

## MINUTES OF THE BOARD MEETING October 27, 2015 Time: 1:30 pm

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Vern Riffe Center  
Boardroom, 31st Floor  
77 S. High St., Columbus, OH 43215

### Attendance

#### Commissioners - Present

Tony Ortiz - Chair  
Michael Florez - Vice Chair  
José Feliciano Jr. - Secretary  
V. Anthony Simms-Howell  
Mary Santiago  
Emanuel Torres  
Gregory Guzmán, PhD.  
Beth Guzman-Bowman  
Rev. Juan Rivera

#### Legislative Members - Present

Senator Gayle Manning  
Senator Charleta Tavares

#### Commissioners - Absent

Dan Molina - Excused

#### Staff - Present

Lilleana Cavanaugh - Executive Director  
Lair Marin- Community Liaison  
Andrea Lewis- Public Policy Officer  
Georgina Alvarez - Organizations Development Officer  
Briana Black - Administrative Clerk

### Call to Order

Chair Michael Florez calls meeting to order at 1:32 p.m. and Pledge of Allegiance to the Flag is recited.

### Call of the Roll

There are 9 Commissioners present, thus constituting quorum.

### Elections

Chair Florez invites Commissioner Simms-Howell to state the proposed slate of Executive Members for the 2015-2016 39th Board of Commission-

Luis "Tony" Ortiz, Chair  
Dayton

Michael Florez, Vice Chair  
Cincinnati

Jose Feliciano Jr., Secretary  
Aurora

Mary Santiago  
Lorain

V. Anthony Simms-Howell  
Cincinnati

Elizabeth Guzman-Bowman  
Columbus

Emanuel Torres  
Columbus

Gregory Guzmán, PhD  
Maumee

Rev. Juan Rivera  
Campbell

Dan Molina  
Loveland

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Rick Perales  
State Representative  
District 73 ~ Greene County

Dan Ramos  
State Representative  
District 56 ~ Lorain County

Gayle Manning  
Senator  
District 13 ~ Huron & Lorain  
Counties

Charleta Tavares  
Senator  
District 15 ~ Franklin County



ers. The current slate is as follows: the Chair is to be Tony Ortiz, the Vice Chair to be Michael Florez, and the Secretary to be Jose Feliciano, Jr.

Chair Florez then asks if there is any discussion on the current proposed slate. There is none. He asks if there are any other nominations at this time and there is none.

**Motion #1 - 10 - 2015** - To approve the proposed slate of nominees for the 2015-2016 Executive Board. Moved by Commissioner Simms-Howell. Seconded by Commissioner Santiago. Motion carries.

Chair Florez calls a vote on the slate as proposed. There is unanimous consent.

Commissioner Florez then hands the meeting over to newly elected Chair Ortiz.

### **Approval of Minutes**

Chair Ortiz presents previous meeting's Minutes to the board for review and approval.

**Motion #2 - 10 - 2015** - To approve the August 25, 2015 Board Meeting Minutes as submitted. Moved by Commissioner Florez. Seconded by Commissioner Simms-Howell. Motion carries.

### **Agency Report**

For the September Monthly Report, Executive Director Cavanaugh discusses five key items of business.

First, she highlights the Commissions work throughout September visits held across the State and participate in a variety of Hispanic Heritage Month events.

Second, she introduces "Latinos in Ohio: Transcending Barriers Through Cultural Competence," an educational video on cultural competence Ohio's Latino population; this video is the first of a series of videos that the Commission will be producing.

Third, Executive Director Cavanaugh provides an update in regards to the Language Access Project, informing the Board that plans for the 2016 Healthcare Interpreter and Stakeholders Conference have been finalized, and in June of 2016 OCHLA will be partnering with the Ohio State University, the Ohio Association of Legal Interpreters, and a few more local partners to host a statewide conference for healthcare interpreters.

