



**Chicano Latino
Affairs Council**
State of Minnesota

CLAC Board Retreat Minutes

***Location: Minnesota Humanities Center
987 Ivy Ave E St Paul, MN 55106-2046***

Date: August 15, 2009

Time: 8:00am-1:30pm

In attendance

Council Members: Nicholas Juárez (Chairman), Edgardo Rodriguez (Treasurer), Sonia Mayo Hohnadel, Teresa Dawson, Antonio Lizano, Adriana O'Meara, Mario Vargas (Secretary), Alma Garay-Lehn, Michael Rosario, State Representative, Al Juhnke, Maricruz Hill, Elia Bruggeman (Vice-Chairwoman)

Absent: State Representative, Linda Slocum; State Representative, Jim Vickerman; State Senator, Joe Gimse

Staff: Interim Executive Director, Rosa Tock; Community Liaison, Oscar Echandi; Administrative Assistant, Gladys Rodriguez;

Guests: Humanities Center Staff: Stanley E. Romanstein, President & CEO, Casey A. DeMarais, Director of Programs, Emily Squyres, Assistant to the President and Outreach Specialist

Meeting convenes at 8:35 am

Call to order and agenda consensus: Meeting called to order by Council Chairman Juarez. He asked for introductions from the group. Chairman Juarez announced the purpose of the meeting and the expected outcomes. He asked if anyone had additions or corrections to the agenda and stated that he had an addition which was a request from Senator Patricia Torres Ray seeking support from the Council for an upcoming event. The item was added to the end of the agenda after the email usage and distribution item.

Motion

A motion was made to approve agenda as amended. The motion was seconded and passed unanimously with an all in favor vote.

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| Minutes Review and Approval: |
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| May 16 2009 Meeting Minutes |
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Council Members provided several edits to the minutes and made several recommendations including the development of a template that separates or bolds 1) General Discussion on Items, 2) Recommended Actions, and 3) Motions Passed. They recommended that the development of the template would fall on the current or new Board Secretary to handle. Interim Executive Director Rosa volunteered to propose a suggested a format which includes a chart that outlines the Discussion, Actions and Response levels which she's familiar with through one her volunteer Boards.

Motion

A motion was made to approve the May 16 2008 meeting minutes as amended. The motion was seconded and passed unanimously by an all in favor vote.

June 14 2009 Meeting Minutes:

Chairman Juarez asked for questions, comments or concerns. He asks for a motion to approve the minutes

Motion

A motion was made approve the June 14 2008 meeting minutes. The motion was seconded by and passed unanimously by an all in favor vote.

Treasurer's Report

Presenter: Council Treasurer Edgardo Rodriguez

Council Treasurer Rodriguez presented an up-to-date financial status of the Council's expenses relevant to the budgets for two periods including: 1) End of the Year for last fiscal year 2009, 2) Beginning of the fiscal year for this new biennium for year 2010.

For year 2009, through July 2009, out of the annual budget amount of \$331,800, CLAC has spent \$329,100. He reported that there currently was \$1,400 in encumbered money pending to clear as an expense. In all, the Council spent \$330,000 and stayed under the \$331,800 budget. He commends the staff for staying under budget and not overspending. The challenge as an agency is not to go overspend while spending as much of the budget as possible due to our inability to carry-over funds as a result of the ending biennium year. He reported that staff did a good job at spending funds on things that were needed. The only remised item was the expense for the Executive Director job advertisement. An attempt was made to expense it but was not allowed.

For year 2010, in comparison to the budget of \$331,900 last year, the new budget is \$298,000. The budget was not \$331,000 as there was a carry-over from the previous year. The drop is significant and represents a challenge. Of the \$298,000, year to date the Council has spent \$9,600 thus far. Not all expenses from July have been recorded. Council Treasurer Rodriguez explained the budget encumbering process that the State of Minnesota follows. A budget is established. Then, for the budget agencies do encumbering of amounts which are then spent. Encumbered amounts can be changed throughout the year and reallocations can be made. The challenges for next year include a 3.25% reduction. So far there are no unallotments and none are expected. Representative Juhnke stated that to his knowledge there are none and that the State needs to inform the Councils if they will unallot funds.

