

## MINUTES OF THE BOARD MEETING December 5, 2017 Time: 1:30 p.m.

Vern Riffe Center, 19th Floor, 1952  
77 S. High St., Columbus, OH 43215

### Attendance

#### Commissioners - Present

Tony Ortiz—Chairman  
Michael Florez—Vice Chair  
José Feliciano, Jr.—Secretary  
Gregory Guzmán, PhD.  
Dan Molina  
V. Anthony Simms-Howell  
Emanuel Torres

#### Commissioners - Absent

Rev. Juan Rivera  
Mary Santiago

#### Staff - Present

Lilleana Cavanaugh—Executive Director  
Lair Marin—Community Liaison  
Andrea Lewis—Public Policy Officer  
Jesse Dotson—VISTA Volunteer  
Megan Honaker—VISTA Volunteer

### Call to Order

Chair Ortiz calls meeting to order at 1:31p.m. The Pledge of Allegiance to the Flag is recited.

### Call of the Roll

There are 7 Commissioners present, thus constituting quorum.

### Chair's Report

Chair Ortiz states that all Commissioners whose terms expires in 2017 have been reappointed, and notes that the Board has positions available for two additional members.

### Approval of Minutes

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

**Motion #1 - 12 - 2017** - To approve the October 17, 2017 Board Meeting Minutes as submitted. Moved by Commissioner Torres. Seconded by Commissioner Florez. Motion carries.

**Luis "Tony" Ortiz**  
Chair  
Dayton

**Michael Florez**  
Vice Chair  
Cincinnati

**Jose Feliciano, Jr.**  
Secretary  
Aurora

**Gregory Guzmán, Ph.D.**  
Maumee

**Dan Molina**  
Loveland

**Rev. Juan Rivera**  
Campbell

**Mary Santiago**  
Lorain

**V. Anthony Simms-Howell**  
Cincinnati

**Emanuel Torres**  
Columbus

**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



## Agency Report

Chair Ortiz hands the floor to Executive Director Lilleana Cavanaugh to provide the October and November Agency Report, including general and Organizations Development Center updates. Ms. Cavanaugh highlights three items of interest.

First, Ms. Cavanaugh debriefs the Board on Agenda Latina which took place November 16-17th in Columbus. She describes the event's purpose and objectives, and provides a brief overview of the agenda as well as participants and their feedback.

Second, she highlights OCHLA's recent efforts to connect individuals with local organizations that are providing hurricane relief to Puerto Ricans. She emphasizes the long-term need for aid to victims in Puerto Rico as well as those migrating to Ohio and the evolving role OCHLA will undertake to respond to these needs.

Finally, Ms. Cavanaugh and Commissioner Simms-Howell give a concise overview of the Commissions' operational expenses paid and remaining available budget for FY18.

For more detail on the Organizations Development Center update, please see the October and November Monthly Reports on OCHLA's website.

Chair Ortiz opens the floor to questions in regards to the Organizations Development Center update. There is one.

Commissioner Simms-Howell encourages the Commission to provide information to educational institutions and social services entities that will aid them in adequately assisting new Puerto Rican migrants.

Chair Ortiz asks if there are any further questions in regards to the Director's Report. Seeing none, he invites Public Policy Office Andrea Lewis to provide the October and November report for the Public Policy Center. Ms. Lewis has two key points of interest.

First, Ms. Lewis provides a brief overview of the PPC's latest Latino Community Report, "The State of Education for Latinos in Ohio."

Second, she reports on the Commission's 2017 Annual Report, which will be released by the end of year.

For more detail on the Public Policy Center update, please see the October and November Monthly Reports on OCHLA's website.

Chair Ortiz opens the floor to questions in regards to the Public Policy Center. There are four.

First, Commissioner Simms-Howell emphasizes the importance of "The State of Education for Latinos in Ohio" not only as an informative resource but also as evidence of data to support requests for systematic changes in Ohio schools. Ms. Lewis agrees.

Second, Chair Ortiz requests that the LCR also be mailed out to superintendents of Ohio schools. Ms. Lewis affirms that she can include them on her mailing list as well.



Third, Commissioner Guzmán inquires if the copy of the report provided today can be used to share with his network or if he should wait until the final report is published. Ms. Lewis assures him that the report will be finalized Monday and made available for dissemination.

Finally, Chair Ortiz requests that Ms. Lewis provide a brief overview of her recent work on establishing a pilot project for a pipeline to professional trades for youth with the Eastland Fairfield Career Center. She summarizes the pilot project's objectives and logistics.

