota

Council Meeting Minutes
Location: 60 Empire Dr. St. Paul, MN 55103
Date: May 31, 2008
Time: 10:00 a.m. – 2:30 p.m.

~AMENDED~

In Attendance

Council Members: Elia Bruggeman, Teresa Dawson, Antonio Lizano, Adriana O'Meara, Nicholas Juárez, Edgardo Rodriguez, Michael Rosario, Sonia Mayo Hohnadel, Alma Garay-Lehn, and Maricruz Hill

Absent: Dr. Lou Gonzales, Rep. Al Juhnke, Rep. Willie Dominguez, Sen. Jim Vickerman, Sen. Joe Gimse

Staff: Rogelio Muñoz, Jr., and Gladys Rodriguez

Guests: Mario Hernandez, Legislative and Community Affairs Coordinator, Minnesota Department of Human Rights, Rita Garcia, Business Partners Plus, Mario Vargas, Blue Cross & Blue Shield of MN, and Gabriela Mangieri-Harper, The Ñu Group

Call to Order and Agenda Consensus

Chair Elia Bruggeman called the meeting to order at 10:00 a.m. and welcomed all to the meeting. Chair continued the meeting by reading the purpose of the meeting and the expected outcomes. Chair Bruggeman asked if anyone had any issues to discuss for New Business. Adriana O'Meara requests an update on the status of appointments of new members to the Council. **Edgardo Rodriguez suggests discussion on the possibility of having an executive session at every Council meeting. He further explains this would be a meeting of the Council without the ED, the staff or visitors to discuss any confidential issues including the ED performance on a routine basis without creating any undue stress of expectations.** Sonia Hohnadel inquires about the appointments to the board for the Office of Ombudsperson for Spanish Speaking Families. Chair Bruggeman asked for a motion to approve the agenda as amended. A motion was made by Nicholas Juarez to approve agenda as amended, seconded by Edgardo Rodriguez. All in favor, motion passed unanimously.

Approval of Minutes, December 15, 2007

Member Adriana O'Meara requests to list on the meeting minutes the names of the members that were absent from the meeting. Sonia Hohnadel makes a motion to approve minutes with corrections, Edgardo Rodriguez seconds. All in favor, motion passed unanimously.

Director's report

The Executive Director, Legislative Director and Community Liaison were active this month as we entered the 4th Quarter of CLAC's Biennium Calendar focused on Bill Tracking and Assessment. The *Legislative Affairs Unit* continued to monitor and track new legislation regarding the Council's five policy areas. Additionally, the unit has also made an assessment regarding the Council's legislative process and how best to plan for next year with a strategy and action plan.

The *Community Affairs Unit* worked primarily around preparation for the Council's civic engagement and community forums for the summer 2008. The unit will be conducting focus groups in the area of health in the Twin Cities with the assistance of HACER. The objective of the focus groups is to gather qualitative data from experts and practitioners in health; the data will then be analyzed with other studies/reports and provide direction for the Council's legislative priorities in health for 2009.

Muñoz informed the members that the Council entered into contract with HACER to perfect the survey methodology and focus group questions for a new method in gathering data. HACER will facilitate the health focus groups and will transcribe the information gathered at the focus group meetings. This will also help Oscar Echandi, CLAC Community Liaison, acquire the skills and facilitate the focus groups in the future. The contract with HACER is in the amount of \$3,500.00

Chair Bruggeman explains that this is similar to when CLAC contracted with Jack Geller from the Center for Rural Policy to do research and presented a report on Education. Once the focus group meetings are finished, CLAC needs to be at the forefront to deliver the data and forward the message or the report.

Member O'Meara expresses interest in participating since she works for Health United and has lots of resources on the issue of health. Sonia Hohnadel recalls that recently a community member by the name of Mateo Guajardo was present at one of the Council meetings and he worked in the field of education. He could be a good to contact to follow up with for the focus groups. Michael Rosario inquires if CLAC is only targeting certain groups. Muñoz answers that last year CLAC began the pilot program in the Greater MN area to prepare for the civic engagement in the Twin Cities. CLAC will host two focus groups in the Lake Street area. Member Rosario inquires if Council members are welcomed to participate and expresses interest in participating in the focus group meetings that will be held in the Lake Street area. Muñoz stresses the importance of Council member's engagement and that Council members are welcome to attend.

