



Virginia Latino Advisory Board Meeting Minutes – Monday, May 17, 2018

Present (3): Cecilia Barbosa, Karina Kline-Gabel, Mercedes Santos-Bell

Guest Attendees (6): Justin Bell, Assistant Attorney General; Maribel Castaneda, Coordinator of Gubernatorial Appointments; Fernando Mercado-Violand, Director of Latino Outreach; Kelly Thomasson, Secretary of the Commonwealth; Marvin Figueroa, Deputy Secretary of Health and Human Resources; Meryem Karad, Confidential Assistant to the Secretary of Natural Resources

Official Call to Order (10:05am) Quorum met

Public Comment

No public comment.

Fernando/Maribel Responsibilities

- Maribel went over her role as Coordinator of Gubernatorial Appointments:
 - She oversees appointments to primarily Agriculture and Forestry, Commerce and Trade, Compacts, Finance, Natural Resources, and Veterans and Defense Affairs. She reports to In the Secretariat of the Commonwealth.
 - Maribel will send a list of boards that she supports to the Executive Committee.
- Fernando's Role as Special Assistant and Director of Latino Outreach
 - Fernando's position is housed in Constituent Services in the Governor's Office. His position has a focus on outward facing engagement specific to the Latino population.

Fernando's Role and Expectations

Fernando's position is still being developed as it relates to outreach. His position would involve outward communication with the Latino community.

Communication Policy

- Maribel will handle communication with the Governor's office, board logistics, requesting meetings, speaking events, minutes, and any time with Secretariats. Maribel will add blurb on this to the May newsletter.
- Karina as Secretary will support correspondence within the board, newsletter updates, meeting minutes approval, and other items as designated by the Chair.

- Fernando will support community communications
- Maribel will draft a communication policy to send out to board members with reaching out to agency leadership.

Board Member Appointments

There was discussion over this year's expiring member terms. The following were determined as important qualities of VLAB applicants:

- Applicants with backgrounds in law, health, housing, civic engagement, community outreach, K-12 Education, small business owner
- Applicants located in Southside Virginia, Northern Virginia, Eastern Shore, Hampton Roads
- EC recommended a video for boards and appointments process and to show diversity and people on the boards. Include sentences in the confirmation e-mail as to why they don't hear back if not chosen. EC also recommended easier navigation to find information on boards rather than scrolling through the Blue Book.
- Kelly and Maribel will handle calling select individuals who are not actively participating in VLAB.

Overview of Year – Goals and Priorities

Cecilia recommended adding the 2020 Census to the July meeting agenda as a priority of VLAB's civic engagement efforts. The board will also focus on supporting representation on boards and state government.

Karina recommended highlighting contributions in the community with a Community Leadership Award similar to Virginia Asian Advisory Board's. Meryem will send format to Maribel and Karina. Maribel will also look at Council on Women and Service/Volunteerism award criteria.

Committee Structure, Leadership, and Members

VLAB's bylaws state that the board will address the following priority areas - civic engagement, business development, education, workforce development, and health.

Justin provided some guidance on committees:

- Two people discussing non-committee business is okay. For example - planning for meeting is non-board business. Two EC members can talk to each other as long as they do not discuss EC business.
 - The rule in FOIA is that all meetings must be public when a quorum is met.
 - Justin recommends having committees of four members

There was discussion on committee structure:

- VAAB has four standing committees – treasurer is currently vacant
- Recommended limiting the number of committees to business, housing (to include health related to housing), civic engagement, and workforce and education.
 - Business
 - This committee includes wage theft and business contracts.
 - Housing: Mike, Sergio, Cecilia Williams, Gloria
 - Civic Engagement and Open Access
 - This committee includes Latino participation in government, cultural competency, recruitment, participation in GO VA, census, access issue: websites and communication.
 - Education/Workforce
 - This committee includes work being done by Aida regarding Latinos in higher education.
Cecilia appointed Karina as interim-chair of the education committee

Community Forum

The community forums have historically focused on the issues of the Governor. Members expressed preference for listening to the many voices of the Latino community on the Governor's priorities. Cecilia asked Mercedes to take the lead on organizing the forum and asked Fernando and Mercedes to work together on planning the forum.

Maribel will find out when the Latino Summit is and who is responsible for its organization.

Annual Report

Cecilia envisions the annual report including a background area on demographics, reports on the Governor's priorities, cross cutting issues – lack of data, general access to resources, civic engagement, and Latino contributions to the Commonwealth.

The Secretary of the Commonwealth recommends submitting the Annual Report around the fall to support legislation efforts. Fernando recommended addressing the state of language accessibility in VLAB's annual report. Maribel will send sample annual reports to Cecilia. Cecilia asked Fernando to draft a background section on Latino demographics in Virginia. She suggested that the recent Commonwealth Institute report and the [Pew Research Center report on Virginia](#) that is updated annually.

Governor Meeting Update

At this moment, the EC will not pursue a meeting with the Governor.

Planning of July Meeting

Additional Topics

- Mercedes will send Justin her non-profit proposal to ensure it does not conflict with COIA.

DRAFT