In regards to the Language Access Project update, there are two questions:



First, Commissioner Santiago inquires whether this conference will offer a specific certification or if it is strictly to offer information and interaction for participants. Cavanaugh informs the Board that in the State of Ohio there is not a certification entity for medical interpreting, only national certifications exist at this time.

Second, Chair Ortiz asks what Ohio State University's role will be in regards to the June 2016 conference. Cavanaugh states that OSU has a very large interpretation department as well as adequate facilities for hosting the event. Additionally the director of interpretation services at OSU is one of the most experienced interpreter leaders in the State of Ohio. Ortiz also inquires if the University will be creating awareness for the certification programs that they possess, and Exec. Dir. Cavanaugh replies that while OSU does have interpretation training programs, these are not necessarily certifications accepted statewide. Ortiz states that the Ohio Department of Higher Education has a process for interpretation certification, so one of the action steps would be to identify who offers certifications and what the steps for achieving certification through those programs will be. Cavanaugh agrees that this will be part of the information that must be collected for this conference.

As the fourth item in her report, Executive Director Cavanaugh informs the Board that this morning the DAS Equal Opportunity Division had their MBE Certification Recognition Event, and OCHLA was recognized as having met its Minority Business Enterprise Goal of using 15% of available funds to procure goods and services from MBE vendors.

Finally, Cavanaugh highlights the FY14-FY15 Financial Audit Report that all Commissioners received via email, she briefly explains the observations made by the auditors.

Chair Ortiz asks if there are any more questions in regards to the Executive Director's reports. There are two.

First, Commissioner Simms-Howell recommends that the auditors be informed that the Commission as a whole has read and understood the outlined observations, and the Commission is very thankful for the instruction provided. He would like the auditors to know that the personnel accept the responsibility to meet the presented standards and will work to implement their recommendations into administrative and fiscal tasks throughout the next biennium.

Second, Commissioner Guzmán has an inquiry in regards to the 15% of funds that State of Ohio agencies set aside for MBE expenses and whether or not the number of Latino/Hispanic MBE businesses who receive these funds has been calculated. PPO Lewis attests that the amount of Latino/Hispanic MBE Businesses being contributed to would be less than 1%.



Chair Ortiz asks if there are any more questions and seeing none he then proceeds with one item of business, which is the swearing ceremony of Commissioner Juan Rivera. Rev. Juan Rivera is sworn in by the Commission's AG, Walter McNamara. With his right hand on the Bible, Commissioner Rivera recites the Oath of Office and is pinned by Chair Ortiz.

Chair Ortiz then hands the floor to Public Policy Officer Andrea Lewis to deliver her report for the Public Policy Center. **Ms. Lewis provides updates on five key areas:**

First, PPO Lewis has met with 14 legislators, which included a meeting between a few non-profit Latino Serving Organizations and Rep. Sears to address some of the barriers they run into when applying for grants and receiving government contracts. There is a financial burden that these organizations take on when they are providing services to individuals referred to them from State Agencies and they are not being compensated by the government for providing assistance. Therefore, they will explore avenues to consider MBE certification through DAS' Equal Opportunity Division.

Second, OCHLA participated in the Latino Town Hall hosted by Rep. Kevin Boyce for the Columbus area. Through the discussion of issues impacting the Latino community, the Commission along with Rep. Boyce and other community agencies (not only Latino) are planning a New American Summit for the next year.

Third, PPO Lewis informs the Board that she and the Education Committee have been continuing their work on the Education Summit, which Chair Ortiz will provide more insight to with his report. She presents flyers for the event, which she encourages everyone to take and distribute to their networks.

Fourth, she outlines OSU's annual Bridge Builders Forum, of which OCHLA is a returning partner, and Ms. Lewis will be the moderator of a Latina Empowerment panel that includes Comm. Liaison Lair Marin.

Finally, Lewis highlights the Cultural Competence Video that the PPC has created and distributed throughout OCHLA's networks. She plays a few minutes of the video and informs the Board that it will be available to share through OCHLA's website.

