



**STATE OF INDIANA**

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

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**Indiana Commission on Hispanic/Latino Affairs  
Commission Meeting Minutes  
Thursday, May 27, 2010  
3:00pm – 4:30pm  
Conference Center Room A  
Indiana Government Center South  
Indianapolis, IN**

**Commissioners Present:**

Angel Rivera, Senate Lay member, Indianapolis (Vice Chair)  
Pat Rios, House Lay Member, Indianapolis  
Richard Espinosa, Senate Lay Member, Fort Wayne  
Christian Gallo, Senate Lay Member, Lafayette (Secretary)  
Guadalupe ‘Herb’ Hernandez, Senate Lay member, Fort Wayne (Chair)  
Alfredo Gonzalez, Governor Appointee  
Shanida Sharp-Byrnes, Designee, Dept of Education  
Michelle Stein-Ordóñez, Designee, Family and Social Services Administration  
Tina Little, Designee, Dept of Correction  
Rep. Mara Candelaria Reardon  
Lisa Kusiak, House Lay Member, Munster

**Commissioners Not Present:**

Freddie Thon, House Lay Member, South Bend (Treasurer)  
Rep. Rich McClain  
Senator Greg Walker  
Senator Frank Mrvan  
Teddy Flores, House Member, East Chicago  
Tony Kirkland, Indiana Civil Rights Commission  
Andrea Bueno, Designee, Lt. Governor’s Office  
Andrea Perez, Designee, Department of Health

**Visitors:**

Maricela Alvarado  
Lillian Casillas

**Staff Present:**

Danny Lopez, Executive Director

- I. Chairman Hernandez noted the absence of quorum and called the meeting to order at 3:12p.m. He then introduced Shanida Sharp-Byrnes, the new designee from the Indiana Department of Education.

Sharp-Byrnes briefly introduced herself, mentioning that she currently works on Minority issues for DOE and providing some background information. Hernandez went on to note that Commissioner Janie Duke will no longer serve the function at DOE designee to the commission, and he noted that her service to ICHLA was indeed appreciated.

Hernandez then introduced the two guests attending the meeting, Lillian Casillas of Indiana University and Maricela Alvarado of Purdue University.

- II. Reports

- A. Executive Director's Report and Budget Discussion

Lopez began by discussing the very productive Health subcommittee meeting in early May and thanked Commissioner Michelle Stein-Ordoñez for her work in gathering the group together. He noted that this should be used as an example as to how best to structure subcommittee business, looking at the Plan and establishing what has been accomplished, what is pending, and what other steps could be taken to move projects along.

Lopez then discussed his visit to IU-Southeast in New Albany to experience and learn more about the Latino outreach program designed and implemented by Dr. Magdalena Herdoiza-Estevez. One major component of the program specifically important to ICHLA was the parental awareness aspect of it, and Lopez noted that the program was yielding very successful results and could be used as a model for that project in the Strategic Plan. He went on to say that the program has done a great job of tying the University, the school district, and the community together for one common mission.

Lopez said he had attended one of the parent meetings in May and that he had been able to see the interaction between the instructors and parents.

Lopez said he wanted to encourage commissioners to reach out to service providers and community leaders in their areas. He noted that one thing that continually arises as a concern for communities is that ICHLA commissioners continue to act as liaisons to help them engage the commission.

Moving on to a discussion of current financials for ICHLA, Lopez said that the largest invoice pending, that of the marketing plan commissioned in 2009, had been paid out in the amount of roughly \$19,000 and that this expenditure had put the commission over-budget with two months remaining in the fiscal year. Lopez said that his wages would be reconciled at the end of the fiscal year, but no expenses would be paid out through the end of June.

Hernandez then noted the percentages for each of the budget lines in the financial report. Lopez said he had had and would be having further conversations with the Budget staff to ensure that similar challenges are not faced next year.

Commissioner Mara Reardon asked about the marketing plan, and Lopez said that there had been some question about the validity of the invoice but that once its validity had been established, the expense had been paid out. Reardon asked who had performed the service and asked about its scope, and Hernandez said it was not a local company and that he would provide copies of the plan.

Lopez then said he would move on to the budget proposal request review if there were no other questions about the financials.

Hernandez interjected that quorum now existed at 3:20p.m. and that votes should be taken on the pending items. He also note the absence of Treasurer Freddie Thon, gave an update as to his health status, and asked that commissioners once again keep Thon and his family in their thoughts and prayers.

Reardon asked that all commissioners identify themselves. Commissioners proceeded to do so.

Hernandez asked that a motion be made to approve the April meeting minutes. Commissioner Richard Espinosa moved, and Commissioner Tina Little seconded. The motion passed unanimously.