Chair Bruggeman explains that CLAC is currently focusing in one area, health, and that members are more than welcome to participate. Bruggeman shares that she was able to participate in the education focus groups held last year. CLAC wants to gather enough information through the focus groups so that the staff can analyze the data in August and help assist Council members draft the legislative priorities for the next Legislative session.

Member Adriana O'Meara suggests that there is a doctor in Rochester that was recently featured in Vice Versa magazine and he would be a great asset for these health forums. O'Meara will provide information to the director.

Hohnadel shares that when CLAC staff visited the Moorhead area, she greeted people as they arrived at the location and provided them with her CLAC business cards. She expressed that it is vital that Council members participate and join CLAC staff as they are the contact person representing those areas.

Member Rodriguez expresses that there is no doubt that the community already have an understanding of the role of CLAC and asks if CLAC plans to do more of the legislative meetings. Muñoz explains that CLAC will bring together the community leaders once a year to host the legislative meetings and present CLAC's legislative priorities. Currently, the community is not aware of the legislative process and how it works, that is why the Click-CLAC was produced; to inform the community of what is happening in the legislature and what bills are being discussed. Rodriguez suggests that he would like to see CLAC bring the community together two or three times a year and host informative community forums. Muñoz will process the information and will discuss with Community Liaison and Legislative Director about the suggestion.

Member Antonio Lizano brings to mind that CLAC 30th Anniversary is approaching and suggests that if the agenda is not filled CLAC can talk about the activities for the coming year and the purpose behind those activities.

Director Muñoz shared that he recently attended the Asian Pacific Annual dinner and noticed that they provided a list of their activities for the year. Mario Hernandez, Dept. of Human Rights representative, volunteers to assist Muñoz process the information.

(Alma Garay-Lehn joins the meeting at 10:08 a.m.; Maricruz Hill joins the meeting at 10:10 a.m.)

Member Hohnadel commended director Muñoz for taking the time to attend the Managerial Trainings provided by the state for all managers. His work performance continues to be excellent.

Muñoz informed on the Migrant Education Conference held in St. Paul. Both Muñoz and Echandi presented on the Latino Education Report followed by a questions/answers series. Chair Bruggeman expressed her satisfaction with the staff and how well the staff presented and was impressed with the growth and knowledge of the Community Liaison.

Update on Biennium Calendar/Plan

The Executive Director reported that CLAC staff engaged the first legislative session under the direction of the 2008-09 Biennium Calendar & Action Plan. This year, CLAC joined education experts and testified on behalf of the state councils before the Senate Education Committee in support of a bill that addressed disparities in education; the Community Affairs Unit (CAU) & Legislative Affairs Unit (LAU) engaged legislators (20+) and policy makers to advise/educate on community visit reports and legislative priorities; the LAU launched the *Click-CLAC*, Legislative Forum; responded to amendment in the House to ban local aid (10%) to cities with Separation Ordinances; the LAU monitored activity throughout the session is currently preparing a legislative summary to inform the community members of what was discussed and what bills were signed into law.

Rodriguez inquires about receiving feedback from the legislature on the work the Council is doing. Muñoz informs that many state agencies visit the Council's website to gather information for their presentations. The State Demographer center has expressed interest in the information that is currently on the website and the work that the Council is producing. Community members and state contacts approach the staff about the Council's website and make reference and use the demographic information on the website.

The legislative unit and director have been working in the design of a strategy that involves staff and the Council legislative committee to effectively capture and engage the legislative session next year. Members of the legislative committee are Antonio Lizano and Nicholas Juarez who will take part in this legislative strategy.

Lastly, we are at the 2008 Civic engagement portion in our biennium calendar. The community liaison has done two community forums in the metro area. He has been engaging with local leaders and organizations, schools, local and county officials. Member Hohnadel questions if the Council is involved with the voter registration and if forms are provided to the community at the forums. Muñoz responds that CLAC has partnered in the past with Centro Legal voter registration. Hohnadel feels strongly about the Council's involvement in the process and the need to educate the Latino community and promote that they have a voice and should vote.

CLAC 30th Anniversary Planning Report

Muñoz reported that the Save the Date card was finalized and will be mailed to 1,000 community members; then he presented the Anniversary webpage to the members. Muñoz welcomed Rita Garcia, Business Partners Plus consultant, and thanked her for the work done.

