

MINUTES OF THE BOARD MEETING
June 16, 2015
Time: 1:30 pm

Vern Riffe Center
Conference Room 1960
77 S. High St., Columbus, OH 43215

Michael Florez, Chair
Cincinnati

Mary Santiago, Vice Chair
Lorain

Luis "Tony" Ortiz, Secretary
Dayton

Jose Feliciano Jr.
Aurora

V. Anthony Simms-Howell
Cincinnati

Elizabeth Guzman-Bowman
Columbus

Emanuel Torres
Columbus

Mike Robinson
Loveland

Gregory Guzmán, PhD
Maumee

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

Attendance

Commissioners - Present

Michael Florez - Chair
Mary Santiago - Vice Chair
Mike Robinson
Emanuel Torres
Gregory Guzmán
José Feliciano Jr.
V. Anthony Simms-Howell

Legislative Members - Present

Senator Gayle Manning
Senator Charleta Tavares
Representative Dan Ramos

Commissioners - Absent

Beth Guzman-Bowman - Excused
Tony Ortiz - Secretary - Excused

Staff - Present

Lilleana Cavanaugh - Executive Director
Lair Marin- Community Liaison
Andrea Lewis- Public Policy 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 7 Commissioners present, thus constituting quorum.

Approval of Minutes

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



Motion #1 - 6 - 2015 - To approve the April 14, 2015 Board Meeting Minutes as submitted. Moved by Commissioner Santiago Seconded by Commissioner Feliciano. Motion carries.

Chairman's Report

Chair Florez yields the floor to Representative Patterson and Representative Dever, who present House Bill 149 on Ohio Fair Housing Law/Housing Discrimination Policies and answer any questions the Board may have in regards to said bill. Next, Chair Florez invites Leonard Hubert of the Ohio Civil Rights Commission to share an overview on the Senator Seitz' Senate Bill 134, how it differs from HB 149, and his perspective on these bills as a member of the OCRC.

Chair Florez then hands the floor to Executive Director Lilleana Cavanaugh for the April and May Monthly Reports.

Agency Report

First, for the April Monthly Report, Executive Director Cavanaugh highlights two main events: the Minority Health Month Workshops and the Hispanic Women's Conference. The Minority Health Month Workshops allowed the Commission to reach out to 100 community leaders as well as connect with 29 health care experts whose presentations explored critical topics related to Latino health. For the 2015 Hispanic Women's Conference, OCHLA collaborated with Amanecer with the goal of building capacity, leadership, and providing information on government and community resources in order to aid Latino women in empowering themselves.

Second, for the May Monthly Report, Exec. Dir. Cavanaugh focuses on the execution of Ohio Hispanic Legislative Visit Day. This event took place Tuesday, May 5th from 9AM-3:30PM at the Ohio Statehouse with the purpose of creating opportunities to interact with state legislators and increase the civic engagement of Latinos.

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

First, PPO Lewis provides an overview of the Hispanic Legislative Day Survey Report. This report accounts the attendance of 175 participants, the interaction of nearly 50 legislators, meetings with 15 constituents and their Representatives/Senators, and also divulges feedback from the community as a result of the surveys completed by participants after the event. This feedback includes appraise for the keynote speaker and legislative panel, as well as request for Spanish interpretation and less traffic from room to room and a request for smaller workshops.



Second, Ms. Lewis updates the Board on different legislators she has scheduled meet and greets with in order to discuss OCHLA's mission and establish a relationship. Also, Ms. Lewis furthered connections with various legislators through additional meetings and exchange of resources and discussion of opportunities for their communities. She engaged legislators such as Representatives Perales, Reineke, Derickson, Hill, G. Johnson, Brenner, Smith, Rogers, Patterson, Ramos, and Sears, along with Senator Oelslager and Speaker of the House Cliff Rosenberger.

Third, PPO Lewis provides an update on the testimonies for OCHLA's budget in the House and Senate. In short, OCHLA was able to have eight individuals testify as proponents for the Commission's budget. While the Senate has maintained the House's cut to our rent (approximately \$20,607 per year), OBM Director Keen will transfer the funds sometime in July via the State Controlling Board, which handles the necessary adjustments to the state budget. Therefore, OCHLA as a Commission will not have to allocate any funds to cover the cost of rent.

Fourth, Ms. Lewis briefly highlights the bills she has been tracking in the Legislative Updates throughout the months of April and May, including House Bills 147, 149, 156, 179, 180, 189, 203, 221, as well Senate Bills 142, 148, 152, 154, 158, and 162.

