

Commission on Hispanic Affairs
2nd Quarter Commission Meeting
Zoom Meeting Meeting ID: 817 4471 7951
Passcode: 857977
Phone: 1-253-215-8782,,81744717951#,,,,,0#,,857977#



Saturday, September 19th

10:00-10:05 a.m.	Call to Order Approve Agenda Welcome/Icebreaker
10:05-10:10 a.m.	Business <ul style="list-style-type: none">• Approve minutes: June in-person, July conference call, August conference call, August 24 special meeting, August 31 special meeting, September 11 special meeting
10:10-10:20 a.m.	Executive Director Report
10:20-10:35 a.m.	Latino Civic Alliance
10:35-10:50 a.m.	OSPI: Report Out
10:50-11:05 a.m.	Dr. Bish Paul, Washington STEM
11:05-11:15 a.m.	Break
11:15-11:45 a.m.	Legislative Priorities
11:45-11:55 a.m.	Housekeeping
11:55-12:00 p.m.	Next Steps
Noon	Adjourn



STATE OF WASHINGTON
COMMISSION ON HISPANIC AFFAIRS
COMISIÓN DE ASUNTOS HISPANOS

2nd Quarter Commission Meeting
Zoom Meeting
June 6, 2020, 8:30 a.m. to 2:00 p.m.

CALL TO ORDER

Meeting was called to order at 8:31am.

ROLL CALL

Name	Title	Organization	Present
Anita Ahumada	Commissioner	CHA	Yes
Brian Moreno	Commissioner	CHA	Yes
Candice Garza	Commissioner	CHA	Yes
Carlos Ruiz	Chair	CHA	Yes
Jessica Hernandez	Commissioner	CHA	Yes
Julieta Altamirano-Crosby	Commissioner	CHA	Yes
Keelcy Perez	Commissioner	CHA	Yes
Lili Navarrete	Commissioner	CHA	Yes
Paula Arno Martinez	Commissioner	CHA	Yes
Rodrigo Renteria	Commissioner	CHA	Yes
Tony Gallegos	Commissioner	CHA	No
STAFF			
María Sigüenza	Executive Director	CHA	Yes
Nancy Rocha Aguilar	Communications and External Relations Manager	CHA	Yes
Myra Hernandez	Operations and Special Projects Manager	CHA	Yes
GUESTS			
Alejandro Sanchez			

APPROVAL OF AGENDA

At 8:34 am Commissioner Garza motioned to add 15 minutes to items: BLM and Yakima Strikes. Commissioner Arno Martinez seconded the motion.

Commissioner Moreno asked for a point of clarification: Would the items be stretched out or within the time frame of the agenda. Commissioner Garza moved to add 30 minutes to the agenda: 15 minutes to BLM and 15 minutes to the Yakima Strikes.

8:39 AM: Commissioner Moreno motions to accept the agenda as amended. Seconded by Commissioner Garza. No discussion. All in favor. With no further discussion, the motion was unanimously approved.

Chair Ruiz asked for an explanation on understanding how the OPMA works. Commissioner Moreno briefly explained the how agenda changes/adjustments can be made through Robert's Rules.

ICE BREAKER

Chair Ruiz introduced an ice breaker and read the laws guiding the Commission. Chair Ruiz asked for Commissioner's interpretation of RCW43.115.040.

Discussion:

Commissioner Renteria said "we don't have the responsiveness in times of uncertainty."

Commissioner Ahumada said there needs to be an assessment of the needs of our community. "We are not always going to agree with Legislators but we need to make them understand."

Commissioner Altamirano-Crosby: "We need to have a serious and honest conversation about our work."

Commissioner Moreno: "There has not been suppression in term of speaking with Legislators if we have solutions."

Chair Ruiz/Commissioner Ahumada: "The scope is as narrow as we want to make it."

Commissioner Arno Martinez: "We do have to be careful of being 'too loose' with the scope. Folks don't feel supported in going out and examining issues." She agreed that we cannot go to the Governor or the Legislature with issues but offer no solutions. There needs to be more support for commissioners.

Executive Director Sigüenza explained the role of the commission and CHA's scope of work for commissioners.

APPROVAL OF MINUTES

9:02 AM: Commissioner Arno Martinez motioned to approve the meeting minutes from 2020 May Special Meeting. Seconded by Commissioner Hernandez.

Discussion:

Commissioner Ahumada questioned Item D in the May 5 Special Meeting – does not recall the call to investigate former Chair Moreno's conduct.

Discussion to change wording to "fail due to lack of motion." Change to reflect who made the motion and who seconded them.

9:08 AM: Commissioner Arno Martinez withdrew her motion

9:08 AM: Commissioner Ahumada motioned to approve the notes as amended. Seconded by Commissioner Arno Martinez.

Discussion:

Commissioner Altamirano-Crosby motioned to add into the notes the following: Her questions regarding membership to the Executive Committee and her motion for the recommendation to remove/suspend commissioners.

