



Chicano Latino Affairs Council
Executive Director and Chair Meeting Minutes

Date: September 30, 2010

Board Members: Chair Mario Vargas

Staff: ED Hector Garcia

Agenda Item	Discussion/Action Summary/Motions Adopted	Follow-Up/Timeline	Person(s) Responsible
Office Space Discussion	<p>Leases</p> <ul style="list-style-type: none"> - PERA: 2 year lease - 1 Water Street: 1 year lease <p>1 Water Street has a meeting room for the Board, about half the size of PERA's. Does not have covered parking.</p> <p>Mario suggests calling both places, telling them about the special meeting on October 9th, and ask if they can wait just one more week/week and a half.</p>		
Hiring	<p>Top two candidates lost</p> <ul style="list-style-type: none"> - Aara accepted another job - Allison kept going back and forth. First she'd say she wasn't interested, then she'd say maybe. - Mario clarifies part-time vs. full-time question - Primary concern is credentials and qualifications. - Hector and HR are in discussion about current candidates 		
Action Plan/Biennium Calendar Activities	<p>Only the Board and Legislative Committee can decide which forums qualify. Forums must have focus on what Board has approved to be key topic.</p> <p>Hector requests forum information from Board</p> <p>CLAC isn't dependent on external grants to carry out community forums</p>		

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	<p>It is important to explain status of Community Forums at Board meeting Regarding candidates, hire someone that is credentialized and can do the job Operation Excellence is a guide</p>		
Past 3 Months	<p>What has been done in the past three months?</p> <ul style="list-style-type: none"> - Board Retreat - Concluded 2010 partnership with MHC (phase 1 of the contract) - Numerous documents that different committees have requested (position statements, fact sheets, grants, etc) - Persistent in pursuing appointments with legislators, governor's office, and commissioners - Trying to set up forum to question candidates - DEED manual translation (DEED considering translation of DVD) - Latino OIC - MnDOT - Meetings with Klobuchar regarding jobs - Pappas meetings on education - Franken meetings on immigration <p>Make a list of key meetings with legislators, what came out of those meetings, what action items came out of those meetings, how were they tied to what CLAC is trying to do in areas we are active in</p> <p>How are all the meetings ED is involved in tied into Committee work and action plan?</p> <ul style="list-style-type: none"> - Connect these meetings strategically to the work the Council is trying to carry out - Hector to put in writing a general list of meetings and how they connect to CLAC's mission 		
Special Meeting of the Board	<p>Executive Director Annual Review</p> <ul style="list-style-type: none"> - Mario has had several discussions with people who were around for the past review process - Mario wants to establish a process for review - Evaluations have gone out, and should be coming in. Mario will then compile all the evaluations into one synopsis - Those documents are sensitive material, so will need to find out what 		

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	<p>to do with them afterwards</p> <ul style="list-style-type: none"> - Mario: “The Board members will have the original copies of all the evaluations, and they will be autonomous. And then they will be asked to probably destroy them so that, because it is very sensitive personnel information.” <p>Potential Scenarios</p> <ol style="list-style-type: none"> 1. Comments may come out very well 2. So-so evaluation 3. Completely negative (doesn’t mean doomsday. Board may decide to work with you on areas of improvement) <p>Executive Director two years ago wasn’t invited to review. Agency likes to do the assessment, then come back to the ED and give suggestions and accolades.</p> <p>Reserve room from 8am-2pm</p> <p>If quorum can’t be attained, meeting will have to be pushed back (ideally no later than October 23)</p> <p>Very unlikely that Hector will be invited to review</p> <p>Meeting is to review performance, and how to improve it if necessary</p> <p>In these types of position, there is no probationary. At any point, anyone representing the Board could say “we’re done.”</p> <p>Review takes a number of hours of discussion</p> <p>Discussion will be held regarding possible cut to Councils</p> <p>Draft a plan to integrate effort to save cost, justification of Council/added value, and mention of rent</p>	By next week	Hector
November Board Meeting	<p>Biennium Report</p> <ul style="list-style-type: none"> - Should be two-sided - Get a quote from Kinko’s regarding printing - Get draft in hands of the Board two weeks prior to meeting <p>Stick with November 13th date for Board meeting</p> <p>Agenda Issues</p> <ul style="list-style-type: none"> - Review and approve the Biennium Report - Financial presentation - Have a budget and presentation finalized by October 21st or 22nd - Have all documents ready October 25th, send them out October 29th - Arts and Cultural Legacy meeting on October 18th 		

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	<ul style="list-style-type: none"> - Legislative Committee is meeting October 15th - Mark changes in Biennium Report, send to Chair of Legislative Committee 		
Grants Updates	<p>Otto Bremer</p> <ul style="list-style-type: none"> - Look at viability of activities in Otto Bremer outputs. What's realistic? What isn't realistic? Afterwards, go to Board for approval, then Otto Bremer foundation - Committee requested Hector to go to Tony LookingElk to see if new version was doable. <p>Humanities Center</p> <ul style="list-style-type: none"> - Committee wanted Hector the number of community forums and sites to do engagement (focus on economic development). Committee also wanted Hector to set up a budget. Full recommendation requested by time of next Arts and Cultural Legacy committee meeting. 		
Board Communications	<p>Mario wants to go on the record to let Hector know that you can't engage Board members via e-mail. Attorney General's office has already told the Board about not using email as a form of communication</p> <p>Mario asked Hector to stop adding all Board members via CC. Chair's job to pull things together, important not to have him under mined Committee is where discussion is held Mario: "I've told you this once, and I'm going to tell you once more for the record. Please be careful on your communications and keep your emails short and sweet and to the point. If you have to alert the Board, it has to be a really urgent matter, a really urgent issue, that has absolutely... and as Chair of the Board, it be important for me to be aware of the communication that you are going to send. So, now, there, you know, that's essentially what I thought we should talk about."</p>		
Conclusion	<p>Great work on the rental situation Stay up to speed on finances, get Adriana up to speed on them Make sure grants are completed. ED and Chair to work on the Agenda for Board meeting Send Biennium report to Legislative Committee.</p>		