



Virginia Latino Advisory Board Meeting Minutes – Tuesday; April 19, 2018

Present (13): Aida Pacheco (in-person), Cecilia Barbosa (in-person), Diana C. Vall-Ilobera (WebEx), Karina Kline-Gabel(WebEx), Chris Falcon(WebEx & Call In), Mercedes Santos Bell (in-person)

Guest Attendees (2): Justin Bell, Assistant Attorney General; Maribel Castaneda, Coordinator of Gubernatorial Appointments

Official Call to Order (11:36am) Quorum met.

Public Comment

No public comment.

Governor's Letter to VLAB

Cecilia reviewed the Governor's Letter to touch base on what work had been done in the past. There was discussion regarding the following:

- Civic Engagement: including boards, voter registration, Excel spreadsheets with contact information
- Open Access: including Spanish language access, lack of translators
- Business: including focus on generating how much revenue goes to Latino owned business, Spanish training programs, recent letter sent to the Small Business and Supplier Diversity office – Maribel will follow-up on request. Maribel will follow-up if the Hispanic Chamber receives Spanish training program information.

Review of Transition Topics - what additional topics remain from previous year?

Annual Report

Cecilia asked how the annual report was coordinated in past years. Diana said the work was shared and assigned to individuals although whole sections were not turned in and missing. Aida suggested relying on staffing from Ex-Officios to help with collecting data.

Diana also suggested quarterly e-mails from the Secretary to the board provide status updates and keep communication open. This would also help with being prepared for the meetings.

The annual report typically has 15 pages with appendixes. Aida recommended limiting pages per group.

Planning for Meeting with Governor and June Meeting

There is no meeting date set yet. Karina will draft a letter to send out to the Ex-Officios and Maribel will send out to invite prior to the May meeting. We will need to invite Megan Healy – new Chief Workforce Advisor to the Governor. Each member will have to bring brief key points. Cecilia will follow-up with committee members to provide three PowerPoint slides prior to the May meeting date. The Governor's Office will need prior to the meeting date.

Aida recommended adding Health to the agenda to discuss.

The June meeting has been moved to a date in July and will be located in Richmond. Maribel will reach out to the board for their availability and work on locations that have ample parking. This meeting will work on planning for October's forum. Secretariats or their designees will be invited to be a part of the discussion and planning.

Strategic Plan

The VLAB retreat and internal document were completed to build a stronger team and plan a framework. This will also help with future recruitment. Karina will follow up with Board members who have not completed the survey. Aida recommended looking at common themes to help build a strategic plan around strengths.

Per Justin – two board members talking is okay unless they are on a committee with three people in it as it creates a quorum. It is recommended to have committees with four or more people. There must be a quorum in person. Committees will also need to make their meeting public. Ongoing e-mail communication is discouraged. A central point person may also help to coordinate collecting information.

Letter from VLAB Supporter

Cecilia discussed Mr. Robert Quinones' letter concerns. Maribel and Justin will handle to provide a response from the Governor's office.

Recruitment for VLAB

VLAB Member Survey

Additional Topics

Meeting Adjournment

Meeting was adjourned at 12:57pm.