9:11 AM: Commissioner Perez-Woolley motioned to approved amendment of Commissioner Ahumada. Seconded by Commissioner Renteria.

9:12 AM: Without further discussion, amendments approved.

CHA BYLAWS

Chair Ruiz moved for commissioners to familiarize themselves of CHA Bylaws Chapters: 1, 2, and 3. He asked for commissioners to rate from 1-5 how much commissioners understood the Bylaws.

Discussion:

Commissioner Ahumada asked why there was a revision done without the knowledge of the commission.

Executive Director Sigüenza reminded commissioners that at 4th Quarter Commission Meeting on December 7, 2019 in Olympia, the commission approved a revision to the travel policy. The revision was voted on and approved by commissioners.

Commissioner Garza shared that once she was on-boarded she reviewed the policies and that through meeting “we would learn exponentially on the policies rather than memorizing them. Experience builds the knowledge.”

Commissioner Arno Martinez expressed needing a better understanding of Robert’s Rules.

Chair Ruiz explained the importance of understanding CHA’s Bylaws.

Commissioner Perez Woolley agreed that it was important that commissioners fully understood the bylaws.

9:29 AM: Chair Ruiz proposed to create a special Task Force that would review the current bylaws and engage with all commissioners regarding suggestions to make to the bylaws in order to “tighten them up as they contradict themselves and lack clarity.” Searching for four (4) other commissioners that would like to join.

Commissioners Perez Woolley, Navarrete, Moreno, and Garza will be part of the Task Force with Chair Ruiz.

9:32 AM: Commissioner Navarrete removed herself from the Task Force and opened it for another member to join.

9:33 AM: Commissioner Altamirano-Crosby joined the Task Force.

9:34 AM: Commissioner Arno Martinez motioned to move to the next agenda item EC Presentation. Seconded by Commissioner Moreno.

EXECUTIVE COMMITTEE PRESENTATION/VOTE

Commissioner Garza spoke about the conversations she had with the Arts Commission and the Commission on Asian Pacific American Affairs (CAPAA). Neither commission has an Executive Committee similar to non-profits. “They are structured like ours but with differences in how their internal groups were made up.”

Chair Ruiz presented proposal:

The Executive Committee made of the Chair, Two (2) Vice Chairs, and Two (2) at-large members who would be voted on by the commission.

Discussion:

Commissioner Garza initially opposed the two (2) Vice Chairs.

Chair Ruiz cited 3.2 of the bylaws: Chair appoints Vice Chair in 30 days and the Chair call on the Executive Committee. He proposed a change to that so that the new Executive Committee is not optional and that there would be two (2) Vice Chairs and two (2) at-large EC members.

Commissioner Moreno: “How do the two (2) Vice Chairs add onto the commission?”

Commissioner Perez Woolley explained “CAPAA has two (2) Vice Chairs to keep the Chair honest. The Vice Chair would give them more visibility into what the Chair does and their responsibility.” The spoke with Commissioner Sam Cho from CAPAA. It would “delegate work efficiently and streamline work.”

The Art Commission has a linear hierarchy. CAPAA has peer appointed Vice Chairs – great for building the knowledge and succession.

9:49 AM: Commissioner Renteria motions that the Executive Committee be made of the Chair, Two (2) Vice Chairs, and Two (2) at-large members who would be voted on. Seconded by Commissioner Navarrete. Without further discussion the motion carried unanimously.

Discussion:

On the structure of appointing two (2) Vice Chairs or voting them in to avoid favoritism. Commissioner Moreno abstained from voting on the EC structure approval.

10:00 AM: Chair Ruiz “I will entertain a vote to have the members of the Executive Committee to be voted on by the commission as a whole and not appointed.”

Discussion:

Commissioner Moreno suggested “we take them and formalize them and then have ED Sigüenza weigh on them and later vote to amend the bylaws.”

Executive Director Sigüenza agreed with Commissioner Moreno about her review of proposed changes to the bylaws. Current bylaws don’t state you can’t vote on EC members. An election could be held but not able to identify a Vice Chair. Selecting EC peers that could be Vice Chairs. The proposal must be in writing for both the Executive Director and Commission.

Next step: writing out the proposal and present it to Executive Director Sigüenza.

Commissioner Perez Woolley asked for clarification: “Today we will appoint an EC within the bylaws and from there the taskforce will write out new language, present it to Executive Director Sigüenza and then vote at the next meeting?”

10:11 AM: Commissioner Perez Woolley motioned to create an outline and share it to Executive Director Sigüenza before the 30 days. Seconded by Commissioner Hernandez. Without further discussion the motion was approved unanimously.

10:13 AM: Commissioner Ahumada moved to suspend the meeting until 10:35 AM. Seconded by Commissioner Arno Martinez.

10:37 AM: Commissioner Perez Woolley moved to resume the meeting. Seconded by Commissioner Moreno.

10:38 AM: Chair Ruiz “would like to move forward with the appointment of the Executive Committee.”

Chair Ruiz nominated Commissioner Arno Martinez for Vice Chair appointment. Commissioner Arno Martinez accepted the nomination.

