



Chicano Latino Affairs Council
Executive Director and Chair Meeting Minutes

Date: September 08, 2010

Present:

Board Members: Chair Mario Vargas

Staff: ED Hector Garcia

Agenda Item	Discussion/Action Summary/Motions Adopted	Follow-Up/Timeline	Person(s) Responsible
Introduction	Items for Meeting 1. Hiring RMA 2. Operation Excellence 3. Begin ED Review Process		
Office Space Lease	Lease ends at the end of November Board needs to decide sooner than later Moving costs last time were \$4,200, possibly more for moving now Options - Stay at PERA building for \$1,644, or \$1,150 in new location Make decision in October about the lease at the latest Set up a site visit for office space Look at the lease options for both sites Look at option to downsize at PERA building Create a one sheet document with pros and cons of each option, along with recommendation		Hector Hector Hector Hector
RMA Hiring	Purpose of position is to cover research needs, cover legislation, and draft position statements and facts sheets They must be knowledgeable on legislative affairs and experienced Expectations for briefs are for them to be very good and accurate. Currently		

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	<p>presented briefs do not reflect this.</p> <p>Carlos Mariani education email was incorrect. Important to have an experienced research is needed for those types of projects</p> <p>If bill recommendations are going to be made, we need the best (and accurate) information and data</p> <p>It best benefits the Council to have a high quality researcher in staff instead of relying on other groups</p> <p>NOTE: at this point in the audio, there seems to have been a technical difficulty. The amount of discussion that takes place during the time the recorder stopped functioning and began to function again is unknown</p> <p>At next meeting, or before, have a more diverse pool of candidates that better fit the job description. It has to be very clear that they understand the legislative process, can compile briefs, can do research, can collect and analyze data, and does not need to be micromanaged. They need to be able to be given an assignment and produce quickly. Their resume must demonstrate this. Not a casual conversation or informal interview</p> <p>Position should be posted on Humphrey website, distributed, etc.</p> <p>Hector should be sending out postings and receiving resumes. Everything should be addressed to Hector. Hector should be screening them. David should not be filtering resumes. Patrick, because he's HR, can go through resumes</p> <p>Something in the Hiring or Screening process is flawed</p> <p>Mario: "So then, I guess in response to your question, I would hire someone on an interim basis that meets the qualifications, Hector, and that I would definitely look at someone who could jump into a full time role if you like them."</p> <p>Important to work with both Patrick and Sue for hiring process</p> <p>Explain to Patrick Prose how the RMA candidate would fit into Operation Excellence</p>		<p>Hector</p> <p>Hector Hector</p> <p>Hector</p> <p>Hector</p>
Operational Excellence discussion	<p>Mario: "Operational Excellence is heavily focused on the mechanics of research, both quantitative and qualitative, that supports, that sustains, that are the frameworks to the writing, developing, of sound recommendations, according to the council."</p> <p>Hector needs to write up, in his own words, "what he feels the deficits and challenges are of Operation Excellence." Board needs to understand how Hector views the documents.</p> <p>There has been a lack of communication of why and how changes were made. This</p>		

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	<p>is due to the past Chair not communicating to the Board.</p> <p>Community Liaison role is vital in collecting qualitative research (community forums, focus groups, interviews, etc).</p> <p>Board has to be engaged if job descriptions are going to be changed</p>		
Otto Bremer Grant	<p>Mario has read through it, and gotten informal feedback from Nick Juarez</p> <p>Otto Bremer Grant still needs more work</p> <p>Note changes made to Otto Bremer Grant Outputs</p> <p>Mario: “Whatever issues are being had, if this is detracting from the work we are currently doing, then it might make sense to alleviate you for us go to Otto Bremer and say it’s just not going to work, there’s just not enough consensus on the Board.”</p> <p>When statements about the grant were made by the Board at the February Board meeting, not much was known yet about the contents of the grant. Since then, there have been found several issues with the actual grant.</p> <p>Mario: “One thing that is uncompromisable here is that the forums involve young people and parents. That’s un because that’s the core of the grant and that’s what made it really</p> <p>Can we turn the topics of discussion immigration? Other subjects?</p>		
End of Meeting			