

## MINUTES OF THE BOARD MEETING December 3, 2014 Time: 2:00 pm

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Ohio State House  
State Room  
1 Capitol Square, Columbus, OH 43215

**Michael Florez**, Chair  
Cincinnati

**Mary Santiago**, Vice Chair  
Lorain

**Luis "Tony" Ortiz**, Secretary  
Dayton

**José Feliciano Jr.**  
Aurora

**Emanuel Torres**  
Columbus

**Elizabeth Guzman-Bowman**  
Columbus

**V. Anthony Simms-Howell**  
Cincinnati

**Mike Robinson**  
Loveland

**Gregory Guzmán, PhD**  
Maumee

**Dan Ramos**  
State Representative  
District 56 ~ Lorain County

**Gayle Manning**  
Senator  
District 13 ~ Huron & Lorain  
Counties

**Charleta Tavares**  
Senator  
District 15 ~ Franklin County

### Attendance

#### Commissioners - Present

Michael Florez - Chair  
Luis "Tony" Ortiz - Secretary  
V. Anthony Simms-Howell  
Emanuel Torres  
José Feliciano Jr.  
Elizabeth Guzman-Bowman

#### Legislative Members - Present

#### Commissioners - Absent

Iris Martinez-Juergens- Excused  
Mary Santiago - Vice Chair  
Mike Robinson

#### Staff - Present

Lilleana Cavanaugh - Executive Director  
Briana Black - Administrative Clerk

### Call to Order

Chair Michael Florez calls meeting to order at 2:18 p.m. and Pledge of Allegiance to the Flag is recited.

### Call of the Roll

There are 6 Commissioners present, thus constituting quorum.

### Approval of Minutes

Chair Florez present previous meeting's minutes to the board for review and approval.



**Motion #1 - 12 - 2014** - To approve the October 28, 2014 Board Meeting Minutes. Moved by Commissioner Simms-Howell. Seconded by Commissioner Feliciano. Motion carries.

### **Chairman's Report**

Having nothing to report, Chair Florez hands the floor to Executive Director Lilleana Cavanaugh for the October Monthly Report.

### **Agency Report**

Executive Director Cavanaugh highlights four key events from the October Report.

First, she mentions the Distinguished Hispanic Ohioan Awards Gala, and reminds the Board that they had received a brief overview of this event in the September Report, and overall it was a very successful event.

Second, Cavanaugh references the Ohio Hispanic Chambers Meet & Greet and declares that the event was very productive. As part of the outreach and work with the Hispanic Chambers, the Commission was able to partner with the them to host the Hispanic Legislative Day.

Third, she focuses on the Organizations Development Center's next initiative, Agenda Latina, which will take place Thursday, December 11th with 20 Latino Networking Organizations. The event will feature nationally-known speaker John Heymann, who will provide tools for these organizations to be more effective in governance, sustainability and fundraising. The workshop will provide tools and one to one sessions with the national expert for each participating organization.

Finally, she highlights Ohio Hispanic Legislative Day, taking place today on December 3rd, and she thanks Commissioner Feliciano for his hard work in helping to prepare this event. The focus of this year's legislative day is economic development and jobs creation, as well as globalization and the positive effects of "Welcome City" programs as income generators and means to stimulate the economy.

Exec. Dir. Cavanaugh reminds the Board that all details concerning these four events have been send to them via email prior to this meeting.

Chair Florez opens the floor for questions on the October Monthly Report.

Seeing none, Chair Florez opens the floor for a vote to approve the report.

**Motion #2 - 12 -2014** - To approve the October Monthly Report. Moved by Commissioner Simms-Howell. Seconded by Commissioner Guzman-Bowman. Motion carries.



Chair Florez opens the floor for discussion on the October Monthly Report.

Commissioner Feliciano offers one point of discussion. He commends the staff on their ability to help prepare for and execute the Legislative Day successfully, even in the recent absence of former Public Policy Officer Nolan Stevens.

Chair Florez concurs, and proposes to discuss filling this vacancy in the near future.

There is no more discussion.

Exec. Dir. Cavanaugh then proceeds to discuss the Language Access Project.

She explains the rationale behind the project and details the project will be funded in part through a grant from the Ohio Commission on Minority Health and the Commission. The initiative will begin in January 2015.

Chair Florez opens the floor for questions concerning the Language Access Project.

Seeing none, Chair Florez invites Cavanaugh to discuss the next agenda item.

Exec. Dir. Cavanaugh then presents to the Board documents on the Matricula Consular's new identification cards. The Commission had met with the Consulate in Columbus to discuss the new identification, which became the valid ID as of November 2014, and these documents have been provided to the Board for reference and to distribute among their communities.

Chair Flores opens the floor for questions in relation to the new Matricula Consular ID.

Seeing none, he then hands the floor to Commissioner Ortiz for an update on the Education Committee.

### Committee Reports

Commissioner Ortiz informs the Board that the committee is working well with the planning of the 2015 Education Summit: the Ohio Department of Education will be contributing towards the funding of the summit through a \$5,000 grant. The event is scheduled to take place March 6th, 2015 at the University of Akron. Registration is now open through OCHLA's website.

Chair Flores opens the floor for questions in relation to the Education Committee update, there are three:

First, Commissioner Feliciano asks if the funding this year is an increase from previous years and what the funds can be attributed to.