Chair Ortiz asks if there are any additional questions in regards to the Public Policy Center update. Seeing none, he invites Community Liaison Lair Marin to provide the October and November report for the Latino Community Network. Ms. Marin has four key points of interest.

First, Ms. Marin highlights the bilingual job opportunities promoted throughout the month of November, which typically decrease at the end of the year. Additionally, the Latino Community Network is working to update all directories of the Commission.

Second, she reiterates the increase of constituent inquiries that OCHLA has received in regards to hurricane relief being provided to Puerto Rico and migrants moving into Ohio.

Third, Ms. Marin informs the Board that intern Caroline Filburn will continue at the commission throughout the Winter/Spring to complete the field placement requirement for her degree. Ms. Marin states that she is also working to recruit more volunteers for 2018.

Finally, she provides an overview of the DHO debriefing. For more detail on the Latino Community Network update, please see October and November Monthly Reports on OCHLA's website.

Chair Ortiz opens the floor for questions about the Latino Community Network update. There is one.

Chair Ortiz inquires about the social media marketing presentation provided by VISTA team member Jesse Dotson. Executive Director Cavanaugh informs the Board that Commissioners Molina, Torres, and Feliciano will be working with Ms. Cavanaugh and Mr. Dotson to improve the social media marketing strategy for the Commission, and that the current information can be provided to the Commissioners electronically.

Chair Ortiz asks if there are any additional questions in regards to the Latino Community Network update. Seeing none, he then presents the October and November Agency Report to the Board for approval and acceptance.

**Motion #2 - 12 - 2017** - To approve the October and November Monthly Reports as submitted. Moved by Commissioner Molina. Seconded by Commissioner Simms-Howell. Motion carries.

Chair Ortiz then proceeds to the next item of business, the Committee Reports.



## **Committee Reports**

Chair Ortiz invites Ms. Lewis to provide an update for the Education Committee. She has no business to report.

Chair Ortiz invites Commissioner Molina to provide an update for the Workforce and Economic Development Committee. He states that he has no business to report at this time.

Chair Ortiz then invites Ms. Marin to provide an update for the Health and Wellness Committee. She has no business to report.

Chair Ortiz invites Commissioner Molina and Commissioner Guzmán to provide brief updates for the Diversity and Inclusion Committee's work regarding the Latino Leaders Collaboratives in Cincinnati and Toledo. They have two points of business.

First, Commissioner Molina informs the Board that the Cincinnati collaborative continues to work on local challenges related to bullying and ICE, and to serve as a venue between the legislators and leaders of the Greater Cincinnati area. Their next meeting will be Thursday, December 7th.

Second, Commissioner Guzmán states that the next meeting for the Toledo collaborative is Tuesday, December 12th. He informs the Board that this will be the first time that the members are meeting after to preliminary concept meeting in November, and that the collaborative is struggling to have attendance from state and city representatives.

Chair Ortiz opens the floor to questions in regards to the Diversity and Inclusion Committee's update. There are none.

Chair Ortiz then invites Commissioner Feliciano to provide an update for the Civic Engagement Committee. He states that he has no business to report at this time.

Chair Ortiz proceeds to the next item on the agenda, which is Old Business.

## **Old Business**

Chair Ortiz invites Ms. Cavanaugh to present the updated OCHLA Policy Manual to be approved by the Board. She states that a PDF of the manual's contents has been emailed to each Commissioner and includes hyperlinks to each of the Commission's policies and procedures.

**Motion #3 - 12 - 2017** - To approve the updated OCHLA Policy Manual as presented. Moved by Commissioner Torres. Seconded by Commissioner Feliciano. Motion carries.

## **New Business**

Chair Ortiz presents to the Board seven items of business.

First, Ms. Cavanaugh reviews the Pay Equity Commitment Pledge, received from the Mayor's Office of the City of Columbus. She requests the Board's approval for OCHLA



to sign the pledge and commit to an awareness and dedication to achieving pay equity.

Chair Ortiz opens the floor for questions in regards to the Pay Equity Commitment Pledge. There are two.

Commissioner Florez inquires what the position of the Governor's Office is in regards to the pledge. Executive Director Cavanaugh states that the office has not declared a position.

Commissioner Torres questions the value of signing the pledge as it currently is not a statewide initiative but rather citywide. Chair Ortiz states that the initiative is local and the Commission's geographical position in Central Ohio makes the act of pledging valuable.

Chair Ortiz asks if there are any further questions in regards to the pledge, and seeing none he entertains a motion to approve.

