

MINUTES OF THE BOARD MEETING  
Sheraton Capital Square  
October 26, 2019  
TIME: 10:30 AM

2018~2019  
42nd Board of Commissioners

**Mary Santiago**  
Chair  
Lorain

**Dan Molina**  
Vice Chair  
Loveland

**Beth Guzman-Bowman**  
Secretary  
Columbus

**Jose Feliciano Jr.**  
Aurora

**Michael Florez**  
Cincinnati

**Dr. Elena Foulis**  
Columbus

**Gregory Guzmán, Ph.D.**  
Maumee

**Manuel Lopez-Ramirez, MBA**  
Springfield

**Rev. Juan Rivera**  
Campbell

**V. Anthony Simms-Howell**  
Cincinnati

**Emanuel Torres**  
Columbus

**Tina Maharath**  
State Senator  
District 3 ~ Franklin County

**Nathan Manning**  
State Senator  
District 13 ~ Lorain & Huron

**Jessica Miranda**  
State Representative  
District 28 ~ Hamilton County

**Rick Perales**  
State Representative  
District 73 ~ Greene County

## Attendance

### Commissioners Present

Chair Mary Santiago	Vice Chair Dan Molina
Sec. Beth Guzman	Manuel Lopez
Michael Florez	Elena Foulis Ph.D.
Gregory Guzman PhD	Tony Simms-Howell

### Commissioners Absent

Emanuel Torres (Excused)  
Rev. Juan Rivera (Excused)

### Legislative Members Present

#### Staff Present:

Lilleana Cavanaugh -Executive Director

### Call to Order

Chair Santiago calls meeting to order at 10:30 a.m. The Pledge of Allegiance to the Flag is recited, led by Chair Santiago.

### Call of the Roll

There are 8 Commissioners present, thus constituting quorum.

### Approval of Minutes

Chair Santiago presents previous meeting's minutes to the board for review and approval.

### Motion #1 10-2019

A motion to approve the minutes is presented by Chair Santiago. A motion was made by Commissioner Michael Florez. It was seconded by Commissioner Beth Guzman. Vice-Chair Dan Molina abstains. Vote 7-1. Motion Carries.



## **Agency Report**

### **August and September Agency Activity Reports:**

Executive Director Cavanaugh reports on Census 2020 initiative, highlights outreach efforts and discusses the new webpage where activities related to the Census are being archived. Secondly, she reports on the progress being made by the Recovery Ohio Taskforce and their recent hearings in East Cleveland, where Director Cavanaugh participated. Third, regarding health-related initiatives, she states that Commissioner Bowman will debrief the board on the recently held Latino Health Summit. Lastly, Director Cavanaugh provides a brief update on the upcoming Latino Education Summit, scheduled for November 8<sup>th</sup> at Kent State University. She also provides a report on the rationale for the social media strategy and discusses the short and long-term impact of the new strategy in regards to job postings and community event/educational announcements. Director Cavanaugh informs that although some statistics have decreased, original content and OCHLA's actual presence has increased thus balancing the reporting. She states that a report on the results of the new strategy will be presented in the December board meeting by Caeli Barnes, Social Media Coordinator.

### **Motion #2 10-2019**

With no questions, Chair Santiago asks for a motion to accept the Agency Report. Commissioner Greg Guzman motions for the agency report to be accepted as given. Seconded by Commissioner Manuel Lopez Ramirez. Commission Tony Simms-Howell abstains. Vote 7-1. Motion Passes.

Chair Santiago then proceeds to the next item of business, the Fiscal Report.

### **Fiscal Report**

Executive Director Cavanaugh proceeds to present the fiscal report and discusses the document shared with Commissioners as part of their board meeting packet. All expenses are on target per FY 20 budget forecasts. Commissioner Simms Howell speaks regarding the Audit Report Findings, stating that commissioners received the report and providing commentary on the audit report, the audit response process, and how important it is for the board to be fully engaged in tracking, understanding and monitoring the commission's fiscal activity. Director Cavanaugh provides a brief overview of the four findings cited on the report and reminds the board that updates on the audit findings had been provided at a previous board meeting. She details there are three findings dealing with processing of transactions that given technical or procedural issues did not process on time. The last finding is regarding the internal policies and procedures manual and the recommendation that all employees sign a document stating having received, read and understood the procedures; such document should be kept on a physical record for future reference. This requirement has been fulfilled and Chair Santiago's folder has a signed sheet where all employees confirmed receipt and understanding of the policies and procedures manual. This sheet and a copy of the audit report and response will be added to these minutes for reference.



Discussion ensues regarding fiscal oversight and reporting to the board. Commissioner Simms Howell suggests someone on the board with financial experience should review the fiscal report prior to the board meeting. Commissioner Florez suggests the Executive Committee should debrief prior to board meetings on fiscal matters with the Executive Director to ensure they are knowledgeable on the financial situation of the entity. Finally, Director Cavanaugh suggests including a copy of the fiscal report on each commissioner's folder to make the review of fiscal matters easier during the board meeting.