Discussion:

Clarification on what “consent by the commission means.”

Commissioner Moreno clarified that it is part of the bylaws that needs to be cleaned up.

10:40 AM: Commissioner Ahumada motioned to nominate Commissioner Arno Martinez as Vice Chair. Seconded by Commissioner Altamirano-Crosby. Without further discussion the motion was approved unanimously.

10:42 AM: Chair Ruiz puts forth a slate of 3 commissioners to be part of the EC: Commissioners Altamirano-Crosby, Perez Woolley, and Renteria.

10:44 AM: Commissioner Hernandez motions to approve recommendation of Commissioners Altamirano-Crosby, Perez Woolley, and Renteria to be part of the EC. Seconded by Commissioner Ahumada. With no further discussion the motion was approved unanimously.

Chair Ruiz: “Just to satisfy the bylaws and the EC Task Force will bring the new language.”

10:47 AM: Commissioner Renteria moved to move onto public comment and seconded by Altamirano-Crosby. Without further discussion the motion is approved unanimously.

PUBLIC COMMENT

No comments.

CHA MISSION AND ROLE/EVALUATION AND PRIORITIZATION PROCESS

10:50 AM: Chair Ruiz asking when CHA can weigh in on issues. He had a conversation with Alejandro and Keith Swenson where he gave them his thoughts on what CHA is and is not. “Keith said it is an advisory commission and not a non-profit.” Chair Ruiz said “it is unclear who is taking it up: Is it a Chair decision? Is it an EC decision? Is it a commission decision if we decide who we engage with?”

Discussion:

Commissioner Garza elaborated on the importance of social issues, what we advise, and how are we going to follow as a commission. “What should CHA be doing? What is the plan? Where do we need to be? Do I need to be writing a white paper?”

Executive Director Sigüenza explained the role of CHA in response to current events: Intersectionality of police brutality and the issues in Yakima. Stressed the identification of ways we can advise on structural changes to the state government via state agencies, Legislators, and the Governor’s office. “CHA is beholden to bring forward solutions. We have an institutional seat at the table: we identify the issues, and devise a plan on how to advise solution-based policy. It will take time, change doesn’t happen one day to the next. This is the essence of the commission.”

Commissioner Altamirano-Crosby talked about Commissioner Renteria’s email asking for a meeting about the Yakima Strikes but there was no answer. “What can we do?”

Executive Director Sigüenza had specific concern that only six (6) commissioners shared their availability. Following OPMA rules a specific agenda was requested but it was not received. “While it is staff’s role to coordinate meetings all the materials need to be in line with OPMA rules. Special Meetings need to be specific so we only talk about the topics that are on the agenda.”

Commissioner Garza reiterated “we need to present an agenda to ED Sigüenza to call for a Special Meeting.”

11:24 AM: Commissioner Moreno called a Point of Order to return to the agenda item rather than continue the conversation about Special Meetings.

PUBLIC COMMENT

11:01 AM: Senator Bob Hasegawa joined the call. Senator Hasegawa thanked the commission for the work being done. Recognition of working with Executive Director Sigüenza regarding the Office of Equity. Senator Hasegawa’s main concern was to protect the powers of the commissions and appreciated all Executive Director Sigüenza has done to collaborate with his office. He spoke of a possible Special Session in regards to the current events but still in conversations as many people are seeing the disparities that exist.

11:09 AM: Executive Director Toshiko Hasegawa of CAPAA joined the call. Executive Director Hasegawa spoke about the role of commissions as a whole to work together. “Staying true to our own communities and elevating their voices but recognize for all the collaboration that can be done.” CAPAA is always a resource for our communities.

BUDGET

11:26 AM: Executive Director Sigüenza spoke about the change of CHA’s budget in response to the pandemic.

OFM has been working with all state agencies and all agencies have gone through a 15% budget cut exercise. CHA worked with DES and its finance team to identify where we could cut the budget. 90% of CHA's budget is allotted to: staff, benefits, office space, HR & Finance support, IT, AG etc.

“We went in and cut everything to include the funds for which we have full spending autonomy on (within the parameters of the law). \$30,000 goes to travel, \$10,000 to get office supplies. All discretionary funds cut. Donation account has been a hold over since former Executive Director Iñiguez. We have met with our finance team regarding our budget cuts and spoke of the impacts: unable to travel, commissioners unable to get reimbursed for meetings that are mandated to speak of priority issues from community etc. It limits our ability to meaningfully meet mission. Exercise is done and whether if we have a cut is up in the air. Things change daily. OFM is trying to protect small agencies and a small staff of 3 they easily do the work of 4-5 others. Next meetings might be providing a 10% and a 5% cut. We have the ability to have/receive grants and donations.

Example: We have a grant from CCW to fully develop a guideline to implement P-TECH across the state. We have a grant for Census outreach.

In our RCW it says we are allowed to receive grants and donations and how they interpret that is unknown at the moment. Once funds enter the account, we are beholden to State's regulation. The agency can accept donations but individuals cannot.

