

MINUTES OF THE BOARD MEETING
(VIRTUAL MEETING)
April 21, 2020
TIME: 1:30 PM

2019~2020
43rd Board of Commissioners

Mary Santiago
Chair
Lorain

Manuel Lopez-Ramirez, MBA
Vice Chair
Springfield

Beth Guzman-Bowman
Secretary
Columbus

Jose Feliciano Jr.
Aurora

Michael Florez
Cincinnati

Dr. Elena Foulis
Columbus

Gregory Guzmán, Ph.D.
Maumee

Dan Molina
Loveland

Rev. Juan Rivera
Campbell

V. Anthony Simms-Howell
Cincinnati

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
Jose Feliciano Jr
Dan Molina
Sec. Beth Guzman
Michael Florez
Gregory Guzman PhD
Rev. Juan Rivera

Staff Present:

Lilleana Cavanaugh -Executive Director
Carly McCain- Public Policy Officer
Lair Marin-Marcum- Community Liaison
Caeli Barnes- Vista
Mary Grace Sanchez- Vista
Maggie O'Shea – AG

Commissioners Absent

Vice Chair Manuel
Lopez-Ramirez,
MBA
Elena Foulis Ph.D.
Tony Simms-Howell

Legislative Members Present

Tina Maharath
Nathan Manning
Jessica Miranda

Call to Order

Chair Santiago calls meeting to order at 1:33 p.m. The Pledge of Allegiance to the Flag is recited.

Call of the Roll

There are ten Commissioners present, thus constituting quorum.

Approval of Minutes

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

Motion #1 04-2020

A motion to approve the minutes is presented by Chair Santiago. A motion to accept was made by Commissioner Dan Molina. It was seconded by Commissioner Michael Florez.

Vote 10-0. Motion Carries.



Agency Report

Executive Director Cavanaugh reports on February and March 2020. She provides highlights and details the commission's response to the pandemic since its onset during the first week of March. The Commission has been working directly with the Governor's Office with 50 to 60 percent of Executive Director Cavanaugh's time being involved in some of the major statewide initiatives. The team is working very closely with the Governor's Liaison on Minority Affairs, as well as, Jen Thrasher, the Director of Boards and Commissions. Additionally, Director Cavanaugh reports on the creation of the bilingual resource page for COVID-19 on the OCHLA website. The Commission continues to add more resources to that page and connect information and resources for the community. The team has been versatile in preparing timely translations and assisting in communications for different offices, including the Governor's Office, the Secretary of State and Department of Health. With the onset of the pandemic, Ohio's elections were drastically changed therefore the Commission has been working closely with the Secretary of State's office to make sure that the information about the changes are translated and made available to the Latino community.

Executive Director Cavanaugh continues by reporting that the Commission's engagement with minority communities, is very high through social media. Director Cavanaugh is doing daily radio shows in the La Mega Media, with the markets being from Cleveland, Columbus, and Cincinnati every evening at 5:00 p.m. The "boletín informativo" provides the latest information from the Governor's Office and the main highlights of the daily press conference regarding the pandemic for the Spanish speaking public. The Commission translates the Governor's Press Releases into Spanish and distributes them, while Community Liaison Lair Marin-Marcum has been translating ODJFS's unemployment page frequently asked questions, and along with Executive Director Cavanaugh and Organizations Development Coordinator, AmeriCorps VISTA Mary Grace Sanchez, they have been working on other translation projects. Social Media Coordinator, AmeriCorps VISAT Caeli Barnes has been keeping OCHLA very current in social media. Public Policy Officer Carly McCain has been connecting with different legislators and agencies making sure that the information gets out there. Executive Director Cavanaugh emphasizes that the Commission has been at the lead of the state's response in regard to ethnic minorities and trying to work with them and have effective communication channels not only for Latino, but for the Asian, Pacific Islanders, and the African Immigrant community.

Executive Director Cavanaugh reports on behalf of PPO Carly, the Latino Legislative Visit Day has been moved to November 2020. The next Latino Community Report has been completed and is almost ready for publication. This report will discuss the digital divide and its impact on the Latino community.

Community Liaison Lair Marin-Marcum reports on constituent services and the increased number of calls. Over 100 phone calls were received and handled during March and April, of which 95% of them have all been related to COVID-19. Lair has been building Latino Pandemic Response Leaders Network, as well as, emailing weekly resources and updates to key leaders across the state. OSU Intern Michelle has been updating the OCHLA online directories, such as the CLOI and upcoming community meetings are being rescheduled virtually. In early March OCHLA was able to successfully partner on two special events - the International Women's Conference and the Human Trafficking Conference which both took place in Columbus and had over 200 participants each.



Office Administrator, Annette Reyes reports on the Commission's Census efforts and highlights that the census national response rate is at 50.7 percent while Ohio's response rate is at 54.3 percent which puts Ohio ahead of the national response rate. However, there is still a lot of work to be done because of what is happening with COVID-19. The timeline has been adjusted and the commission is encouraging families and households to complete the online self-response. All census field offices are closed, and they will not be reopening until June 1, with enumeration actually not being expected to start until August in some areas. Census reporting has been extended until October 31 giving time to continue strategic effort around the community to encourage accurate counts. OSU Intern Michelle had been working with Annette on the Census 2020 Website page. Annette has also been working on the upcoming VISTAs recruitment for OCHLA and El Centro in Lorrain and Su Casa in Cincinnati. Current Vistas Caeli and Mary Grace have also decided to extend their time with the Commission to fully complete their projects before leaving.