Garcia informed the members that she and Muñoz had met with Olga Viso, Director of the Walker Art Center and she was very excited and willing to participate as the keynote speaker for the CLAC 30th Anniversary Dinner. Viso informed Garcia that she had been invited to participate in many events, but had not been able due to conflict in schedule. However, she was more compelled to participate in the Council's event because Muñoz was the first person to reach out to her when she was appointed as director for the Walker Art Center. Garcia applauded the great work of the director in working towards having a successful event.

Muñoz commended Administrative Assistant, Gladys Rodriguez, for working outstandingly on the CLAC 30th Anniversary event.

Currently, the most important part of the plan is to secure more sponsorship. Golden Plump sponsored the chicken, valued at \$2,500, for the meal and also gave a cash donation of \$1,200.

Maricruz Hill mentioned that the Hispanic Chamber of Commerce is having their Gol fiesta on September 4, and the Council should have some invitations cards there. Hill who is a board member of HCCM, will soon have a meeting and would like to have some of the Save the Date cards to distribute there; Adriana O'Meara would like some cards as well; Edgardo Rodriguez said he will work with LEDC to distribute the cards. Hill mentions that she is currently working with four potential sponsors for the event. Sonia Hohnadel mentions that she is working with some potential sponsors in her area.

The Master of Ceremony, John Croman from Kare11 News, was secured and his name will also go on the invitation. Garcia suggests asking the Walker Art Center for free passes to donate to families. Taskforce chair, Adriana O'Meara, commends director Muñoz for his efforts in securing the sponsors for the event.

The Dinner will have entertainment with a contract that will include a 30-day clause if in case we do not get funding then we can cancel prior to the event. Member Dawson inquires about hotel accommodations with a special rate or group rate. Muñoz will call hotel to inquire about special rates or blocking a few rooms. Hill suggests that if sponsors cannot donate for the event, perhaps they can sponsor a table at \$240.00. That is a possibility, however, the Council will need to get the names of the people to make sure the seats will be occupied and we won't have empty chairs. Michael Rosario inquires about targeting or reaching out to small businesses to request for sponsorships or pay for a table. Muñoz will follow up with Rosario in regards to the process.

Additionally, Rodriguez advised on the consequences of committing beyond the resource available for this event particularly considering our government agency status. The ED and the 30th Anniversary task force assured the Council every precaution is being taken to avoid commitments exceeding resources. Close vigilance will be maintained to prevent this risk.

Muñoz and Rita Garcia presented the awards categories for the CLAC 30th Anniversary Dinner. The CLAC 30th Anniversary Dinner event will provide recognition to Latino individuals, nonprofit organizations and business entities having an impact on the quality of life of the Minnesota Latino community. Additionally, CLAC Anniversary Awards provide recognition for Latino youth and adults who serve as role models through their achievements or work in Latino community service. A call for nominations will be sought from urban, ex-urban, and Greater Minnesota.

Two awards will be presented for each category as follow:

CLAC Latino Youth Leadership Award: Age 21 years or younger

CLAC Latino Community Leader Award: Adults over 21 years of age

CLAC Service Agency Award: Non-profit organizations Minnesota incorporated

CLAC Business Award: Business entity Minnesota incorporated

A taskforce needs to be selected of four members of the Council to work in the selection process. The taskforce would take nominations in the month of June/July; the nominations would be sent out to committee for review and committee would come together once to make the selection. Preferably the taskforce would consist of 2 members from the metro area and 2 from the rural area. Garcia states that this is a draft and input is welcomed. The presentation of the awards would take 15 minutes.

Hohnadel feels that the Council should recognize the longest living Latino in MN either from rural or metro area. The Council should recognize those who have been in the fight for many years and have been role models to the community.

Members express their concerns in having an award ceremony because of the time frame and the transparency of the Council in the nomination process; the Council needs to be inclusive in the process. Members like the idea of recognizing the community, however, needs to make sure the categories for the awards fit within the goals of the event. Michael Rosario suggests a nomination of certain people or a PowerPoint presentation of a Salute to these people; Rosario offers to volunteer and lead the design/draft of a "Salute" presentation.

Chair requests a motion to either have an award presentation or not. Adriana O'Meara makes a motion to not present awards during the CLAC 30th Anniversary, seconded by Edgardo Rodriguez.