The end of June marks the end of Fiscal Year 2020.

YAKIMA STRIKES

11:38 AM: Chair Ruiz asked Commissioner Renteria to speak about the strikes.

Discussion:

Commissioner Renteria: Meat processing plant employees went on strike about a month ago. Employees are demanding basic resources and feel ignored as essential workers. There are immediate issues: the pandemic, PPE, social distancing, and protection of employees. The other matter is compensation for working during the pandemic. There needs to be a better form of communication for employees to express their issues in their place of employment. They have received support from Familias Unidas, an organization from Seattle. Commissioner Renteria interviewed strikers and took notes. L&I says that if the issues are not reported then the agency cannot act. This can be problematic because farmworkers don't know about the L&I Hotline. Calling for an increase of involvement between CHA and L&I. Reactiveness for CHA to rise to the occasion. Farmworkers are striking because the industry is not rising to the occasion. “CHA is not just to bring policy but to bring perspective to the Governor's Office. As a commission we are not taking an ethical stand on what is occurring. We have much to grow as a commission and as commissioners.”

Executive Director Sigüenza: To empower L&I CHA should meet with the agency so that commissioners have an understanding of the agency before forming any recommendations. Commissioner Renteria will be spearheading the effort along with Vice Chair Arno Martinez.

Next steps: Commissioners to write up solutions. Executive Director Sigüenza and Commissioners Renteria, Altamirano-Crosby, Perez Woolley, and Vice Chair will meet with L&I.

BLACK LIVES MATTER MOVEMENT

Intersectionality between the Latinx community and other communities who are affected. Many of these issues are occurring within our state.

Discussion:

Executive Director Sigüenza will look into the group I940 that may be reforming in response to BLM. Plans on having a multi-commission meeting with CAAA, CAPAA, Women's Commission, LGBTQ Commission etc., but we need to have it written up first and present what we are doing and how we are going to further discuss with the rest of the commissions.

Commissioner Garza will take lead. Executive Director Sigüenza will connect with the Executive Director of each mentioned commissions.

Commissioner Garza to draft a press release for the commission's approval and to boost it on the appropriate channels regarding the events that are happening.

Executive Director Sigüenza: Individually we can go to protests but CHA being in the frontline is not necessarily our role.

12:27 PM: Vice Chair Arno Martinez pulse check: Do we all have the same understanding about the topics discussed and the process that needs to be followed to receive support?

EWU is a state agency and well within our purview as CHA to write a letter supporting ethnic study classes, for example. EX: OSPI can direct general guidance and local government implement the general guidance but OSPI does not have authority to mandate adoption. CHA has advisory capacity and can work the community on issues that need attention. We have a once-in-a-lifetime opportunity where we have the ability to be a voice, along with other commissions/agencies that intersect with us, that brings about change. Keep this on the forefront and continue with the momentum.

12:43 PM: Commissioner Altamirano-Crosby motions for break of meeting. Seconded by Commissioner Renteria. With no further discussion the motion was approved unanimously.

12:51 PM: Commissioner Hernandez motions to resume the meeting. Seconded by Commissioner Garza. Without further discussion the motion carried unanimously.

OPEN DISCUSSION

Commissioner Altamirano-Crosby speaking about repatriations. "Many bodies that have yet not been returned to Mexico." Commissioner Altamirano-Crosby is working with a family to assist with reparations and will return to meet with the family. This is an issue for CHA to take on and build relations with members in the Mexican government.

Discussion:

Calls for a need to create an emergency plan for when these issues come up. In the past Commissioner Altamirano-Crosby has worked with former Senator John McCoy who is now retired. Executive Director Sigüenza and Commissioner Moreno met with the Lt. Governor's Office to discuss repatriations.

Commissioner Altamirano-Crosby asked if CHA can donate to the family to help with the costs.

Executive Director Sigüenza explained that CHA cannot donate to individuals based off accounting manual and ethics rules. CHA can donate to organizations whose missions are in line with CHA's mission. CHA cannot use official channel to promote individuals or private businesses by ethics law.

Commissioner Perez Woolley: "it's important to find a way to get to know each other to build relationships within our commission."

Commissioner Ahumada recorded a video with CIELO regarding testing for the Latinx community. An effort to keep our community safe and healthy.

Topic of Commissioner Ahumada's term expiring was brought up and there was an ask for a possibility to extend it.

Executive Director Sigüenza explained there is no extension under law. It is two (2) full terms or ten (10) years. Reappointment is not possible but we are welcome to introduce our community members at all times. "While Commissioner Ahumada will not be a commissioner, her knowledge and close work will not be lost. Committees can include community members at large."

NEXT STEPS

- Bylaws Taskforce to come back with language changes.
- Executive Committee recommendations.
- Commissioner Renteria to follow up with development on the Yakima Strikes.
- Commissioner Garza to follow up with development on WA BLM.

ADJOURNMENT

1:38 PM: Commissioner Perez Woolley motions to adjourn the meeting. Seconded by Commissioner Altamirano-Crosby. With no further discussion, the motion was approved unanimously.