Finally, PPO Lewis informs the Board of a case she has been working on to help an unaccompanied minor arriving from Guatemala to become enrolled in a school district near his destination county in Ontario, Ohio. Additionally, Ms. Lewis notifies the Board of the work she plans to achieve with Exec. Dir. Cavanaugh and the Ohio Department of Education regarding the need to inform personnel in school districts across the State on the rights of undocumented children, the importance of cultural competency, and language access.

Chair Florez opens the floor for questions in regards to the Public Policy Center Report. There are four.

First, Vice Chair Santiago apologizes for not being able to attend this year's Legislative Visit Day due to primary elections, and reminds the Board that it is important to schedule events like these on dates that will allow community leaders and individuals to be available to attend. Ms. Lewis agrees with Santiago, indicating that an event on Cinco de Mayo was also troublesome, and informs the Board that the date for the 2016 Ohio Hispanic Legislative Visit Day does not conflict with any major events or holidays.

Second, Commissioner Robinson recommends that OCHLA work with the Guatemalan Consulate in regards to assisting the accompanied minor coming to Ontario, because they have translators and resources for Guatemalan individuals and indigenous lan-



guages. Ms. Lewis indicates that she had reached out to the Consulate, and that the only Ixil translator/interpreter she was able to find was via a connection she had in Cincinnati. Commissioner Simms-Howell also recommends that with situations like these, OCHLA should look into reaching out to institutions such as Santa Maria or Cincinnati Public Schools. They are experienced working within the schools system and educating individuals on the rights of unaccompanied minors, Ms. Lewis and Ms. Cavanaugh agree that these sources could be beneficial in their tool kit when preparing to approach schools in regards to intercultural competency education.

Third, Commissioner Greg Guzmán and Representative Dan Ramos inquire whether or not educational institutions with ESL teachers explore the linguistic capabilities of their instructors, e.g. do these teachers know any other indigenous languages or dialects? Also, does the Department of Education keep a list of ESL teachers in the State of Ohio and the languages they know/teach? Ms. Cavanaugh informs Commissioner G. Guzmán and Rep Ramos that she does not know if such a record exists, but she can certainly get in contact with ODE and report back to the Board. Commissioner Robinson adds that the likeliness of these instructors knowing such indigenous languages and also being able to interpret in these languages is probably slim to none.

Finally, Commissioner Torres inquires to PPO Lewis whether or not Commissioners should become more involved with engaging the legislators, to which Ms. Lewis agrees is an excellent idea, and she offers assistance to any Commissioner who is interested in doing so.

Chair Florez asks if there are any more questions in regards to the Public Policy Center Report, and seeing none hands the floor to Exec. Dir. Cavanaugh.

Exec. Dir. Cavanaugh then invites Lair Marin to give the Latino Community Network update. Latino Community Liaison Marin offers four main points of interest.

First, she reports the logistic work she has completed during the months of April and May, including logistic support for the April 3rd, 2015 Ohio Hispanic Chambers quarterly meeting, the Hispanic Women's Conference, as well as Legislative Visit Day.

Second, Ms. Marin gives an update in regards to the 2015 Latino Health Summit. The event will take place August 14th at the Ohio State University, and will include partners OSU, Molina Health, Buckeye Health, and others. She presents to the Board the Save the Date (E-Campaign) that has been created in order to promote the event. Community Liaison Marin informs the Board that OCHLA will be partnering with Nationwide Children's Hospital for the 2016 Latino Health Summit, and the planning for that summit will begin as early as the end of this year.



Third, Comm. Liaison Marin updates the Board on her work with the Cincinnati Reds and Cleveland Indians in order to create recognition awards for some Latino members of the two teams. Commissioner Simms-Howell reminds the Board and Ms. Marin of some connections he has and some solutions to the obstacles that they may be having when attempting to organize a recognition ceremony during prominent events. Additionally, Commissioner Torres asks Ms. Marin if she has attempted to reach out to the Columbus Crew in regards to such awards, as he has connections with their public relations team. Ms. Marin takes into account both Commissioners' comments and advice, and agrees to stay in contact with them and update the Board of any progress or new developments.

Finally, Community Liaison Marin provides a summary of the Latino Community Network Monthly Tasks for April and May, and the work that OCHLA's interns have helped to complete. These tasks include responses to almost 50 constituency calls between April and May, 120 postings on the website calendar, 119 job opportunities posted, and OCHLA currently has 6 intern/volunteers that have assisted the LCN, PPC, and ODC centers. Additionally, the amount of "likes" on OCHLA's Facebook page has increased to 788, and there have been 434 posts that the LCN and interns have been able to make through Facebook and Twitter throughout the two months.

Chair Florez opens the floor for questions in regards to the Latino Community Network Report. There is one.