For this year, there are no technology allocations for upgrades. Last year there were some allocations for technology. The 2010-2011 the budget is \$298,000. The \$8,000 has not been spent and has grown to \$9,862 because it is invested. The State keeps these funds as they earn interest. As Treasurer, he has always stated that this money should be used only for important emergency needs. For future discussion are the arts and culture funds which amount to \$125,000 each year.

Council Treasurer Rodriguez outlined the budget for next year and the challenge we are facing. Out of the \$298,000, \$259,000 will go to pay for staff, \$22,000 will go to rent and the remainder \$16,000 will go to other expenses. Salaries can be reduced but it will mean a reduction in program delivery which is not acceptable. There will be savings due to the fact that there is a delay in hiring the Executive Director. The challenges will remain and costs like inflation to be absorbed. The fiscal year 2011-2012 will pose greater challenges. Council Secretary Vargas asked about reducing rental costs. Interim Executive Director Tock is looking into this, which is

a possibility. There is also a co-location proposal for the Councils that would include sharing in IT contracts, office related infrastructural expenses. The Chairs of the Councils have met on this topic. The next meeting will include the Executive Directors. The Chairs emphasized the need for independence and separate identities. Council Treasurer Rodriguez states that the Council can look at other sources of funding relating in particular to the Outreach work. No detail can be provided at this point on how much has been expensed on the search for the Executive Director. There have been inquiries on how much has been spent and a concern that too much has been spent. Council Treasurer Rodriguez recommends that committees assigned tasks should be assigned budgets.

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| Council Financial Status: Per Diem and Travel Expenses |
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Presenter: Council Chairman Nick Juarez

Chairman Juarez has received email from the Hiring Committee in relation to Per Diem and Travel Expenses. In the past, not in a formal manner but through consensus, the Board agreed only to reimburse itself travel [mileage] expenses and forfeited the per diem. It was concluded then that at a formal policy would be developed but this never occurred. Hiring Committee members have requested to be reimbursed per diem expenses. Chairman Juarez opened this item for discussion and asked for a later motion or vote on the issue of reimbursing Council Members for both per diem and travel expenses.

Discussion

Council Members discussed at length the per diem reimbursement. Members felt strongly that the Council should reimburse members per diem and travel expenses not only because it is stated in statute but also because is widely paid to commission and council volunteers throughout State Government. Chairman Juarez reviewed the Council's budget line item that related to Board travel reimbursement as finance reference point to consider in the decision. Generally Council members believed that the per diem should be made available, knowing that it is optional to take it and that it is a matter of public record if you do take it. Representative Juhnke presented the Board with a few tips to cut or set limits on per diem expenses including; scheduling of evening meetings after work when there would be no real expense, shorter meetings and utilizing teleconferencing to meet now that the Legislature passed laws that allow for this.

Motion

A motion was made that the Council be reimbursed with per diem including normal expenses associated with travel for Board meetings and committee meetings along with a charge that each committee and the Board be mindful in making involvement as less expensive as possible by scheduling meetings via teleconference and meeting after hours. Each individual Council member decides if he or she forgoes or takes the per diem. The Treasurer and the Staff develop a report on the impact of this decision and bring it to the Board.

Decision

Chairman Juarez asked for a second to the motion or further discussion. Council Member Lizano asked if it the decision would be retroactive. Chairman Juarez added the decision would be retroactive to July 1, 2009, to when the fiscal year started to include all committee meetings. The motion passed unanimously by an all in favor vote.

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| CLAC's Leadership Transition: ED Search Committee Update |
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Presenter: Council Member, Hiring Committee Chairman, Michael Rosario

Council Member Rosario at the recommendation of the Hiring Committee asked staff to step out of the meeting. Chairman Juarez commended the committee for its diligent work.