The meeting adjourned at 1:38 PM.

DRAFT



STATE OF WASHINGTON
COMMISSION ON HISPANIC AFFAIRS

COMISIÓN DE ASUNTOS HISPANOS

CHA Special Meeting Conference Call

Friday, July 10, 2020

10:00 am – 11:00 am

Call to Order

Meeting called to order at 10:03 am

1. Roll Call

Name	Title	Organization	Present
Anita Ahumada	Commissioner	CHA	Yes
Brian Moreno	Commissioner	CHA	Yes
Candice Garza	Commissioner	CHA	Yes
Carlos Ruiz	Chair	CHA	Yes
Jessica Hernandez	Commissioner	CHA	Yes
Julieta Altamirano-Crosby	Commissioner	CHA	Yes
Lili Navarrete	Commissioner	CHA	Yes
Rodrigo Renteria	Commissioner	CHA	Yes
Tony Gallegos	Commissioner	CHA	No
Staff			
María Sigüenza	Executive Director	CHA	Yes
Nancy Rocha Aguilar	Communications and External Relations Manager	CHA	Yes
Myra Hernandez	Operations and Special Projects Manager	CHA	Yes
Guests (Do Not Need to Identify Themselves)			
Lina Alvarez Randy Nunez			

2. Commissioner Appointment Updates

Chair Ruiz announced the resignation of two (2) commissioners: Paula Martinez and Keelcy Woolley; and the departure of three (3) commissioners whose terms will be over at the end of the month: Anita Ahumada, Julieta Altamirano-Crosby, Tony Gallegos.

Governor Inslee appointed four (4) new commissioners who will begin their appointment in August: Bernal Baca, Lina Alvarez, Lola Flores, Randy Nunez.

Chair Ruiz called for a brief introduction of the newly appointed commissioners on the call as guests.

- Lina Alvarez
- Randy Nunez

3. Public Comment

No comments.

4. Bylaws Update



STATE OF WASHINGTON
COMMISSION ON HISPANIC AFFAIRS
COMISIÓN DE ASUNTOS HISPANOS

Chair Ruiz explained that former Commissioner Arno Martinez was leading the Bylaws Taskforce but due to her resignation updates will be presented at the next meeting instead.

5. Vice Chair/EC Confirmation

Chair Ruiz announced the appointment of Commissioner Navarrete as Vice Chair and will now be part of the Executive Committee.

6. Committee Lead Selection

Chair Ruiz: Committees that are now part of the commission should be reviewed after the review of CHA's bylaws. Therefore, the committee lead selections will be taken offline as there was miscommunication on selection and updates for others. Presentation of selection to be done next week.

Commissioner Moreno asked what was preventing them from assigning leads and continue the work. Bylaws do not need to be changed in order to keep the work going.

Chair Ruiz responded that the committees need to be formalized in the bylaws. "As Chair, I can appoint people at my discretion. It is at least fair to give commissioners time to consider if they want to be leads or not. I would not want to put anyone on the spot."

Commissioner Ahumada listed the taskforces she currently serves on as a Commissioner saying "you need to think about who will be replacing me on the taskforces I am on."

Chair Ruiz responded there is a need to work on training needs not just focused for commissioners but also transitioning new commissioners into work groups and task forces.

Chair Ruiz stated in regard to the CHA committees that if they are interested in "chairing," one of the committees or being a part of one to email ED Siguenza and himself by Monday. Chair Ruiz to make those appointments by Wednesday.

7. Community Engagement Ideas

Commissioner Ahumada advised commissioners to stay connected with the community through partnerships with local organizations, churches, and cultural centers stating "We are to advise but we need to know what is going on in the community."

Commissioner Altamirano-Crosby spoke of the work WAGRO does along with food banks in various counties.

Commissioner Ahumada spoke of her history working closely with the Olympia Police Department.

Chair Ruiz is working with Christie Forester to develop a loan program to help people returning to work. "I spoke at the South Seattle Chamber of Commerce, not officially as a CHA representative, in regards to economic impact of COVID in businesses.

8. Public Comment

There was not public comment from guests.



STATE OF WASHINGTON
COMMISSION ON HISPANIC AFFAIRS
COMISIÓN DE ASUNTOS HISPANOS

Commissioners Ahumada and Altamirano-Crosby expressed their work on the ground in their areas and a call to continue it. Chair Ruiz said it was a conversation to have with Executive Director Siguenza to ensure communities do not feel left out.

9. Commissioner Complaint

Executive Director Siguenza explained that this item was requested by Commissioner Navarrete.

Commissioner Navarrete stated “this item was really important and needed to be explored.”

Chair Ruiz asked for clarification on the requested item.

Commissioner Navarrete said it was an item from the May Special Meeting that had not been covered during that same meeting. “Approach it as regarding on the May Special Meeting.”

Chair Ruiz: “We cannot take a vote or add to the agenda regarding to the OPMA. We can discuss it but we cannot act on anything here. We would have to call another meeting.”