Discussion: members feel that having an award presentation would only create controversy.

Vote: 10 in favor, **1 opposition: Nick Juarez.** Motion passes.

Sonia Hohnadel makes a motion to have a presentation developed to present during the CLAC 30th Anniversary event to "Salute" people in recognition of their work and accomplishments. This "Salute" will be open to the community members in rural and metro MN for submissions of who they would like to "Salute", seconded by Adriana O'Meara.

Discussion: Members inquire about the expense of doing the "Salute" in a multi-media format.

Lizano owns a company, Latin Create, and offers to incur the cost of creating the "Salute" presentation.

Vote: All in favor, Motion carried unanimously.

Taskforce to work on the "Salute" presentation: Antonio Lizano, Michael Rosario, and Sonia Hohnadel.

Mario Hernandez comments that the "Salute" presentation would be a great piece for Kare11 News.

Member Rodriguez mentions that the finance committee met before the Council meeting to discuss the budget allocations and balance that will be forwarded onto next year and has given staff direction to use the Council's budget if needed, but to try to secure sponsors as a first option.

(Member Dawson departs meeting at 12:00 noon)

The Council has previously approved spending \$3,000 of the general budget to support the event, and after looking at the current figures, the treasurer unit had to define what if there are not enough sponsors to cover the event. After reviewing the Council's budget, there is an additional \$7,000 that could be used towards the CLAC 30th Anniversary Dinner.

Edgardo Rodriguez makes a motion to increase the funds from the Council's budget to \$10,000 to use towards the CLAC 30th Anniversary Dinner as a safety net in case sponsors aren't secured, seconded by Sonia Hohnadel.

Discussion: Members make a strong suggestion for the taskforce committee to continue to work at securing sponsors for the event, rather than relaxing on the idea that there is this money available to use towards event.

Vote: All in favor, motioned passed unanimously.

(Short break taken at 12:20 p.m.; meeting convenes at 12:30 p.m.)

Board Retreat

The Council's legislative agenda will be presented during the retreat scheduled for August 16. Prior to the retreat, staff will meet with the legislative committee to review the materials from the 2008 civic engagement, review position statements and will provide staff with input on drafts on informative documents. At the retreat, members will be given a preliminary draft.

There will be a speaker, Jermaine Toney, who will be presenting during the retreat. [Toney](#) is the lead researcher with the Organizing Apprenticeship Program. He will be presenting on the role of people of color in policy, research and advocacy.

Members inquire on the purpose of having a retreat. Muñoz responds that the objective is to come together and set the legislative agenda for 2009 and to have board development. Adriana O'Meara will inquire about the availability of a board leadership and development presentation from the University of St Thomas Leadership Institute.

(Member Lizano departs meeting at 12:45 p.m.)

Member Rodriguez suggests that if the members are interested in board development then he would like to bring Rita Garcia back even if the Council has to incur into cost. Member Garay-Lehn suggests waiting to see if the Council is going to have new board members, and if so, Commissioner Velma Korbel could be contacted to inquire about having a board development as they had last year. Rodriguez comments that it was very helpful to have Rep. Al Junhke at the last retreat and it would be helpful to have all the legislators that form part of our Council at the retreat. Rodriguez suggests having one-on-one meetings with the legislators to see their availability and discuss participation at the Council meetings.

Policies and Procedures Manual

The Policies and Procedures Manual was approved during the last Council meeting and the piece that needs updating/changing is the executive director's job description. Director Muñoz provided Chair Bruggeman with the most updated job description and Chair is working with the state; Chair requested from the state the job descriptions of other executive director's, but she is currently working to finalize a draft and will provide to the taskforce for their review and final draft will be presented to the Council members for approval during the retreat in August.

Task force team: Michael Rosario, Antonio Lizano and Chair Bruggeman.

Treasurer's Report

The treasurer's report covers the first 10 months of the Council's fiscal year 2008. Through 10 months the agency has spent \$249,449 from a 12 month budget of \$308,000. There is currently \$45,183 encumbered for office expenses until the end of this fiscal year and there is a remaining balance of \$13,368. The Council's spending to date is reasonable in all material aspects and we estimate the remaining funds are adequate to execute our plans through the end of the current fiscal year and because this is the second year of the biennium then we can carry over funds from this fiscal year on to the next. We continue to have available the \$9,000 gift we receive a few years back.