Social Media Coordinator, AmeriCorps VISTA, Caeli Barnes reported on the creation of the Coronavirus Resource Page and reported on metrics of the Commission's social media outreach efforts. As far as social media numbers, last month we had the highest recorded numbers. On Facebook, the commission had a total reach of 44,264 people, gained about 160 new followers. On the website there were 23,740 visits, therefore people are definitely looking to the commission as a source of timely information.

Lastly, Organizational Development Coordinator, AmeriCorps VISTA, Mary Grace Sanchez reports on the progress of the Latino Mental Health Navigator grant which is moving forward. Due to COVID-19 the project has had some challenges but continues to move forward with the two grantees and our technical support team to continue to make progress. Mary Grace is in weekly contact with the Ohio Hispanic Chambers of Commerce, sharing specific funding opportunities, resources, and news related to small. Agenda Latina 2020 has been moved to be a virtual event on Friday, June 5, 2020.

Motion #2 04-2020

Chair Santiago asks for a motion to accept the Agency Report. Commissioner Dan Molina motions for the agency report to be accepted as given. Seconded by Vice Chair Manuel Lopez. Vote 10-0. Motion Passes.

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

Fiscal Report

Vice Chair Manuel Lopez presents the fiscal report and discusses the document shared with Commissioners as part of their board meeting packet. Vice Chair Lopez reports on the 20% budget cut due to the pandemic and explains the impact. Fortunately, due to the COVID-19 situation all cancellations of physical events and travel so the commission is able to absorb the cut. The current grants obtained from the Commission will not be affected by the 20% cut as they are funded through federal resources.

Commissioner Simms-Howell asked for some clarification on the movement in the 6010 account, which Director Cavanaugh explained it was due to the grant received for the Latino Mental Health Navigator and DHO funds. Executive Director Cavanaugh mentioned the possibility of further cuts for FY2021 and she has already begun having conversations with Vice Chair Lopez and the Executive Board.



Commissioner Simms-Howell asks about the value of the inkind contribution of the AmeriCorps VISTA members. Executive Director Cavanaugh states this represents an inkind value of \$80-90,000 dollars to the Commission on a yearly basis. Commissioner Florez asked if any of the unencumbered funds would go back to the state for this fiscal year, and Director Cavanaugh stated that indeed the reason why all the funds have been moved to that new 699 account is specifically for that purpose. Any money that the Commission does not encumber will be encumbered back to the state.

Motion #3 04-2020

Chair Santiago requests a motion to accept the fiscal report as given. Commissioner Tony Simms-Howell motions to accept the fiscal report as given. Seconded by Commissioner Elizabeth Bowman-Guzman. Motion passes.

Chair Santiago then proceeds to the next item of business, New Business.

Board Retreat Report:

Consultant Charlie Houser reminds all commissioners on the board retreat strategic planning. He provides an overview and states the Commission has been agile and making rapid changes to what you do and how you do it. The suggestion is presented for the Commission to concentrate on creating the 43rd year anniversary branding. The retreat report also highlights the interest to build a more active board and committees. Staff capacity is an issue that has been managed well as new projects come in or projects need to be dropped off. A more detailed implementation plan will be developed with the staff and committee chairs as soon as the pandemic situation normalizes, and the team is able to return to a more regular schedule.

Old Business:

Chair Santiago reminds all commissioners there was an extension to complete the financial disclosures by Friday, July 15, 2020. Chair Santiago also reminded that all calendar events have been pushed up or selected a tentative date while waiting a month to see what we have to do to forward with some of these scheduled events.

New Business:

Chair Santiago reminds all commissioners to read and file that you received the new policies for the distracted driving as smoke free workplaces.

Chair Santiago then proceeds to the next item of business, Public Commentary.

Motion #4 04-2020

Request for a motion to go to public commentary. Moved by Commissioner Molina. Seconded by Commissioner Florez.



Public Commentary:

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

Motion #5 04-2020

Motion to adjourn moved by Commissioner Molina. Seconded by Commissioner Florez. Motion Carries. Board meeting adjourned by Chair Santiago at 2:30 p.m.

Signature/Date: _____
 Mary Santiago- Chair

Signature/Date: _____
 Elizabeth Bowman -Secretary

**April 21, 2020
 Motions Carried**

Motion #1 -04-2020	To approve the February 18, 2020 Board Meeting Minutes.
Motion #2 -04-2020	To approve the February 2020 and March 2020 Agency Reports as submitted.
Motion #3 -04-2020	To approve February 2020 and March 2020 Fiscal Reports as submitted.
Motion #4 -04-2020	Old/New Business
Motion #5 -04-2020	To go to public commentary.
Motion #7 -04-2020	To adjourn meeting.

**April 21, 2020
 ATTACHMENTS**

DOCUMENT	AUTHOR
February 2020 and March 2020 Monthly Reports	Executive Director Cavanaugh