Commissioner Navarrete: “There were just some things in the bylaws that were not fulfilled nor addressed. Can we schedule a special meeting to discuss it?”

Chair Ruiz: “A special meeting would be best so we don’t put anyone on the spot.” Chair to communicate with Executive Director Siguenza and Commissioner Navarrete.

No further discussion.

10. Adjourn

Meeting adjourned at 10:51 am.



STATE OF WASHINGTON
COMMISSION ON HISPANIC AFFAIRS
COMISIÓN DE ASUNTOS HISPANOS

CHA Monthly Conference Call
Friday August 14, 2020
10:00AM – 11:00AM

Meeting called to order at 10:03 AM.

Roll Call:

Name	Title	Organization	Present
Bernal Baca	Commissioner	CHA	Yes
Brian Moreno	Commissioner	CHA	Yes
Candice Garza	Commissioner	CHA	Yes
Carlos Ruiz	Chair	CHA	Yes
Jessica Hernandez	Commissioner	CHA	Yes
Lili Navarrete	Vice Chair	CHA	Yes
Lina Alvarez	Commissioner	CHA	Yes
Lola Flores	Commissioner	CHA	Yes
Randy Nuñez	Commissioner	CHA	Yes
Rodrigo Renteria	Commissioner	CHA	No—present at 10:50am.
STAFF			
María Sigüenza	Executive Director	CHA	Yes
Nancy Rocha Aguilar	Communications and External Relations Manager	CHA	Yes
Myra Hernandez	Operations and Special Projects Manager	CHA	
GUESTS			

Purpose of Meeting:

- Commissioner Introductions: CHA welcoming four (4) new commissioners.
- Bylaws Proposal: The Bylaws Task Force presenting their work to the commission.
- Committees: Explanation of what the committees are and their membership.
- Budget and Legislative Appointment: Director Sigüenza explains CHA's budget process and legislatively mandated workgroups.

Action Items Developed/Pending:

- None

Commissioner Introductions

- New commissioners introduced themselves to the entire commission sharing their background and interests. Staff and sitting commissioners introduced themselves and welcomed Commissioners: Alvarez, Baca, Flores, and Nuñez.
- Commissioner Renteria introduced himself during the last 5 minutes of the meeting.

Bylaws Proposal

- Commissioner Moreno and Commissioner Garza explained the process including conversations with other commissions about their structures. As a result, it was found that having a fully elected body offers more representation. The changes are to have a second Vice Chair and create term limits. There was a consensus of the commission for officer elections.
- Commissioner Baca asked where the Commission was at in terms of adopting the proposal and expressed his appreciation of the work that has already been done in this area and would want it to move forward.
- Commissioner Moreno explained there could be a Special Meeting, if Commissioners wanted, to vote. Director Sigüenza further clarified that Commissioners could wait until the September meeting but the decision was up to Commissioners.
- Commissioner Moreno suggested the meeting happen sooner so that the September Meeting can focus on legislative priorities.
- There was a consensus that a Special Meeting would take place on Monday August 24.

Committees

- Chair Ruiz requested that Director Sigüenza provide an overview of committees since he did not have them committed to memory. Director Sigüenza explained that their purpose is to work on issues related to the committee and serve on legislative mandated task forces that have to do with the committee. Each committee has one lead and a cap membership of 5 Commissioners. They are:
 - o Health
 - o Education
 - o Economic and Workforce Development
 - o Law and Justice
- The scope of the committees is defined mainly by the commissioners but it is married to CHA's mandate. Director Sigüenza gave an example of the work the Education Committee was working on – broadband access in eastern Washington.
- The intent of these committees is to have very specific legislative priorities that CHA as an entity can talk about in the public but continue to doing the work.
- It is voluntary to serve on several committees but added that each commissioner serve on at least one (1) of the committees. There is no appointment process.
- Chair Ruiz asked for everyone to send their preference for committees by the 24th via email to him and Director Sigüenza with their top two (2) committee choices.

Budget and Legislative Appointment Update

- Director Sigüenza shared that state agencies are going through a budget cutting exercise. CHA is set to submit a decision package to cut our budgets for the next fiscal years.

Cutting out travel and other funds can meet this but Director Sigüenza will make the case of why CHA shouldn't be losing money due to the nature of our work.

- Director Sigüenza explained the legislatively mandated workgroups that CHA serves on and the current seven (7) vacancies and their appointment process. Appointments to work groups are through the Director unless otherwise specified. Director Sigüenza will submit committees and a description of their charge to Commissioners for their interest.

Decisions Made:

- Consensus on Special Meeting on Monday August 24, 2020 to accept bylaws proposals.

Adjourn: The meeting adjourned at 11:00 AM.