Council Member Rosario listed committee members as himself, Alma Garay-Lehn, Elia Bruggeman, Sonia Hohnadel, Mario Vargas and Maricruz Hill. Patrick Prose from Human Resources also assisted with setting up Resumix. The process was outlined as:

- The committee started with the creation of Job Description. It was different from the one used to hire the previous executive director.
- The job description was disseminated in the local press including 1) The Startribune and 2) La Prensa and 3) Resumix which yielded about 22 candidates.
- The Committee then developed a list of questions for the interviews and came up with a writing sample request.
- Resumes were forward directly to the Committee Chairman who also downloaded applicants from Resumix.
- Due to slim pickings and low initial interest the application deadline was extended twice.
- The committee narrowed down the list to 7 candidates to be interviewed.
- The State did do some screening. They got most of the applications first. They informed the Council that they were a little lenient in the screening process. The Chair has about 80 emails of correspondence.
- The committee felt there was clear communication throughout the process.
- At the last minute 1 of the 7 candidates bowed out of the interview process last minute.

Council Member Rosario announced that committee was prepared to make a recommendation for a new Executive Director.

Discussion

Council Members discussed at length a variety issues surrounding the process and the candidates.

Motion 1

A motion was made to re-interview four of the top five candidates. The motion failed through majority vote.

Motion 2

A motion was made for only the top candidate to be interviewed. If the top candidate does not satisfy the full Board then the pool of interviewees should be extended to those with 200 points or higher. The motion was seconded. The motion passed by an all in favor vote.

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| Review: CLAC 2008-2009 Biennium Calendar |
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Presenter: Interim Executive Director, Rosa Tock

Interim Executive Director Tock reported that CLAC has completed the years of biennium planning which was approved by the Board with the input of Rita Garcia. She reported on the Metrics of Success and activities including the targeted vs. the actual activities.

Discussion

Council Members discussed how CLAC needed to move forward based on the accomplishments of the Biennium Plan. A recommendation was made to duplicate the 2008-2009 Biennium Plan with modifications for the 2010-2011 biennium calendar. Representative Juhnke gave a brief report on the 6.45 billion dollar budget deficit Legislators are currently tackling.

Interim Executive Director's Report

Presenter: Interim Executive Director, Rosa Tock

Interim Executive Director, Tock reported on the 1st Quarter 2009 Biennium Calendar outcomes. Legislative work may be behind two months as a result of the Executive Director transition. Two interns have been hired as non-paid volunteers. Community Outreach is planned including four visits in the metro area in the areas of economic development. A legislative agenda will be drafted and presented to the Board for approval at the next meeting.

Presentation: Arts and Cultural Heritage Fund Appropriations

Presenter: Mr. Stanley Romanstein PhD., President Minnesota Humanities Center

Mr. Romanstein began the presentation by announcing that this was an effort that had been proposed and involves the three other ethnic councils including the American Indian, African American and Asian Pacific Islander. At the core of the Arts and Cultural Heritage Fund project stems from an Absent Narratives or stories project started in American Indian communities that produced the documentary called *Fences*. The Minnesota Humanities Center would like to produce similar Absent Narrative documentaries in video or audio formats that positively raise awareness about various ethnic communities throughout Minnesota. The Center anticipates using the documentaries in classrooms throughout Minnesota as a teaching tool. The stories would be used in a mass mainstream media campaign to include Minnesota Public Radio. The Center plans to engage legislators and the various Councils this fall to update everyone on progress

Discussion

Council Members discussed the possibility of collaboration with other agencies working on similar projects. A recommendation was made to use the funds to supplement the Council's current Community Outreach work and to highlight Latino civic engagement through this project. Council Members commented that this effort would require for CLAC to connect with community members so as to avoid conflicts within the larger Latino community. The Council will need to work very quickly on collaboration plan with the Center that puts into perspective CLAC and the Center's missions, current available resources relevant to the funding mandates. Mr. Romanstein announced that the funds have been appropriated. 40% dedicated will be dedicated the Absent Narratives series. 40% dedicated to community programs. 20% is undesignated and will be held for future programs.

Decision

Council Members recommended the development of a committee to lead efforts on the Arts and Cultural Heritage Funding. Members Lizano, Bruggeman and Rodriguez volunteered to serve on the committee. Council Secretary Vargas was elected Chairperson.

Review: CLAC 2008-2009 Biennium Calendar

Presenters: Interim Executive Director Rosa Tock, Chairman Nick Juarez

Interim Executive Director Tock and Chairman Juarez presented a draft for approval for the 2010-2011 Biennium.

