



STATE OF INDIANA

INDIANA COMMISSION ON
HISPANIC/LATINO AFFAIRS
Mitchell E Daniels, Jr., Governor

ICHLA

**Indiana Commission on Hispanic/Latino Affairs
Commission Retreat Minutes
Thursday, December 17th, 2009
Conference Center Room 12
Indiana Government Center South
Indianapolis, IN**

Commissioners Present:

Angel Rivera, Senate Lay member, Indianapolis (Vice Chair)
Richard Espinosa, Senate Lay Member, Fort Wayne
Guadalupe 'Herb' Hernandez, Senate Lay member, Fort Wayne (Chair)
Christian Gallo, Senate Lay Member, Lafayette (Secretary)
Alfredo Gonzalez, Governor Appointee
Andrea Bueno, Designee, Lt. Governor's Office
Tina Little, Designee, Dept of Correction (Treasurer)
Andrea Perez, Designee, Department of Health

Commissioners Not Present:

Rep. Mara Candelaria Reardon
Rep. Rich McClain
Senator Greg Walker
Senator Frank Mrvan
Pat Rios, House Lay Member, Indianapolis
Lisa Kusiak, House Lay Member, Muenster
Teddy Flores, House Member, East Chicago
Freddie Thon, House Lay Member, South Bend
Janie Duke, Designee, Dept of Education
Brenda Summers, Proxy, Department of Workforce Development
Michelle Stein-Ordóñez, Designee, Family and Social Services Administration
Tony Kirkland, Indiana Civil Rights Commission
Josie Williams, Designee, Indiana Civil Rights Commission

Staff Present:

Pat Sanchez, Executive Director

The chair opened the retreat by going over the parts of the budget and how to read the financial report.

The group took a 15 minute break then the facilitator took over.

Facilitator: Michael Russo works for the Department of Revenue as a trainer. He researches, develops and delivers supervisory and managerial training. His degree is in management.

S.W.O.T (Strength, Weaknesses, Opportunities & Threats)

When people conduct a strategic planning session these are the areas that are important to look at if we want to move an organization forward in terms of accomplishing its mission and its vision.

Always keep the mission statement at the top; this is a big picture meeting. Think like your constituents instead of a board member, a commissioner, or a state employee.

The Strength and Weaknesses are internal; they pertain to the strengths and weaknesses within the body and the way you work. The Opportunities and Threats are external to the body.

- We'll discuss the Strengths of ICHLA. What are the things that you do that no one else does? What are the strengths and abilities that you bring to be able to serve the community that are your constituents?
- After we brainstorm the thoughts we'll analyze the following question: How can we maximize these strengths?
- We'll then look at Short Term Goals and Short Term Objectives that we want to accomplish.
- This is followed by the Action Plan: How are we going to do that?
- Then we'll Delegate or Assign Resources. Assign the task on who's going to take this and run with it.

Bueno requested that the executive director join in the meeting. Sanchez declined because she was multitasking on taking notes and working on three reports, but she said she would participate and answer any questions they may have.

Russo was invited by Jamal Smith from the Governor's office due to the previous facilitator's health issue. Russo met with Jamal who asked Russo to focus on a plan for the commission to follow for 2010. Russo said they will focus on what the commission can accomplish. As an agenda we'll focus on what we can and cannot do as a commission in terms of how this commission can best serve the Hispanic and Latino community within the state of Indiana.

Think about what this commission exists to do. What are your strengths? What abilities does the commission bring to bear to serve as resources to the community?

Strengths

- Communication – Bilingual – understand culture

- Trust Factor
- Diverse Group – geography, experience, occupation, age, gender
- Passion/compassion to be voice of Latinos – voice of experience. Empathy for your community
- Networking – relationships within community
- Respect – good working relationship – in core group
- Creativity – good ideas

Weaknesses

- No South IN Reps, nor west
- Volunteer status – part-time status
- Limited person power
- Geography – time zones, travel, weather, communication
- Role ambiguity – “fuzzy” direction, unclear (commissioners) Interpretation of IndianaCode DWD By laws
- Budget constraints – procedures, function
- Lack of commitment, to follow-thru
Attendance accountability
- Lack of internal communication
- Vague mission statement – too broad
- Conflict, discord, disrespect, mistrust
- Second-guessing within commission
- Community connection (both directions)

Think about your group. This is the time to list things you feel are obstacles. Keeping the mission statement in mind what are some of your internal barriers or obstacles to keep you from accomplishing your mission statement.