DRAFT



STATE OF WASHINGTON
COMMISSION ON HISPANIC AFFAIRS
COMISIÓN DE ASUNTOS HISPANOS

CHA Bylaws Special Meeting Conference Call
Monday, August 24, 2020
2:00 PM – 3:00 PM

Call to Order

The meeting was called to order at 2:05 PM

1. Roll Call

Name	Title	Organization	Present
Bernal Baca	Commissioner	CHA	Yes
Brian Moreno	Commissioner	CHA	Yes
Candice Garza	Commissioner	CHA	Yes
Carlos Ruiz	Chair	CHA	Yes
Jessica Hernandez	Commissioner	CHA	Yes
Lili Navarrete	Vice Chair	CHA	Yes
Lina Alvarez	Commissioner	CHA	Yes
Lola Flores	Commissioner	CHA	Yes
Randy Nunez	Commissioner	CHA	Yes
Rodrigo Renteria	Commissioner	CHA	Yes
STAFF			
María Sigüenza	Executive Director	CHA	Yes
Nancy Rocha Aguilar	Communications and External Relations Manager	CHA	Yes
Myra Hernandez	Operations and Special Projects Manager	CHA	Yes
GUESTS			

2. Vote Proposed Bylaws

Chair Ruiz confirmed that a 2/3 vote is needed for any changes to the bylaws – seven (7) affirmatives. There was no discussion or questions.

Commissioner Baca motioned to present all changes as presented. Commissioner Moreno seconded the motion.

Discussion: Chair Ruiz pointed out grammatical errors within the proposed bylaws as well as contradictions. Commissioners questioned why these errors had not been pointed out beforehand during the initial sharing of the proposals on August 5, 2020.

Commissioner Baca withdrew his motion.

Commissioner Baca moved to reconvene the body to next week to approve the document after it has been amended. Commissioner Navarrete seconded the motion.

Commissioner Alvarez asked if the grammatical errors are of great concern in order to pass them and correct them afterwards.

Chair Ruiz stated that they should be looking at them “with a fine-toothed comb. We are looking through these bylaws because there have been issues. I strongly encourage you all too look through the bylaws. It should not be one person.”

Commissioner Garza questioned if they could vote to approve what has already been changed and agree to do a second revision from necessary revisions for our next meeting or the next month. “I don’t want to lose all the traction we have made.” Chair Ruiz responded “we still have a motion on the floor.” Commissioner Baca called for the question.

Vote: Review proposal and reconvene next week during a Special Meeting to adopt changes.

Bernal Baca	Yes
Brian Moreno	Yes
Candice Garza	Yes
Carlos Ruiz	Yes
Jessica Hernandez	Yes
Lili Navarrete	Yes
Lina Alvarez	Yes
Lola Flores	Yes
Randy Nunez	Yes
Rodrigo Renteria	Yes

Chair Ruiz asked for all typo changes to be submitted by a certain date and then a Special Meeting would be called.

Changes to be submitted by Wednesday COB. Commissioner Moreno and Commissioner Garza to submit them on Friday COB.

Next Monday August 31st Special Meeting 2pm. Agenda and final document will be sent out by 2:00pm on Friday.

3. Adjourn

The meeting adjourned at 2:44 PM.



STATE OF WASHINGTON
COMMISSION ON HISPANIC AFFAIRS
COMISIÓN DE ASUNTOS HISPANOS

CHA Bylaws Special Meeting Conference Call
Monday, August 31, 2020
2:00 PM – 3:00 PM

Call to Order

Meeting called to order at 2:02 PM

1. Roll Call

Name	Title	Organization	Present
Bernal Baca	Commissioner	CHA	Yes
Brian Moreno	Commissioner	CHA	Yes
Candice Garza	Commissioner	CHA	Yes
Carlos Ruiz	Chair	CHA	Yes
Jessica Hernandez	Commissioner	CHA	Yes
Lili Navarrete	Vice Chair	CHA	Yes
Lina Alvarez	Commissioner	CHA	Yes
Lola Flores	Commissioner	CHA	Yes
Randy Nunez	Commissioner	CHA	No
Rodrigo Renteria	Commissioner	CHA	Yes
STAFF			
María Sigüenza	Executive Director	CHA	Yes
Nancy Rocha Aguilar	Communications and External Relations Manager	CHA	Yes
Myra Hernandez	Operations and Special Projects Manager	CHA	Yes
GUESTS			

2. Vote Proposed Bylaws

Commissioner Baca motion to approve the Washington State CHA Administrative Policies as corrected.
Seconded by Commissioner Alvarez.

Discussion: None.

Vote: Approve the Washington State Commission on Hispanic Affairs Administrative Policies as amended.

Bernal Baca	Yes
Brian Moreno	Yes
Candice Garza	Yes
Carlos Ruiz	Yes
Jessica Hernandez	Yes
Lili Navarrete	Yes
Lina Alvarez	Yes
Lola Flores	Yes
Rodrigo Renteria	Yes

Motion passes unanimously: bylaws approved as amended.

Commissioner Baca: Move to invoke 1.5.20: Elections at the next regularly scheduled meeting.

Chair Ruiz: “We don’t need a motion. We can add it to the September 11 meeting agenda.”

September 11th meeting will hear elections.

