



## **Virginia Latino Advisory Board** **Executive Committee Meeting - September 14, 2017**

**Attendance:** Executive Committee Members: Jorge Yinat, Mike Martinez de Andino, Eugene Chigna, and Aida Pacheco **Absent:** Diana Val-Ilobera and Chris Falcon **Staff:** Board Legal Counsel, Justin Bell  
**Electronic Participation:** Elizabeth Burton (VCLC), Beatrice Amberman (Latino Community Advocate), and David Farajollahi (Senator Warnar's Office)

### **Highlights**

- VLAB Chair, Aida Pacheco called the meeting to order at noon and extended the welcome. Following roll call, she provided an update on the upcoming Community Forum in Richmond on September 26.
  - There is a strong planning team. 90 Individuals registered to date. The option to bring a guest was not omitted in the registration form, so there are a few individuals for whom we don't have names for. Aida plans to follow-up with these individuals.
  - The panel was eliminated to allow more time for roundtable discussions; however, subject matter experts have been identified to participate in the roundtable. Margo Webb, will be attending on behalf of VDH and help with the HealthCare Group discussions. Charles Schmidt from ACLU and Vilma Seymour are confirmed for the Civic Roundtable, Aida is waiting for a response from individuals contacted for the Business and Education and Workforce Development Roundtables.
- Aida then quickly reviewed progress on other Board matters:
  - Minority Outreach and Community Liaison: Aida met with J.R. Smith who agreed to support our effort to establish this position at the sub-cabinet level. She came across a sample job description that she shared with Maribel who volunteered to help draft. She hopes to schedule a meeting in October after the Governor's Summit to work on the draft with the intent to complete by early November.
  - Transition: We then discussed a transition meeting with the new Governor, when elected in November, to allow us to introduce ourselves and offer any assistance relating to Latinos in Virginia. Aida asked for each Board member to provide any written questions and recommendations to their respective committee chairs, who will then present these to the new Governor during the scheduled meeting.
  - Vacancies: We have three vacancies that need to be filled and waiting for Leslie Frazier from the Secretary of the Commonwealth's Office for an update.
  - Strategic Plan: Reminded all Committee Chairs to update the strategic plan. There are two sections that need to be updated: 1) General strategies/activities and implementation timeline for their respective area; and 2) narrative progress report. Chairs are then to forward their sections to Diana to consolidate. Aida recommended that the Master plan be posted on the VLAB Website. Diana is due in October, so Aida will ask Chris to assume responsibility for coordinating the next quarterly update of the plan.



- Governor's Fellow Report: Aida requested that Chairs review the report and submit their feedback to Robert Mejia.
- Proclamation: Taylor is working on content and will forward to Eugene.
- Justin Bell then discussed his recent memo on FOIA and answered initial questions. He will be present at the Sept. 27, Board meeting to discuss and address questions Board members may have regarding complying with FOIA. We noted that the current Bylaws may need to be checked to ensure the electronic voting is in compliance with FOIA requirements. Justin agreed to review the Bylaws for any conflict. Aida will also forward the questions Diana submitted regarding FOIA, which can be addressed at the Board meeting or via written memo in advance, if possible. We agreed to show the Board the YouTube video on FOIA at the meeting. Robert is to set up the meeting room with screen, laptop, and projector. As back-up, he will store link on a memory or portable stick.
- Justin Bell volunteered to contact Section Chief to see if AG or staff can attend Board meeting to make a few remarks regarding DACA. Best time is between 2:45 and 3:00 p.m., but we are flexible.
- Justin then shared a case of a Latino who was exploited by the seller of the home he put a deposit on. Housing is a big concern, especially landlord tenant issues. How do we communicate the knowledge. It was suggested that the Board consider establishing a committee to look into housing issues.
- The Sept. 27, Board meeting agenda was reviewed and briefly discussed along with the suggested table of contents for Board members' notebooks.
- We also discussed that **prior** to any request for funding or sponsorship, Board members must forward the proposed request to Maribel Ramos in order to obtain approval.
- The next meeting will be held during the scheduled lunch period of the Governor's October 10, Latino Summit in Northern VA. .
- The EC meeting was adjourned at 1:05 p.m.