Chair Ortiz opens the floor for questions in regards to the Public Policy Center Report. There are none.

Chair Ortiz then hands the floor to Community Liaison Lair Marin to give the Latino Community Network update. Marin offers six main points of interest:



First, Marin briefly informs the Board that the DHO Gala was a success with the attendance of 225 participants, 13 awardees, 13 partners, a fantastic keynote speaker as well as a few celebratory videos created specifically for the event. She also highlights LEON's work in creating the mosaic of Latino individuals for the program cover and OCHLA's contribution in the design of the rest of the program.

Second, she gives an update in regards to OLANet Directory, to which the LCN has added almost one hundred more Latino Serving Organizations.

Third, Comm. Liaison Marin informs the Board on OCHLA's work in regards to Hispanic Heritage Month 2015, as the LCN created a calendar of HHM events that took place across the State of Ohio and promote the HHM Resolutions via the website.

Fourth, she mentions the four E-Campaigns that she created and distributed for National Emergency Preparedness Month.

Fifth, Ms. Marin explains her ongoing efforts in Monthly Tasks, which included 115 promotional posts of community events through Facebook and Twitter, and the posting of 84 bilingual job opportunities on OCHLA's website. As of the end of September, there are 916 likes on OCHLA's Facebook page and the office responded to 32 constituency calls.

Finally, Comm. Liaison Marin briefly mentions her involvement with the planning of two upcoming events, which includes working with Ms. Lewis on the Ohio Latino Education Summit for March 2016 as well as with Ms. Cavanaugh on the Medical Interpreting Conference for June 2016.

Chair Ortiz opens the floor for questions in regards to the Latino Community Network Report. There are two.

First, Chair Ortiz asks Marin if there is a hard copy of the OLANet Directory or if it's only available online. Marin replies that the OLANet is available via OCHLA's website.

Second, Commissioner Simms-Howell, on behalf of all Commissioners, thanks the staff for the work that they have done.

Chair Ortiz asks if there are any more questions in regards to the Latino Community Network Report, and seeing none he then hands the floor to Georgina Alvarez for the Organizations Development Center update. ODC Alvarez has four main items of discussion from the months of August and September.

First, Alvarez gives a brief summary on the recent developments of a group of five Latino Serving Organizations in Ohio: El Centro, Adelante, Spanish American Commit-



tee, Columbus Hispanic Coalition, and Su Casa, who have joined forces to create the Ohio Latino Connection. The OLC has the objective of working together to improve the quality of life of Latinos in the community. The short terms goals for this group include the creation of an MOU, as well as a general template to be used when applying for grants to ensure that the applications are submitted efficiently. The OLC has already applied for a grant of \$100,000 from Wal-Mart; additionally, this group and Ms. Alvarez have been working with PPC Lewis in regards to receiving compensation for services that are currently being offered for free by these organizations in regards to government contracting.

Second, ODC Officer Alvarez has done some follow-up community visits to Latino Serving Organizations, one in particular being the Spanish American Committee and reports on their successful grant submissions.

Third, with the help of contractor Tim Fisher, the ODC has been able to launch the “Enlaces” Campaign, which distributes information received from the federal government. This includes instructions in Spanish that are catered to the Latino Community to advise constituents on how to follow certain U.S. procedures and the steps members need to take in regards to obtaining/replacing personal information they are required to have as U.S. citizens.

Fourth, Ms. Alvarez briefly reports on two grants that the Commission is receiving from the Ohio Commission on Minority Health for FY16. The first is MGS 16-22 for \$4,000.00 that will fund the continuation of the Regional Health Conversations initiative that was originally launched by the Minority Health Commission in 2007. The second grant is MHM 16-29 for \$3,000.00 that will fund two health workshops in April of 2016 that the Commission will put on in collaboration with OCCHA and SAC, as well as E-campaigns from the ODC.

Chair Ortiz opens the floor to questions in regards to the ODC Update. There is one.