Final remarks are made by commissioners regarding their participation in events on behalf of the commission and how to report/when it becomes necessary any meals or refreshments available in such events. Commentary follows regarding the differences between reporting for commissioners and registered lobbyists with the questions being clarified by the group.

### **Motion #3 10-2019**

Chair Santiago requests a motion to accept the fiscal report as given. Vice-Chair Dan Molina motions to accept the fiscal report as given. Seconded by Manuel Lopez-Ramirez. Motion passes.

Chair Santiago then proceeds to the next item of business, Latino Mental Health Navigators Project Update.

### **Latino Mental Health Navigators Project Update:**

Executive Director Cavanaugh provides an overview on the Latino Mental Health Navigators Project [LMHN] which has been approved by the board and states how she has been updating Chair Mary Santiago and the Executive Committee on this project. The LMHN project would provide opportunities for two sites in Central and South West Ohio to initiative a service that assists the Latino community in accessing and successfully receiving treatment for mental and behavioral health needs. The grant is possible through the Ohio Department of Mental Health and Addiction Services and the amount is \$150,000, with the end date of June 30, 2020 (end of FY 20 fiscal year.) Work is underway to finalize the agreement between agencies, grant application and reporting instruments, and other legal documents required to move forward with this initiative. It is expected the grant application will be launched to the public in November/December 2019. Chair Santiago asks for clarification regarding the administrative support cost for the grant and how the commission would cover these expenses. Director Cavanaugh explains that the ODC Vista Member position is already covered and this project will not add additional costs. Grantees will receive \$130,000 and \$20,000 will be used to cover technical and administrative support costs. A more detailed budget will be shared with the Executive Committee in the next couple of weeks. There are no further questions regarding the Latino Mental Health Navigator Project.

Before transitioning to the next item on the agenda, Commissioner Beth Guzman recognizes for the record our Legislative Commissioners Rick Perales and Jessica Miranda for the Commendation presented to the Commission on the floor at the General Assembly for Hispanic Heritage Month and highlights the significance of this gesture. The event was attended by a few leaders from the community, our OCHLA staff and Commissioner Bowman. Chair Santiago hands the floor to Commissioner Elena Foulis to discuss selection of 43<sup>rd</sup> Board.



## **Board Elections**

Commissioner Foulis informs having made personal contact with all board members to inquire about their interest to serve on the board or nominate candidates. She states for the record that elections will ensue and opens the floor for any commissioner interested in submitting their name or the name of others for consideration to fill the positions of Chairperson, Vice Chair and Secretary for the 43<sup>rd</sup> Board of the Latino Affairs Commission.

Commissioner Foulis proceeds to read the slate of candidates as it stands:

Chair: Mary Santiago  
Vice Chair: Manuel Lopez  
Secretary: Elizabeth Guzman-Bowman

Discussion develops on how to call the vote with commissioners deciding to consider the slate above and present a motion to accept the slate as presented.

### **Motion #4 10-2019**

Commissioner Foulis asks if there are any abstentions or if anyone one opposes the proposed slate. Hearing none, a motion to accept the slate as presented is made by Commissioner Simms Howell Seconded by Commissioner Michael Florez. Motion Carries

Commissioner Foulis reads the names of the 43<sup>rd</sup> Board of Commissioners Executive Committee, to wit:

Chair: Mary Santiago  
Vice Chair: Manuel Lopez  
Secretary: Elizabeth Guzman-Bowman

The meeting continues with Commissioner Bowman reporting on the Latino Health Summit, which had over 200 participants and about 30 exhibitors. Commissioners received a copy of the event's program as well as a tote bag. Chair Santiago requests motion to move to Public Commentary.

### **Motion #5 10-2019**

Motion to go to Public Commentary moved by Commissioner Tony Simms-Howell. Seconded by Commissioner Michael Florez. Motion Carries. There is no public commentary.

Chair Santiago asks if there is any other business to discuss and there is no other business. Chair Santiago requests a motion adjourn.

### **Motion #6 10-2019**

Motion to adjourn moved by Commissioner Gary Guzman. Seconded by Commissioner Beth Guzman Bowman. Motion Carries. Board meeting adjourned by Chair Santiago at 11:32 a.m.



Signature/Date: \_\_\_\_\_  
 Mary Santiago- Chair

Signature/Date: \_\_\_\_\_  
 Elizabeth Bowman -Secretary

**October 26, 2019  
 Motions Carried**

<b>Motion #1 -10-2019</b>	To approve the June 11,2019 Board Meeting Minutes.
<b>Motion #2 -10-2019</b>	To approve the August 2019, and September 2019 Agency Reports as submitted.
<b>Motion #3 -10-2019</b>	To approve August 2019, and September 2019 Fiscal Reports as submitted.
<b>Motion #4 -10-2019</b>	To accept/approve board slate as given.
<b>Motion #5 -10-2019</b>	To go to public commentary.
<b>Motion #6 -10-2019</b>	To adjourn meeting.

**October 26, 2019  
 ATTACHMENTS**

<b>DOCUMENT</b>	<b>AUTHOR</b>
August 2019, and September 2019 Monthly Reports	Executive Director Cavanaugh
August 2019, and September 2019 Fiscal Report	Executive Director Cavanaugh

