



Meeting Minutes

Indiana Commission on Hispanic and Latino Affairs

Call to Order: A retreat meeting of the Indiana Commission of Hispanic/Latino Affairs was held virtually on Microsoft Teams on Thursday, November 19, 2020 via WebEx

The meeting convened at 1:15 p.m. by Chairman Galindo and he acknowledged that with **12** commissioner's quorum was not established. There was discussion about the minutes of the prior meeting held on October 15, 2020.

Commissioners in attendance: Senator Jean Breaux, Palermo Galindo, Jesusa Rivera, G. Herb Hernandez, Daniella Jordan, Pam Ferguson, Brenda Graves-Croom, Representative Earl Harris, Representative Peggy Mayfield, Rebecca Kubacki, Christian Gallo, Stefanie Price,

Commissioners absent: Senator Jack Sandlin, Susana Duarte, Diana Feliciano, Francisco Garcia, and Armando Gonzales, Beatriz Pacheco.

Others in attendance: Lisa Welch

Approval of minutes: Approval of the minutes of our meeting on October 15th, 2020 where the first motion was made by Herb Hernandez and seconded by Rebecca Kubacki.

Officers' reports: None

Treasurer's report: Commissioner Hernandez said that the last financial report was for 9/30/2020 and it has not changed. He also said that in our last meeting last month had questions that he asked to the CFO Erick England. He went through the answers he gave.

1. Seat charge of \$1,343.30, what is a "seat charge"? Seat charges are charging the agency incurs by having a computer for employees. **Even though there is not a full-time dedicated ICHLA staff, the computer and other charges are still incurred by the agency.**
2. Cellular phone of \$260.83 and IP phone of \$240.92, why are we paying for two phones? **The IP is the desk phone. This shows additional expenses that were allocated based on ICHLA's percent of total budget for the agency's operating funds.**

3. CRM online charge of \$483.99, is this for a social media contract and if so when does it expire? **This is an allocated cost to all general fund operating funds under the agency, it relates to the agency database. I do not show any contract for ICHLA for media. There is one outstanding purchase order for the Indiana Latino Legislative Breakfast (\$500).**

4. Why are we being charged a HR service fee of \$612.93 when a director for ICHLA has not been hired? **This is another cost allocated to all general fund operating funds under the agency.**

Virgil said that it might be a good time to provide him with an email with all the sponsorships details to start the procurement for 2021.

Immigration welcome center

La plaza

We approved those applications for fund in February and approved \$2,500 for immigration

\$1,000 for Hispanic government centers

\$1,000 for la plaza

Commissioner Hernandez reached out to Erick to see how we go about disbursement. We need to get this cleared up before the end of this year. Herb said those disbursements were approved on Feb 20, 2020.

Commissioner Hernandez also said that Senator Breaux got the application from bridging the gap. He asked Virgil for the password and ID to get into Dolly's computer to see what has been sent to us.

Maybe have the deadline for 3/31/2020. Commissioner Hernandez will check with Commissioner Pacheco to see how to move forward with this.

Director's Report: None

Sponsorship Committee reports:

Committees we do have: Education committee, finance committee, and the application committee according to Chair Galindo.

Commissioner Hernandez said that he must check the bylaws that would indicate the committees. He said he was sure we had an education committee that would handle the sponsorship. We talked about having representation from different department such as

health, but we do not have anymore. Commissioner Pacheco is with the dept of education. Commissioner Price works for the Department of Workforce Development.

We should have two people per committee.

Commissioner Hernandez said that civil rights, health, education, and workforce would be a starting point for committees.

Representative Mayfield agreed but said she is concerned that by only having two commissioners per committee we might be stretched out too thin. She also suggested we could bring members of the community to these meeting so we have the voice of the community in the board and so it is not only 2 people doing the work for that area.

Commissioner Kubacki asked about workforce development solving problems. Commissioner Price said her job is to identify what is causing barriers to employment, etc. She said she could send a report for stats on unemployment in the Latino community.

Commissioner Graves-Croom works on the department of health under family social services administration. Commissioner Jordán Gonzales agreed that having only two commissioners per committee might spread us too thin.

The Commissioner asked Mr. Giles about future directors. Nothing has changed.

Commissioner Hernandez said something about standing committees and the bylaws. He said the committees we established ling ago are: Health, education, business and economic development, civil right, legislative, immigration. He said he will scan this information and send it to everyone. We could prioritize them to organize them from most important to least important.

How can we work together to move this commission forward?

- Commissioner Kubacki suggested to be realistic. She said we can go through the process of making grants if there is funding
- Commissioner Gallo said we could we identify key issues that the director should be addressing and have commissioners take one or two issues? If we share the responsibilities, we could make it work.
- Daniella: good idea t draft something together to present our needs and plan to the new director
Palermo, the application is on the website
- Representative Kubacki said that the problem is that we do not have access to the applications to help with the sponsorship committee
- Commissioner Gallo said we could work together and divide tasks
- Mr. Giles said that anything that comes in via social media he will update and let the group know. He will handle that.

- Commissioner Hernandez told Mr. Giles that once he gets user and password, we need to change the dates on the website when these applications are due, first thing.
- Commissioner Rebecca said we should maybe review the listening sessions and base our priorities based off that for the committees
- Mr. Greg Wilson will get with Mr. Giles and will put something together so we can see the data. Will get back to 2019 and see the events that were sponsored in the last couple of years.
- Senator Breaux is having a hard time entering the meeting. Mr. Wilson said we might have more information into the hiring freeze by the end of the year.
- Commissioner Kubacki asked if when things come to the website such as sponsorship applications, can we put Chair Galindo's phone number so we can get some information? Mr. Wilson said they will send the information to the commission.
- Mr. Giles said that Dolly's number transfers to him, so we are not missing information since her is taking those calls.

Next Meeting is on December 17th 2020 at 1PM.

Other Notes:

Chair Galindo did not receive the letter to send to Mr. W. Buffet.

Disbursement of funding concern from Commissioner Gallo. Could we use that money, or will it be held to use the money that we have to give to the organization to hire an executive director? Even if we end up having an executive direct, we cannot process it, so we end up neither option. If we can divide tasks things would be easier.

Commissioner Hernandez said that the money that is specific in the line item for wages and salaries stays in that category, we cannot use it. What we do not use it reverts to the state.

Commissioner Graves-Croom suggested that it would be a shame if nothing happens with the listening sessions data. What can we do with that data?

Mr. Wilson said the data could be used to help us determine how to focus our dollars to know what events we are going to support based on the feedback. They will help us we do not have to wait to have a director.

Commissioner Graves-Croom mentioned this has been a big problem. When we get directors, they come excited and have a vision, but they do not know historically what has been done. She said we do not have to see this happen again; she wants to see some continuity. Not good for the benefit of the community.

Meeting adjourned at 2:31pm