Commissioner Simms-Howell inquires how the grant funds from the Minority Health Commission are received for these programs/workshops. Executive Director Cavanaugh replies that the funds are transferred from Minority Health to OCHLA’s 6010 Fund, and then OCHLA can use monies within that Fund when paying invoices received for these initiatives.

Chair Ortiz asks if there are any more questions for Ms. Alvarez, and seeing none the Board proceeds to the approval of the September Monthly Report.

**Motion #2 - 10 - 2015** - To approve the September Monthly Reports as submitted. Moved by Commissioner Florez. Seconded by Commissioner Torres. Motion carries.



Chair Ortiz opens the floor to discussion on the April and May Monthly Reports as submitted. There is none.

Chair Ortiz proceeds to provide the report for the Education Committee.

### Committee Reports

Chair Ortiz shares information in regards to the Education Committee and distributes the 2016 Ohio Education Summit Flier to the Board Members for distribution amongst their networks. He provides brief goals and agenda items for the summit, and informs the Board that Senators Tavares and Lehner will once again be chairing the event. Additionally, the Committee sent out invitations to the Ohio Association of College of Education Deans from across the State attend the summit. Ortiz reiterates that the event will take place Friday, March 11, 2016.

Chair Ortiz opens the floor for questions in relation to the Education Committee update, and seeing none he hands the floor to Commissioner Torres for an update on the Workforce & Economic Development Committee.

Commissioner Torres has one main point of interest, which is the Committee's current task of assisting the Ohio Hispanic Chambers of Commerce as they establish a common agenda, as well as encouraging the Chambers to network with one another and other entities across the State.

Chair Ortiz opens the floor for questions on the Workforce & Economic Development Committee's update. There is one point of interest. Commissioner Simms-Howell recommends that the Committee contact Grace Ramos, as she has assisted a few of the Chambers in the past and has help to put on job fairs and group events for the OHCC as a whole.

There is no update from the Health and Wellness Committee.

Chair Ortiz then hands the floor to Commissioner Feliciano for an update on the Civic Engagement Committee. Comm. Feliciano has two points of interest:

First, Commissioner Feliciano informs the Board that even with his first meeting this morning Commissioner Rivera has been a valuable asset to the Civic Engagement Committee.

Second, Commissioner Feliciano reminds the Board that Tuesday, May 17th will be the date for the 2016 Ohio Hispanic Legislative Visit Day at the Ohio Statehouse in Columbus.



Chair Ortiz then opens the floor for questions on the Civic Engagement Committee's update. There is one. Commissioner Santiago simply asks that Feliciano send out a Save the Date that can be forwarded throughout the Board's networks.

Chair Ortiz then hands the floor to Commissioner Santiago for an update on the Diversity and Inclusion Committee. Santiago reiterates the points Comm. Liaison Marin made in regards to the DHO.

Chair Ortiz opens the floor for questions in regards to the DHO Committee update, and seeing none, he proceeds to Old Business.

### **Old Business**

Chair Ortiz highlights three key items of business:

First, Chair Ortiz has Ms. Lewis read "Resolution 2015-01: On Recognizing March 31st as Cesar Chavez Day in Ohio" to the Board for the record. Ms. Lewis provides brief background information in regards to the Resolution, the work that she and A.G. McNamara put into drafting it, and then reads the Resolution aloud before the Board.

**Motion #4 -10 - 2015-** To approve Resolution 2015-01 as submitted. Moved by Commissioner Florez. Seconded by Commissioner Simms-Howell. Motion carries.

Second, AG Representative Walter McNamara provides to the Board a brief presentation on Public Records Requests and Records Retention for State Agencies, and he explains how these requirements pertain to the Commissioners of the Board. Mr. McNamara then invites Commissioners to ask questions in regards to Public Records. There is one question and some discussion.