Hernandez asked that a motion be made to accept the May financial report. Reardon then asked about Lopez's status as Executive Director, whether portions of his salary were billed to ICHLA and portions to the Department of Workforce Development. Lopez explained how he by law is made to bill his hours in accordance with actual hours worked rather than by a specific formula. Hernandez clarified that this point had been discussed at the previous meeting in April.

Commissioner Pat Rios asked about the payment to La Plaza for sponsorship, questioning whether \$10,000 had been paid out. Lopez noted it had.

Reardon then asked about roll-over money, and Hernandez said that based on his understanding from his conversations with Budget the funds were not available to the commission. He said the funds had been set aside in a different line. Lopez said that they had not been set aside in a different line but were not available.

Reardon then noted that the funds were non-reverting and asked what reason had been given for the funds not being available. She asked that a letter be drafted from the commission to question whether those funds were available. Lopez asked if he could be allowed to have the conversation with Budget first prior to action being taken. Hernandez said that from previous conversations with Randy Gillespie, the money

could be requested. Stein-Ordoñez said she too understood that the funds would need to be requested.

Rios then asked for the names and positions of the individuals with whom Lopez had been working on these budgetary issues. She then said that she seconded the motion that if no answer could be attained, a letter be drafted. Reardon restated her motion that a letter be drafted from the commission chair if Lopez could not get a suitable answer on the question of access to the non-reverting dollars that had been carried over. The motion carried unanimously.

A motion was made to accept the May financials by Reardon, seconded by Espinosa, and the motion carried unanimously.

Hernandez suggested that the commission move on to discuss the budget proposal for Fiscal Year 2010-2011.

Lopez said that the goal was to avoid budgetary problems like the ones currently being faced by the commission, and as a result the approach taken in the construction of the proposal was a zero-based one. Lopez said that after breaking out the required charges in the budget, the remaining funds at the discretion of the commission were roughly \$50,000. He said that for the coming year, one change would be to increase postage and travel significantly in an effort to increase the commission's visibility. Additionally, Lopez noted that no event sponsorships would be reflected in the budget because of the commission's desire to stray from sponsorships and focus more on projects.

Hernandez asked that we move item by item, spending only three minutes on each category. Espinosa asked about the seat charge, and Lopez clarified that it included DWD expenses for usage of the office, printer, and things of that nature.

Rios asked if the figures in the budget had been split 50/50 between DWD and ICHLA already, and Lopez said that this did not include what was being billed to DWD. Rios asked about Lopez's wages and how they were broken down, and Lopez said that the wage portion was roughly \$30,000. She also said that some commissioners do not take the per diem so that number would be smaller, and Lopez explained that the budgeting had to reflect the maximum possible amount.

Commissioner Angel Rivera reiterated that the figure would need to be built to reflect a possible amount. Lopez clarified that nine commissioners receive per diem, and in addition six receive travel reimbursements. Rios asked that specific line numbers be provided because she felt more comfortable with that format, and Lopez said he would provide them.

Hernandez suggested the discussion move to the Federal DWD Reimbursement Cost total. Reardon asked for a description of the services included in this charge, and Rios asked how the figure was arrived at and why DWD was not paying half of the amount. Again, Lopez said he would get the answer.

Rios asked if Lopez actually leaves his office space to perform DWD work. Lopez asked for clarification on the question, then said no. Rios asked for Lopez to get the answer.

No questions were asked about the seat charge.

Lopez clarified that amount budgeted for postage had gone up because the goal was to continue to provide detailed information about the commission and its projects around the State.

No questions arose about the computer or phone charges.

Rios asked when the annual report was to be completed. Lopez said October. Rios asked about the assumption that 10-pages would be needed for printing, and Lopez said that overruns or shortfalls would be accounted for through the normal budgeting process.

The next item, the MWBE program, drew discussion. Rios asked whether MWBE had a specific budget for their workshops. Lopez said that the commission has worked on these issues together with the Division of MWBE in the past and said that they don't currently have funds for translation of documents. Lopez said that quotes could come in lower but that responsible budgeting was necessary.

Reardon said that funding for translation should come from MWBE. Lopez said that this is something that could be worked through with MWBE, and that this point would be negotiated. In the event that those funds are not made available, however, those funds would need to be in place if it is indeed a priority for ICHLA.

Reardon said it would be more difficult to ask MWBE for funding when ICHLA has already budgeted for it. She also asked if other costs would be incurred, and Lopez answered that one workshop has been scheduled for August 4 with others pending. Reardon said that in her experience, more funding would need to be budgeted for catering for the workshops.