Commissioner Ortiz confirms that the funding is substantially greater than years past, and that this can be attributed to an increase in awareness and interest, as well as the continued positive results of each Summit year after year.

Second, Commissioner Guzman-Bowman inquires what the funding goes toward specifically.

Commissioner Ortiz clarifies that the funds are for general expenses, i.e. food, venue, A/V, speakers, etc.

Third, Commissioner Torres asks if the program will be expanded as a result of greater funding.

Commissioner Ortiz affirms that the program is likely to expand, with participant numbers increasing from 250 to 400 or 500.

Chair Florez inquires if there are more any questions, and seeing none he hands the floor to Commissioner Torres for an update on the Workforce & Economic Development Committee.

Commissioner Torres brings to the Board's attention two items of business:

First, he briefs the board on the Meet & Greet with the Hispanic Chambers of Commerce in held October. He also announces that the Columbus Hispanic Chamber has made strides in electing an executive official for their Board of Directors.

Second, Torres informs the Board that he had received an offer from Wilson Hernandez, editor for El Sol de Ohio newspaper, to write an introduction for a book that Hispanic Business in Columbus. Commissioner Torres requests guidance from the commission on action steps.

Commissioner Ortiz inquires whether or not Hernandez will be selling the book in the interest of profit. Commissioner Torres is not certain.

Exec. Dir. Cavanaugh makes a point of clarification that the Commission usually does not write introductions to books, but issues a welcome or greeting letter that can be included on the publication.

Chair Florez states the board's willingness to issue a greeting or welcome letter, and recommends that Commissioner Torres keep in touch with Cavanaugh as he obtains more information about the project.



Chair Florez opens the floor for questions on the Workforce & Economic Development Committee's update, seeing none, he hands the floor to Cavanaugh to give an update on the Health and Wellness Committee.

There is no business.

Chair Florez then hands the floor to Commissioner Feliciano Jr. for an update on the Civics Engagement Committee.

Commissioner Feliciano Jr. gives thanks to the Board for participating in Hispanic Legislative Day and for their support. He announces the date for the next Legislative Day, which will take place May 5th, 2015.

Chair Florez opens the floor for questions concerning the Civics Engagement Committee update, seeing none he moves to discuss old business.

### **Old Business**

Chair Florez has three orders of business.

First, he reminds board members that they must complete the required ethics training before the end of the year, and he briefly instructs them on how this can be done.

Second, Chair Florez encourages members who have not taken the Human Trafficking Awareness training to attend a seminar on the subject; Exec. Dir. Cavanaugh informs the members of the board that they are not required to undergo this training, but it is recommended that they complete it once during their term, and she instructs them on how to do so.

Third, Chair Florez instructs Administrative Clerk to assist all of the Commissioners in obtaining badges/photo IDs for the State of Ohio.

### **New Business**

Chair Florez highlights two items of new business.

First, he focuses on the proposed 2015-2016 Board Meeting Schedule and Special Events Calendar. Chair Florez reminds the Board that in order to meet quorum, a total of at least six Commissioners must be present for any given Board Meeting. He highlights the date for the next meeting as well as the upcoming retreat in February.

Second, Chair Florez briefly discusses the Board Meeting Retreat. Exec. Dir. Cavanaugh explains that the event will take place over the course of the 16th-17th of



February at the Holiday Inn, Charles Hauser will be the facilitator; she defines the purpose of the retreat, and gives a tentative outline of the day' events.

Commissioner Simms-Howell requests to include the DHO Awards Gala's funding as a topic of discussion during the retreat this year.

Chair Florez opens the floor for a vote to approve the tentative meetings and events calendar for 2015-2016.

**Motion #3 - 12 - 2014** - To approve the 2015-2016 Board Meeting Schedule and Special Events Calendar as submitted. Moved by Commissioner Ortiz. Seconded by Commissioner Torres.

**Public present:**

- None

There is no public commentary.

**Motion#4 - 12- 2014** - To adjourn meeting. Moved by Commissioner Simms-Howell. Seconded by Commissioner Torres. Motion carries.

Board meeting adjourned by Chair Florez at 2:57 pm.

**Michael Florez, Chair**

**Luis "Tony" Ortiz, Secretary**

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**ADDENDUM TO MINUTES  
December 3, 2014**

<b><u>Motion #1 - 12 - 2014</u></b>	To approve the October 28, 2014 Board Meeting Minutes.
<b><u>Motion #2 - 12 -2014</u></b>	To approve October Report as submitted.
<b><u>Motion #3 - 12- 2014</u></b>	To approve the 2015-2016 Board Meeting Schedule and Special Events Calendar as submitted
<b><u>Motion #4 - 12- 2014</u></b>	To adjourn meeting.



**ADDENDUM TO MINUTES**

**October 28, 2014**

**ATTACHMENTS**

DOCUMENT	AUTHOR
July, August, September 2014 Monthly Reports	Executive Director Cavanaugh
OCHLA Political Action Policy	Executive Director Cavanaugh
Office Guidelines for Public Policy Engagement	Executive Director Cavanaugh
DHO Annual Implementation Plan	Executive Director Cavanaugh
Customer Service Standards Policy	Executive Director Cavanaugh

