



Meeting Minutes

Indiana Commission on Hispanic/ Latino Affairs

A commission meeting was held at Government Center South Senate Ave. Conference Room #10 on December 6, 2018 at from 1:00 pm- 3:00 pm.

Commissioners physically present: Rebecca Kubacki (Chairwoman), Herb Hernández (Treasurer), Representative Earl J. Harris Jr., Representative Peggy Mayfield, John Ruiz, Beatriz Pacheco, Brenda Graves-Croom, Palermo Galindo, Christian Gallo, Francisco Garcia. Those present by phone call: Jesusa Rivera (Secretary), Lillian Casillas.

Commissioners not present: Senator Jean Breaux, Senator Mark Messmer, Virginia Hernandez, Tina Little, and Teresa Mora.

Visitors: Annah Elliot and Lisa Welch, Deputy Director- External Affairs on ICRC

Staff Present: Dolly Serrant, Director

Commission Business: We start our meeting and the call to order at 1:14 pm.

1. November 8, 2018 Commission minute was approved.
2. We discussed and review the Bylaws and the election policy. According to the Indiana General Assembly (IC 4-23-28-8) a majority of the members appointed to the commission are required for the commission to take on any action on any measure, including final reports. Also, as is established in our Bylaws (Article VI: meetings) eleven (11) members of the commission constitute a quorum for the transaction of business. A majority vote of members present for a meeting shall be required for all actions of the commission.

In order to comply with this requirements and because this meetings are so important, we review that is established in our Bylaws (Article IV: section 5: member; removal; vacancy) A member of the commission may be a subject for removal by the appointing authority if the member fails to attend 40% of the commission meetings during the period of one (1) year. In other words, we will have six meeting through the next year and that means that if one commissioner miss two commission meeting may be removal by the appointing authority. So, in four of the commissions meeting have to attend and one of those four have to be at least physically present. The commission can recommend to the appointing authority the removal of a subject if fails to attend 40% of the commission meeting but they will take the final decision.

3. We reviewed and discussed the Article IV: section 1 on how the Commission consist with members appointed by the speaker of the House of Representatives, the president of the Senate, and members form different state departments. Sen. Jean Breaux and Sen. Messmer are the two (2) members of the Senate, who are not members of the same political party, appointed by the president pro tempore of the Senate.

Rep. Peggy Mayfield and Rep. Earl Harris Jr. are the two (2) members of the House of Representatives, who are not members of the same political party, appointed by the speaker of the House of Representatives.

Palermo Galindo, Rebecca Kubacki, Herb Hernandez and Christian Gallo are the four (4) members of the Hispanic/Latino community who are not member of the general assembly, to be appointed by the president pro tempore of the Senate. Jesusa Rivera is the secretary of family and social services or a designee of the secretary who is a Hispanic or Latino employee of the office of the secretary of family and social services.

Vacant position- The commissioner of the state department of health or a designee of the commissioner who is a Hispanic or Latino employee of the state department of health.

Beatriz Pacheco is the state superintendent of public instruction or a designee of the commissioner who is a Hispanic or Latino employee of the department of education.

Tina Little is the commissioner of the department of correction or a designee of the commissioner who is a Hispanic or Latino employee of the department of correction.

Virginia Hernandez is the employee of the civil rights commission or a designee of the commissioner who is a Hispanic or Latino employee of the civil rights commission. John Ruiz is the lieutenant governor or the lieutenant governor's designee who is a Hispanic or Latino employee of the lieutenant governor.

Vacant position -A Hispanic or Latino business person, appointed by the Governor. Stephanie Price is the commissioner of workforce development or a designee of the commissioner who is a Hispanic or Latino employee of the department of workforce development, who shall serve as an ex officio member of the commission.

Next step: The Director of the Commission – Dolly Serrant will follow up on receive the letter of resignations from Seth Morales and Angela Perez, and also talk with their appointing authority in order to fill those vacancies.

4. Reviewed and discussed the election policy and nomination process.

If a member of the commission wants to nominate another member for the position of chair, vice-chair, secretary or treasure must contact the other member to confirm that such member will accept the nomination for the specific position. The nomination should be submit to me at least 30 days before the first meeting of the year that will be on January 21st, 2019. The election of the officers will be by a majority (11 commissioners) vote and the elected officers will serve to the end of their designated term which is one year.

Also, we discuss to develop a "caucus procedure" for the election policy where if you don't get the nominations the lowest person drops off until we have a change in the scenario of two people for the same position. Also, we all agree on no nominations from the floor of the day of the election to be neutral.

Other consideration to be add to the election policy is that if there no 11 votes for won in the meantime, till we get one, the former president can be an interim conducting the election and in the absence of that person will be the vice chair should. If we don't have any votes on chair or vice-chair then the ones already appointed can interim during the process.

5. Next step: In our next commission meeting on February 21st, in the Government Center South, we will vote about the submitted the nominations, we will review the preliminary draft of the Indiana statute IC 4-23-28-8 to decide how it will going to pursue it and we will approve the budget.
6. The Sponsorship Application- Will be reviewing it, adding a 30 days after the event in order to organizations provide post event report to the Commission. Also will be review through the statute with federal grants funding.
7. Commissions Meetings 2019- We will change on October 2019 the location to South Bend instead of Syracuse. TBD.
8. Director will search for a sponsor in order to get the polo t-shirts for all commissioners.
9. Annual Report 2018: Director will be working on this report; the deadline is at the end of January 2019.
10. Reminder to all commissioners- Deliver a list of events, projects, organizations or community leaders, and a list of media in each commissioner area that are committed to help and support Hispanic and Latino communities statewide. The due date will be on January 9, 2019.
11. Retreat Meeting:
Tentative date will be on March 29, 2019.
12. At the beginning of 2019 we will have a commission meeting that includes Procurement training, Ethics training and an Overview of statue. The date is TBD.
13. Listening sessions- next step: decide how we will going to work the listening sessions for 2019.
14. We will be receiving from the Proteus Organization proposal, so we can discussed it on our next meeting.

Next meeting: February 21, 2018 from 1:00 pm- 3:00 pm