Rios raised her concern that we should be fulfilling ICHLA's commission. She said she would not want to have projects that were not vetted. Lopez said that this priority had been discussed in the past, raised in the Strategic Plan, and discussed via email. He suggested that if this was not a priority for any commissioner, that point could be raised, debated, and voted upon.

Hernandez also noted that the items listed in the budget could be used or moved to alternative line items if needed. Rivera reiterated that this project had indeed been discussed and was a part of the Strategic Plan that had been vetted significantly over the past four months.

Reardon asked that the budget be more general in describing specific items. Lopez said that the budget proposal is itemized in an effort to achieve clarity, however the final submission will not be itemized to this degree.

Hernandez moved on to Parental Awareness. Lopez said that for this project, organizations that already have similar programming can be leaned upon. He said that what was budgeted was a nominal cost for facility use. Rios asked that the title for the project in the budget be changed to be given a clearer educational focus. Hernandez said that this had been included in the Strategic Plan that had been emailed several times to commissioners.

Lopez discussed the OJT model program as outlined in the Strategic Plan. He also suggested that the title can be changed to be clearer in the budget and provide a more comprehensive understanding of what the project entails.

Lopez mentioned the Micro-lending program, stating that this project is already moving forward utilizing the funds available through IHCD. Lopez said that at no expense to ICHLA, the commission would be working with CAP agencies to be a liaison between Latino communities to encourage participation in these programs and help spark entrepreneurship. He provided the genesis of the project.

Rios asked about the vetting process for this project. Lopez pointed to the proposed MOU between the CAP agency in Ft. Wayne and ICHLA and stressed that ICHLA would not be choosing who is selected for the loans. He said that loans dedicated to entrepreneurs would be run through the CAP agency, but that ICHLA commissioners could be the liaisons between these communities and the lenders. Lopez then said that further funding could be made available to the CAP agency for a few more loans.

Rios asked that the MOU be changed to say "Latino" from "minority." Lopez said that this would not be a problem and that the CAP agency has been an extremely helpful partner.

Lopez gave a brief overview of the idea for the Satellite Summit. He said this format could accomplish both a desire to reach the regions and have a statewide meeting. The goal, he said, was to capitalize on available technologies and engage a higher number of participants. Rios said that she did not feel it would be effective in attracting participants based on her experiences and said she would rather have a centralized meeting somewhere in the state. She also said the technologies available through the chambers around the state would be even better than that available through Ivy Tech.

No questions were asked about the office supplies line, and Reardon suggested that funds be set aside for out of state travel for the executive director. She said that there are a number of national conventions and meetings that could be beneficial. She also asked whether the state prohibition on out-of-state travel was still in effect. Lopez said he did not know but would clarify.

Rios then said that she would be fine with increasing the travel budget for the executive director as long as Lopez would have to seek approval from commissioners to travel. Reardon also said she would get an event list to Lopez.

A motion was made to approve the preliminary budget as presented with the condition that items would need to be brought before the full commission prior to being expensed. The motion carried unanimously.

B. Report from Lillian Casillas and Maricela Alvarado, Indiana Latino Higher Education Council

Casillas said the Council was formed to give support to those individuals working with Latinos in Indiana's higher education institutions in advocacy. The group meets three times a year at different state universities, looking at challenges, best practices and sharing information.

She said that the web page for the organization has a list of the different universities that are involved and could be used as a resource.

Alvarado said that advocacy for Latinos in higher education is the main point of focus for the group. She said that tuition costs for undocumented students is a central concern that arises in all discussions. Also, the group works hard to ensure that higher education institutions are held accountable for providing data and demonstrating a true commitment to diversity. Lastly, parent support strategies are an important focus for the group, the idea that the family is recruited rather than just the student.

Subcommittees have been established as well as statewide teams that will help advocate and work through major challenges being faced across regions of Indiana.

The two biggest things, according to Alvarado, to come out of the state summit was the tuition issue as well as immigrant-friendly strategies. The group is in the process of establishing non-profit status and they'll need both support and funding to have an impact. Maricela also hopes to have constant contact with ICHLA and wants representation to attend their meetings.

Lopez asked how ICHLA can be more directly involved. Casillas reiterated that one or more of the commissioners should attend their meetings, either in person or via conference call. She said they represent an opportunity to stay in contact with what's happening around the state.

Casillas then said that Indiana University president McRobbie had recently written a letter to Senator Lugar supporting the DREAM Act, and Reardon asked

if IU has a formal policy for allowing undocumented students to pay in-state tuition. Casillas said that they do, along with Ivy Tech and Vincennes.

Hernandez said that all other items on the agenda would be postponed until next meeting. He said that attendance is an issue and something that ICHLA will have to take action upon in the near future.

C. Adjournment

Hernandez adjourned the meeting officially at 4:53 p.m.