**Motion #4 - 12 - 2017** - To sign the Pay Equity Commitment Pledge. Moved by Commissioner Florez. Seconded by Commissioner Molina. Motion carries.

Second, Ms. Cavanaugh presents to the Board the i-March Campaign for information only. This is a campaign of the City of Columbus to consider DACA recipients as part of the population that are playing an important role in filling workforce shortages in Ohio and around the nation. The campaign urges the federal government to take action in creating legislation to protect these individuals and support our economy.

Third, on behalf of the Board, Chair Ortiz presents a certificate of recognition to Yolanda Zepeda of the Office of Diversity and Inclusion at OSU for her support of Latino education initiatives and determination to empower the Latino community.

Fourth, Ms. Cavanaugh provides a brief overview of the Auditor of State's observations for Fiscal Year 16-17. Chair Ortiz then presents to the Board the 2016-2017 Audit Report for acceptance.

**Motion #5 - 12 - 2017** - To accept the 2016-2017 Audit Report as presented. Moved by Commissioner Simms-Howell. Seconded by Commissioner Florez. Motion carries. Vote to approve unanimous.

Fifth, Ms. Lewis presents to the Board the New American Advisory Council Partnership Agreement, an agreement that the NAAC is offering to each of its council members to ensure actively engage with the council. She briefly outlines the agreement, which is not a legally binding document but rather symbolic and is terminated at the end of each year. Ms. Cavanaugh offers it to the Board for approval of signature.

**Motion #6 - 12 - 2017** - To approve the New American Advisory Council Partnership Agreement as presented. Moved by Commissioner Guzmán. Seconded by Commissioner Simms-Howell. Motion carries.

Sixth, Ms. Cavanaugh reviews the Incident Response Policy and Procedure (DAS 2100-07 & OEP-SEC.4001) for the Board's information.

Finally, Chair Ortiz presents to the Board the 2018 Commission's Board Meeting Calendar & Special Events and opens the floor to questions in regards to the dates listed. There is one.



Commissioner Guzmán states that he will be out of the country at the beginning of February and would not be able to attend the Board Retreat on February 6th. Ms. Cavanaugh offers that perhaps the Retreat could be moved to the third week of February. She states that she will create an electronic poll to determine the best date for all Board Members to be in attendance.

Chair Ortiz opens the floor to any additional questions in regards to New Business. Seeing none, he proceeds to Public Commentary.

**Public present:**

- Megan Honaker, OCHLA/AmeriCorps VISTA
- Jesse Dotson, OCHLA/AmeriCorps VISTA
- Caroline Filbrun, OCHLA Intern
- Bibiana Bishop, OSU James
- Raúl Soto, ODE
- Yolanda Zepeda, OSU ODI

**Motion #7 - 12 - 2017** - To open the floor to public commentary. Moved by Commissioner Simms-Howell. Seconded by Commissioner Feliciano. Motion carries.

There is no Public Commentary.

**Motion #8 - 12 - 2017** - To adjourn meeting. Moved by Commissioner Molina. Seconded by Commissioner Torres. Motion carries.

Board meeting adjourned by Chair Ortiz at 2:32 p.m.

Luis “Tony” Ortiz, Chair

Jose Feliciano Jr. , Secretary

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**ADDENDUM TO MINUTES  
December 5, 2017  
Motions Carried**

<b><u>Motion #1 -12- 2017</u></b>	To approve the October 17, 2017 Board Meeting Minutes as submitted.
<b><u>Motion #2 -12- 2017</u></b>	To approve the August and September Monthly Reports as submitted.
<b><u>Motion #3 -12- 2017</u></b>	To approve the updated OCHLA Policy Manual as presented.
<b><u>Motion #4 -12- 2017</u></b>	To sign the Pay Equity Commitment Pledge.
<b><u>Motion #5 -12- 2017</u></b>	To accept the 2016-2017 Audit Report as presented.
<b><u>Motion #6 -12- 2017</u></b>	To approve the New American Advisory Council Partnership Agreement as presented.
<b><u>Motion #7 -12- 2017</u></b>	To open the floor to public commentary.
<b><u>Motion #8 -12- 2017</u></b>	To adjourn meeting.



**ADDENDUM TO MINUTES  
December 5, 2017**

**ATTACHMENTS**

DOCUMENT	AUTHOR
October and November 2017 Monthly Reports	Executive Director Cavanaugh
2016-2017 Audit Report for the Ohio Commission on Hispanic/Latino Affairs	Auditor of State
Pay Equity Commitment Pledge	Columbus Women’s Commission, City of Columbus
New American Advisory Council Partnership Agreement	New American Advisory Council