Commissioner Robinson inquires about how OCHLA's internship program works, including how interns are recruited, if they need to be located in Columbus, and whether or not they receive financial compensation. Ms. Marin informs Robinson that the interns are volunteers and are unpaid, and that they are usually students or individuals in Columbus that reach out to the Commission or are recommended by institutions like Capital University or OSU. Commissioner Robinson follows up by recommending that OCHLA look into creating programs with institutions in other parts of the State in order to utilize interns from many parts of Ohio. He also suggests promoting programs such as the Ohio Career Exploration Internship Program, that can offer high school and college students opportunities to get involved with businesses and organizations and be compensated with pay similar to that of an employee. Ms. Marin and Ms. Cavanaugh assure the Board that they will look into suggesting that this program be continued and determining whether or not this could be a beneficial program for small Latino businesses.

Chair Florez inquires if there are any further questions in regards to the Latino Community Network Report. Seeing none, Chair Florez opens the floor for a vote to approve the report.



Motion #2 - 6 - 2015 - To approve the April and May Monthly Reports as submitted. Moved by Commissioner Robinson. Seconded by Commissioner Simms-Howell. Motion carries.

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

Chair Florez hands the floor to Exec. Dir. Cavanaugh for the Education Committee report.

Committee Reports

Exec. Dir. Cavanaugh shares one key point of information in regards to the Education Committee.

Ms. Cavanaugh updates the Board that planning is well underway for the 2016 Latino Education Summit, which will take place in the Toledo next March.

Chair Florez 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 speaks on behalf of the Workforce and Economic Development Committee; he has two main points of interest.

First, Torres provides a brief update in regards to planning for the next Hispanic Chambers of Commerce quarterly meeting.

Second, Comm. Torres informs the Board that next steps for the Chambers include an attempt to increase the interest from the private sector on the work of Hispanic entrepreneurs and businesses.

Chair Florez opens the floor for questions on the Workforce & Economic Development Committee's update.

Seeing none, he then asks Commissioner Robinson for an update regarding the Health and Wellness Committee, in which he highlights the information Community Liaison Marin had shared for the 2015 Latino Health Summit.

Chair Florez opens the floor for questions on the Health and Wellness Committee's update.

Seeing none, Chair Florez then hands the floor to Commissioner Feliciano for an update on the Civic Engagement Committee.



Comm. Feliciano has one point of interest, in which he reiterates the feedback that Ms. Lewis relayed to the Board during her Public Policy Center Report, and he once again thanks the Office personnel for their hard work in the planning and execution of the 2015 Legislative Visit Day.

Chair Florez then opens the floor for questions on the Civic Engagement Committee's update.

Seeing none, Chair Florez proceeds to Old Business.

Old Business

Chair Florez highlights one item of business, reminding the Commissioners that they are required to complete the Ethics Training for 2015, and he reviews some of the ways in which that can be done. He also reminds Commissioners whose terms are up for reappointment to complete and send in applications as soon as they are able, as this process does take a good deal of time.

New Business

There are seven items of new business.

In the first line of New Business, Chair Florez asks Vice Chair Santiago to present an update in regards to the Distinguished Hispanic Ohioan Awards Nominations. She thanks all Commissioners present for reviewing the current nominees for the DHO Awards and explains that these individuals are deemed as the slate of candidates. Vice Chair Santiago asks for a motion to vote for approval of the current slate.

Motion #3- 6- 2014 - To approve the slate of nominees for the 2015 Distinguished Hispanic Ohioan Awards. Moved by Commissioner Simms-Howell. Seconded by Commissioner Ortiz. Motion carries.

Chair Florez opens the floor for questions in regards to DHO nominations. There are none.

In the second line of New Business, Chair Florez asks Exec. Dir. Cavanaugh to outline the updated Policies and Procedures for OCHLA's Policy Source Book. Cavanaugh states that there are two policies that have been updated, including "Internet, E-Mail, & IT Use Policy," and the "Office Process Manual" which also contains an update to the section on "Accounts Payable and Receivable Procedures." She highlights the changes that have been made in regards to each policy/procedure: the "Internet, E-Mail, & IT Use Policy" now includes guidelines for use of Cloud Storage, Data Storage, and Sensitive Data Storage, as well as indication that any records created as a result



Chair Florez opens the floor to questions in regards to the modifications made to these two policies. There are two.

Commissioner Guzmán asks for clarification that email correspondence for Commissioners is included in the documentation that needs to be retained. His concern is that most Commissioners have a personal email account or employee email account for a separate employer that they use in order to conduct business for this Commission. Therefore, it could be difficult to differentiate what is to be retained. Chair Florez shares this concern and asks Exec. Dir. Cavanaugh and AG Rick Jones for clarification.