Discussion

Council Members discussed the possibility of considering co-location in future biennium planning. Chairman Juarez advised that in the meantime the answer is 'no'. There are ongoing discussions within Administration about not only co-locating the Councils but also having them share resources tied to infrastructure. A conversation followed around the submission of the Biennium Report to the Governor which is due the first year in the biennium calendar for future budgetary planning.

Motion

Decision

Council Members agreed that the CLAC Biennium Calendar be aligned with the fiscal year which in turn aligns with the Legislative Session. A motion was made for staff to begin working on the new biennium plan. The motion was seconded and approved by an all in favor vote.

Community Engagement Highlights: Task Force & Community Visits

Presenters: Council Treasurer Rodriguez & Community Liaison Oscar Echandi

Community Liaison Echandi presented on the latest Community Outreach work conducted by CLAC. He reported a successful Latino Economic Development Roundtable meeting which was co-sponsored by MEDA. Council Treasurer Rodriguez helped organize the meeting. Staff has identified four case studies to learn more about the economic development issues affecting the community. A report will be developed on the findings and presented to the Board. Staff will be developing a survey to be distributed to a key list of business which will be provided by MEDA and the LEDC.

The Legislative Committee to begin reviewing the agenda for the upcoming session. It will begin the process of updating policy briefs and fact sheets. Committee Members include Members Juarez, Lizano, Vargas, Mayo Hohnadel and Garay Lehn.

Council Members opted to address Board Succession prior to Executive Committee and Board Leadership elections. Chairman Juarez agreed to move succession as a discussion item before elections.

CLAC Board Succession: CLAC Members composition, Succession Planning, Taskforce

Presenter: Council Treasurer Edgardo Rodriguez

Chairman Juarez announced that the Board will succumb 3 Council Member vacancies in 2010 specifically those currently occupied by Council Members Sonia Mayo Hohnadel, Adriana O'Meara and Ellia Bruggeman. Council Member Bruggeman is at the end of her two term tenure and it will not be reappointed. Council Members Mayo Hohnadel and O'Meara expressed interest in seeking second terms. Chairman Juarez announced that it will be the new Executive Director's job to advocate for both Council Member reappointments.

Recommendation

Council Members agreed and recommended that outgoing Council Members should make recommendations for replacements. Those potential candidates must be asked to go directly to the Governor's office to seek appointment and should be encouraged to attend Board meetings prior to their appointment to familiarize themselves with CLAC.

2010 CLAC Officers:

Presenter: Chairman Juarez

Chairman Juarez initiated a discussion to vote on 2010 Board leadership including Chair, Vice-Chair, Secretary and Treasurer. Names were taken for each of the position and a vote was conducted via secret ballot. Election results:

- Nicholas Juarez, re-elected to Chairperson
- Sonia Mayo Hohnadel, elected Vice-Chairperson
- Antonio Lizano, elected Secretary
- Edgardo Rodriguez, re-elected Treasurer

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| Other Business: E-mail Distribution Policy Request By Senator Torres Ray |
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Presenter: Council Member Sonia Mayo Hohnadel

Council Members Hill, Dawson and Mayo Hohnadel comprised of the committee created to develop the policy. Council Member Mayo Hohandel announced that the policy was a product of work submitted by fellow members and her research. The policy will be sent to the Attorney General's office after it is reviewed and ratified by the Board. There was agreement that the title should read "Code of Ethics" and not Policy.

Motion

Decision

A motion was made change the document title to "Code of Ethics" and to accept it as part of the Board's code of conduct. The motion was seconded and passed by an all in favor vote.

Request By Senator Torres Ray

Council Members discussed a request by Senator Torres Ray to support and contribute \$250 to an event she's organizing in recognition of the appointment of Supreme Court Justice Sonia Sotomayor.

Decision

A decision was made not to support the endeavor.

Meeting adjourned at 2:50 p.m.

Recorded and Typed by Mario Vargas and Gladys Rodriguez, Administrative Assistant

Reviewed by Hector Garcia., Executive Director

Reviewed and Submitted by Mario Vargas, Council Secretary