Just because something is listed in strengths doesn't mean there isn't room for improvement or some problems. An item can be a strength and a weakness at the same time. If you look at any strength there is always a corresponding weakness.

Opportunities – External

- Commissioner orientation and training (clarify)
- Networks – can be grown
- Sole representative with community to state / larger community
- Educate – both directions – about challenges and issues of Latino community
- Communication – better feel of “pulse” of community and taking information back to community
- Opportunity to move ahead in 2010 and achieve goals
- Creation of SMART goals
(Indiana Code topics) issues
- Awareness of Immigration issues
- Townhall meetings with leaders of Latino communities
(Better communication) Feed them? After church?

SMART goals means

- Specific – example would be conducting a townhall meeting within the community I represent
- Measurable – if it's not something I can measure then it's not a good goal
- Achievable – it's realistic
- Relevant
- Time based – if you're going to have a good goal you're going to put a time on it

Threats are external to your commission; these are things that are issues or questions that would exist even if you didn't exist. That's the difference between a Weakness and a Threat. Threat doesn't mean things that will end your commission, but things that would present roadblocks and challenges to your commission to try and achieve your mission.

Threats

- Economic situation – construction
- “Crab syndrome”
- Red tape – bureaucracy – approvals, fuzzy definitions, etc.
- Latino diversity – values, priorities, socio-economic
- Risk of becoming irrelevant – losing touch, low impact because of high need
- Government/social resources too low
- New legislation – Real ID
- Community may become poorer, or leave because of economy
- Fed indecision on immigration
- Political environment

Study each category and determine what is important in each category. Each person is given three stickers for each category and they select 1-3 items to put 1-3 stickers on it. In the end you'll know what the issues are. Those issues become tasks that you can work on next year.

You clearly think your strengths are in your diversity and in networking - relationships within community. We now turn them into a statement that becomes a goal. We don't have to necessarily make goals out of strengths, but we want to find ways to maximize them. The best way is to take the strengths and match them up with the opportunities. We have a link with networking under strength and communication under opportunities.

If you see diversity as a strength but there's a lack of representation in certain areas what might be a task that we would want to address to fix that? Under opportunities we would put that we want to get representation where we don't have representation.

Looking at weaknesses you selected role ambiguity and conflict. For the role ambiguity statement under weaknesses it would be, “Define roles and responsibilities more clearly.” For conflict the statement would be, “Find ways to address group conflict.” The statements can be turned into goals.

To get an idea of how this process works, since we're not going to have enough time, we'll write it generically enough that if there are incoming officers they can benefit from the thinking of this group and move forward with some of the same ideas. The community is not going to change if some of you move off and different people come in; the issues are still going to be there.

We talked about how to get additional representation under opportunity. The statement was, "Get representation from parts of the state we currently don't have." Under Action Plan is there anything that you can do to influence that process? Or is it strictly random that different legislators appoint people? Is there anything you can do to help ensure that you can get more representation? The Action Plan would be to identify which legislator represents the state in the areas we don't have a representative and ask the legislator to appoint a Hispanic/Latino person. You would then delegate that task to someone.

When you're done someone is responsible to follow up and address the issue.

Under opportunity the "commissioner orientation & training" had the most votes. The Action Plan could be to make sure you have a commissioner orientation & training.

Under opportunity you could combine communication with townhall and have seven votes for it. There's another statement for you as you look at opportunities and what the short term objective would be. Figure out what is the right amount of townhall meetings. Where should they be? What should the subject matter be?

The meeting concluded with the chair thanking everyone for coming and participating.