AG Rick Jones informs the Board that technically, yes, all emails that these individuals conduct as Commissioners of the Board must be retained for the proper time period as according to the record of retention deemed by the State of Ohio. Exec. Dir. Cavanaugh agrees to further investigate this for the Commissioners.

Commissioner Torres offers the idea that perhaps all Commissioners should have State email accounts set up, that way they can keep all correspondence they create and receive as Commissioners in one location. Chair Florez reminds the Board that this can be costly, however he does reiterate that the retention of electronic materials will only become more extensive, and so this issue must be investigated and resolved.

Chair Florez asks if there are any more questions in regards to these updated policies, and seeing none he moves onto the third item of New Business.

In the third line of New Business, Chair Florez asks Exec. Dir. Cavanaugh to inform the Board of a request that the Commission has received from Su Casa (Catholic Charities Southwestern Ohio). Ms. Cavanaugh explains to the Board that the letter from Su Casa is a request for a gift of \$5,000.00 in order to help cover the occupancy costs for their 2015 Vacaciones Utiles Summer Camp. Cavanaugh explains that the total cost for occupancy is \$8,500.00 and Su Casa is simply asking that OCHLA help to cover a portion of that cost. She informs the Board that there is sufficient funds in the FY15 budget for this cost.

Chair Florez opens the floor for questions in regards to the request from Su Casa (Catholic Charities Southwestern Ohio). There are none.

Motion #4- 6- 2014 - To approve the letter of request from Su Casa, and to provide funds of \$5,000.00 to help cover the cost of occupancy for Su Casa's 2015 Vacaciones Utiles Summer Camp. Moved by Commissioner Simms-Howell. Seconded by Commissioner Santiago. Motion carries.



Chair Florez opens the floor for discussion in regards to the contribution to Su Casa. Seeing none, he calls a vote, it is approved by unanimous consent.

For the fourth line of New Business, Chair Florez asks Commissioner Mike Robinson to present to the Board the Ohio Hispanic Dashboard. He explains the purpose of the Ohio Hispanic Dashboard and how it is based on Census data that is already available to the public. The Dashboard presents this data in a digitally interactive way that is user friendly and easier for individuals to understand due to the simplified visual representations of an immense amount of data. Commissioner Robinson explains how this Dashboard can be useful for collecting data on specific Latino populations in different cities and counties around the State of Ohio.

Chair Florez opens the floor for questions in regards to the Ohio Hispanic Dashboard. Seeing none, he moves onto the next item on the agenda.

For the fifth line of New Business, Chair Florez hands the floor to Ingrid Angel, Executive Director of El Barrio/WSEM and Guisselle Mendoza, Executive Director of Adelante, Inc. of Toledo. Ms. Angel and Ms. Mendoza inform the Board of their current collaboration through OCHLA to implement a branch of El Barrio under the umbrella of Adelante in order to provide services to the Latino Community within the Toledo area.

Chair Florez opens the floor for questions in regards to the update by El Barrio and Adelante. There are two points of interest.

First, Commissioner Robinson commends El Barrio and Adelante for adopting such practical solutions to a need that they have seen in their organizations and in their community, and he is delighted to see these entities using an astute business strategy on a non-profit level.

Second, Exec. Dir. Cavanaugh thanks El Barrio and Adelante for trusting in OCHLA and the work of the Organizations Development Center to help these two organizations to collaborate. She informs the Board that as time goes on and as results are cultivated, they will be sure to relay these outcomes to the Board.

Chair Florez asks if there are any more questions for Ms. Angel and Ms. Mendoza, and seeing none he moves onto the next item on the agenda.



For the sixth and final line of New Business, Chair Florez hands the floor to Natasha to present the Language Access Project. Ms. Curtis and Ms. Cavanaugh inform the Board that this presentation includes research and findings in regards to Language Access. As Ms. Curtis' investigations continue, she will be able to establish a final report on the current Language Access situation in the State of Ohio, which will then allow for the team to consider possible next steps.

Chair Florez opens the floor for questions in regards to the Language Access Project Draft Report. There are _____

First, Commissioner Robinson asks Ms. Curtis to speak to the idea of translators working in the private sector. He reminds her that these translating/interpreting companies that are vendors to hospitals are experts solely in the field of translating and interpreting, and so how are these entities not sufficient or why would hospitals require additional services. Ms. Curtis responds to Commissioner Robinson by claiming she believes there are also gaps in the private sector, and attests that from personal experience she has found that oftentimes personnel of these companies lack an understanding of all aspects that they need to be able to provide to hospitals and their patients. Ms. Curtis states that many of these large translation/interpretation vendors are concerned with providing data to their customers that demonstrates the quantity of their appointments achieved rather than the quality of their services rendered.