Commissioner G. Guzmán inquires whether or not Commissioners should have a separate email address in order to conduct business as an employee of the Commission. McNamara states that ideally the Commission would pay for all Commissioners to have email accounts with the State of Ohio, however this would be rather costly and may not be conducive enough to justify the cost. Therefore, he recommends that Commissioners continue to use whichever email address they so choose, but simply keep all emails received and sent that relate to Commission business. There is discussion on whether or not the cost of purchasing these State accounts can be justified and how pertinent it is for Commissioners to have a specific account in regards to Commission business. The temporary consensus is that Commissioners will use their personal accounts, but have a folder where incoming and outgoing emails that pertain to the Commission can be saved in the case that a Public Records Request is made.



Chair Ortiz asks if there are any more questions regarding Old Business, and seeing none, he proceeds to New Business.

### **New Business**

There are three items of new business.

First, Ortiz informs the Board of Commissioner Mike Robinsons official resignation from the Board, and Commissioner Florez suggests that the office send a thank you card to Robinson to show gratitude for his work with the Commission.

Second, Ortiz briefly outlines the list of Ethics Training courses each Commissioner has in their folder and encourages them to complete training as soon as possible.

Third, he announces the newest Commissioner appointed to the Board, Dan Molina of Loveland, who will be attending the December 15th Board Meeting.

Chair Ortiz asks if there are any more questions in regards to New Business, and seeing none he proceeds to the next item on the agenda.

### **Public present:**

- Monte Shllaku—TMC
- Gaytsdalia Otley—TMC
- Angelica Shllaku—TMC
- Raul Soto—ODE
- Tim Fisher—OCHLA

**Motion #5 -10 - 2015** - To open the floor to public commentary. Moved by Commissioner Simms-Howell. Seconded by Commissioner Florez. Motion carries.

Chair Ortiz hands the floor to Monte Shllaku of Teaching & Mentoring Communities in Millbury, OH. Mr. Shllaku provides a brief background of TMC, explains the needs that exist within that region of Ohio and the ways in which TMC's services and programs help to meet those needs, and he also outlines a few ways in which the Commission could assist TMC in further development.

Chair Ortiz opens the floor for questions in regards to Shllaku's comments. There are two.

First, Commissioner Simms-Howell offers thanks to Shllaku and TMC for their efforts, and describes some HeadStart programs and initiatives in Cincinnati that have been



successful and could serve as a model for a program that TMC could create in Millbury.

Second, Chair Ortiz recommends that Shllaku and his team attend the Ohio Latino Education Summit in March in order to network and share ideas, best practices, resources, etc.

Chair Ortiz asks if there are any more questions in regards to Mr. Shllaku's comments, and seeing none he asks if there is any more Public Commentary. There is none.

**Motion #6 - 10 - 2015** - To adjourn meeting. Moved by Commissioner Santiago. Seconded by Commissioner Florez. Motion carries.

Board meeting adjourned by Chair Ortiz at 2:50 p.m.

Luis "Tony" Ortiz, Chair

Jose Feliciano Jr. , Secretary

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**ADDENDUM TO MINUTES  
October 27, 2015**

<b><u>Motion #1 - 10 - 2015</u></b>	To approve the proposed slate of nominees for the Executive Committee of the 39th Board of Commissioners.
<b><u>Motion #2 - 10 - 2015</u></b>	To approve the August 25, 2015 Board Meeting Minutes.
<b><u>Motion #3 - 10 - 2015</u></b>	To approve September Report as submitted.
<b><u>Motion #4 - 10 - 2015</u></b>	To approve Resolution 2015-01 as submitted.
<b><u>Motion #5 - 10 - 2015</u></b>	To open the floor to public commentary.
<b><u>Motion #6 - 10 - 2015</u></b>	To adjourn meeting.



**ADDENDUM TO MINUTES**

**October 27, 2015**

***ATTACHMENTS***

<b>DOCUMENT</b>	<b>AUTHOR</b>
September 2015 Monthly Report Resolution 2015-01	Executive Director Cavanaugh Public Policy Officer Andrea Lewis