The treasurer reviewed next year's budget and the Council received \$314,000 for its operating budget, but there is no certainty on the following year. Director Muñoz emphasizes on the oversight from the Dept. of Administration Financial Management and Reporting of our budget and expresses satisfaction that the treasurer also keeps a close watch of the budget. Something to keep in mind is that recently the Council on Black Minnesotans received a letter from the auditor's office that they will be audited this year.

Council Meeting Attendance

Chair Bruggeman expressed the need to have full representation of members during the Council meetings. When members were appointed and accepted to serve on the board they also accepted the responsibility of attending the Council meetings. Members need to schedule the Council meetings in their calendars as they were approved during last year's Council development. The dates of Council meetings for the next year will be provided at the retreat.

Census 2010

Director Muñoz introduced Mario Vargas who is a senior marketing outreach consultant with Blue Cross Blue Shield of Minnesota. Vargas worked with the Council on the 2000 Census count. This year in February, the Council hosted a Census 2010 community meeting and soon after that, Muñoz was approached by Vargas to discuss ways the Council could help in this process.

Vargas introduced Gabriela Mangieri-Harper of the Ñu Group, who was also part of the 2000 Census count committee. Mangieri-Harper formed part of the Marketing subcommittee for the Census 2000 and was in charge of radio and ad campaigns.

Vargas gave feedback on the Census 2000 initiative known as the Minnesota Latino Complete Count Committee (MLCCC). The MLCCC began holding official meetings by mid-summer of 1999 as an independent grassroots community driven effort. The effort was financially supported through the support of several local community and private foundations including the St. Paul Foundation's El Fondo de Nuestra Comunidad, The Otto Bremer Foundation and others. The City of Minneapolis also provided support by providing a grant to its support outreach efforts. CLUES was selected to serve as the fiscal agent based on criteria. The purpose of the initiative was to educate Latinos on the importance of the Census, educate Latinos on the role of the Census Bureau, and to encourage and move Latinos to be active participants in the count.

Members inquire about the role of the Council in the last Census. Mario Hernandez, former staff of the Council, conducted Census presentations and dedicated most of his Census education time in the rural areas where MLCCC could not reach.

Vargas is interested in re-launching the MLCCC for the 2010 Census count and would like to organize a major public meeting to convene the community organizations, leaders, public officials, etc. The role of CLAC would be as a convener, doing outreach, working to encourage legislators and public officials in creating awareness about the 2010 Census, and publicly informing the community about the 2010 Census.

Vargas would appreciate the support from the Council and if members support program, the next step would be to meet with Director Muñoz to discuss logistics.

Members are cautions about what the role of CLAC will be and if staff will have the time to put into the project. The Council could be willing to support the program by providing access to information, but don't have the resources and staff time to devote to the project.

New Business

Three items were presented for discussion: Status of appointments of new Council members, an update on board appointments for the Office of Ombudsperson for Spanish Speaking Families, and to have executive committee sessions at the beginning or during the Council meetings. Muñoz informed that originally the appointments were going to be made in March, then it was moved to April and then at the beginning of May. Just recently, Muñoz was informed by Annie Paruccini, Director of Board and Commissions Appointments for Gov. Pawlenty that the appointments would be made the second week of June.

Muñoz met with Paruccini and was very impressed with the Council's biennium calendar and board succession plan. Parucinni received 17 applications from potential community leaders and included in those were the applications for Maricruz Hill and Edgardo Rodriguez for re-appointments.

Muñoz reports that two were appointed to the board of the Office of Ombudsperson for Spanish Speaking Families, Juan Linares and Alvaro Patino. Formal letters of appointments were sent to them.

Edgardo Rodriguez makes a suggestion to hold **executive sessions** within the Council meetings just in case there are issues of importance to discuss. These could also be held prior to the Council meeting.

Edgardo makes a motion to adjourn meeting, seconded by Alma Garay-Lehn. All in favor, motion passed unanimously.

Meeting adjourned at 2:10 p.m.

Written by Gladys Rodriguez, Administrative Assistant

Reviewed by Rogelio Muñoz, Executive Director

Revised and submitted by Sonia Mayo Hohnadel, Council Secretary