Second, Commissioner Greg Guzmán poses a question to Ms. Curtis in regards to whether or not the State provides certifications that can be additions to a degree or current certification. She replies that at this time, Ohio does not have a certification for medical interpreters as other states may have, but there are two national certifications: a medical interpreter certification for certifiable languages, and a certification for non-certifiable languages. Ms. Curtis explains what both of these accreditations entail.

Chair Florez asks if there are any more questions for Ms. Curtis, and seeing none he moves onto the next item on the agenda.

Public present:

- Chris Murillo, Hispanic Entrepreneur
- Jessica Ramos, ABLE
- Carolyn Marks, Equal Justice Works/AmeriCorps Attorney
- Jessica Bolter, OCHLA Intern
- Tim Fisher, OCHLA Intern
- Leonard Hubert, Ohio Civil Rights Commission,
- Stephanie Bostos-Demers, Ohio Civil Rights Commission



- Rep. John Patterson, Ohio House
- Rep. Devers, Ohio House
- Lynn Stevens, Ohio Governor's Office
- Natasha Curtis, Lingua Nexus LLC
- Ingrid Angel, El Barrio/WSEM
- Guisselle Mendoza, Adelante Inc. of Toledo

Three Commissioners have been dismissed from the Board Meeting due to time constraints. With only four Commissioners remaining, the Board does not have quorum and therefore cannot vote to open the floor to public commentary. Chair Florez invites various members of the Public to share their thoughts.

Chair Florez hands the floor to Chris Murillo, a Hispanic entrepreneur from the Cleveland area. Mr. Murillo thank the Commission for their work and the involvement it has with various organizations across the State of Ohio. He states that he was unaware so many wonderful programs and services existed, and he commends these organizations and the Commission for increasing the opportunities for Latinos and their communities.

Chair Florez thanks Mr. Murillo for his kind words. He opens the floor for questions for Mr. Murillo.

Seeing none, Chair Florez hands the floor to Jessica Ramos and Carolyn Marks from ABLE who make a presentation regarding unaccompanied children.

Chair Florez opens the floor for questions in regards to Ms. Ramos and Ms. Marks' presentation. There are three.

First, Commissioner Guzmán inquires to how ABLE is capable of staying funded. Ms. Ramos informs the Board of the several sources that help to fund ABLE and how these entities give assistance to this organization. She encourages members of the Commission to share with the public and legislature any kind words they may have in regards to ABLE.

Second, PPO Lewis inquires whether sponsors of unaccompanied children need to be documented, and Ms. Ramos confirms that they do not need to be documented citizens to sponsor these children. However, there are background checks performed for sponsors who are not parents of the children.

Third, Commissioner Robinson comments that he can attest to the difficult decision that these parents in Latin American countries have when choosing to send their children unaccompanied to the United States. Chair Florez asks if there are any more questions for Ms. Ramos and Ms. Marks, and seeing none he proceeds to bring the Meeting to a close.



Chair Florez takes a moment to recognize Lynn Stevens of the Governor’s Office, and thanks her for attending the June Board Meeting for the Ohio Latino Affairs Commission.

As there are only four Board Members remaining, the Board does not have quorum and therefore there can be no vote to adjourn the Meeting.

Participants are dismissed by Chair Florez at 4:48 p.m.

Michael Florez, Chair

Luis “Tony” Ortiz, Secretary



**ADDENDUM TO MINUTES
June 16, 2015**

<u>Motion #1 - 6 - 2015</u>	To approve the April 14, 2015 Board Meeting Minutes.
<u>Motion #2 - 6 - 2015</u>	To approve April and May Reports as submitted.
<u>Motion #3 - 6 - 2015</u>	To approve the slate of nominees for the 2015 Distinguished Hispanic Ohioan Awards.
<u>Motion #4 - 6 - 2015</u>	To approve the letter of request from Su Casa, and to provide funds of \$5,000.00 to help cover the cost of occupancy for Su Casa's 2015 Vacaciones Utiles Summer Camp.

A motion to open the floor to Public Commentary and a motion to adjourn the Board Meeting could not be given due to a lack of quorum at the respective moments of these two proceedings. Therefore, these two motions do not appear in the addendum.



ADDENDUM TO MINUTES

June 16, 2015

ATTACHMENTS

DOCUMENT	AUTHOR
April & May 2015 Monthly Reports	Executive Director Cavanaugh