Commissioner Baca: Motion to adjourn meeting. Seconded by Commissioner Alvarez.

3. Adjourn

The meeting adjourned at 2:09 PM.



STATE OF WASHINGTON
COMMISSION ON HISPANIC AFFAIRS
COMISIÓN DE ASUNTOS HISPANOS

CHA Special Meeting Conference Call
Friday, September 11, 2020
10:00 AM – 11:00 AM

Call to Order

Meeting called to order at 10:07 AM.

1. Roll Call

Name	Title	Organization	Present
Bernal Baca	Commissioner	CHA	Yes
Brian Moreno	Commissioner	CHA	Yes
Candice Garza	Commissioner	CHA	Yes
Jessica Hernandez	Commissioner	CHA	Yes
Lili Navarrete	Vice Chair	CHA	Yes
Lina Alvarez	Commissioner	CHA	Yes
Lola Flores	Commissioner	CHA	Yes
Randy Nuñez	Commissioner	CHA	Yes
Rodrigo Renteria	Commissioner	CHA	Yes
STAFF			
María Sigüenza	Executive Director	CHA	Yes
Nancy Rocha Aguilar	Communications and External Relations Manager	CHA	Yes
Myra Hernandez	Operations and Special Projects Manager	CHA	No
GUESTS			
Kellie McClintock – HR Business Partner Jeremy Martin – HR Business Partner Ambar Algera – Director for Boards and Commissions Lashonda Cole – Coordinator for Boards and Commissions			

2. Officers: Elections

A. Chair Election

Vice Chair Navarrete entertained nominations for the office of the Chair.

Commissioner Alvarez nominated Commissioner Baca. Seconded by Commissioner Garza. Commissioner Baca accepted.

No other nominations were placed.

The Commissioners confirmed with a vote. All yeas, no nays, Commissioner Hernandez abstained due to technology issues.

B. Vice-Chair Election

Vice Chair Navarrete entertained nominations for the office of the Vice-Chairs, two (2) positions.

Commissioner Moreno nominated Commissioner Alvarez. Commissioner Alvarez accepted.

Commissioner Garza nominated Commissioner Moreno. Commissioner Moreno accepted.

No other nominations were placed.

The Commissioners confirmed with a vote. All yeas, no nays, Commissioner Renteria abstained due to technology issues.

C. Executive Committee Member Elections

Former Vice Chair Navarrete entertained nominations for Executive Committee members, two (2) positions.

Commissioner Flores nominated Commissioner Garza. Commissioner Garza accepted.

Commissioner Alvarez nominated Commissioner Nuñez. Commissioner Nuñez accepted.

No other nominates were placed.

The Commissioners confirmed with a vote. All yeas, no nays, no abstentions.

3. Adjourn

Commissioner Hernandez moved to adjourn. Vice Chair Alvarez seconded.

The meeting adjourned at 10:17 AM.



Executive Director's Report

Prepared by María Sigüenza

September 19, 2020

1. Finance

CHA closed out Fiscal Year 20 in great financial condition, having underspent the budget due to COVID-19-related savings (travel). The FY21 budget is \$465,000 with an additional \$13,000 allotted from FY20 from an unused pension fund allotment.

A decision package was submitted to reduce our budget by 15% for the 21-23 biennium. The proposed cuts needed to be \$65,000 for FY22 and \$67,000 for FY23. The proposed cuts were to the travel, goods and services, and rental cost (physical office space) funds. The decision package outlined hardships that will be experienced by the commission if these funds were to be cut.

2. Audit

The week of August 10th marked the week CHA entered into an audit with the Washington State Auditor's office. This audit poses a \$8,800 price tag for the commission, for which funding was allotted in the FY21 budget. The auditor we were assigned to left their post the week of the 17th. A new auditor took over CHA's account, however, because it was unplanned, it has slowed the auditing process down. As of the week of September 14th, CHA has provided information on our travel reimbursement process and the process followed for posting meeting notices and taking notes for commission meetings (OPMA). This week our financial analyst is working to provide documentation for 16 travel reimbursements pulled from FY16-FY20. So far, this process, though slowed down has been a really positive experience for staff.

3. CCW Grant

The Career Connect Washington grant work is well underway. The \$250,000 grant will expire in February of 2021. Myra, who is the grant manager, and myself have worked to finalize four contracts with Washington Stem, Everett Community College, Columbia Basin Community College, and Lake Washington Technical institute. These subcontracts solidify the partnerships with these pilot communities that have been ongoing since 2017. Vice Chair Moreno has been leading the efforts to follow through with the major deliverables outlined in the grant: stand up two pilot PTECH schools by the 2021-22 school year; one by the subsequent year; and a guidebook for other school districts in the state to use as an implementation manual. Myra is currently spearheading an effort to create a video and a website for outreach purposes.

4. Staff Activities

Website Updates: CHA's website needed a visual update, as we were getting many inquiries on how to navigate the site. During a staff planning session last year, we decided that Nancy could do a complete overhaul between census and voter outreach activities, based on the end of the fiscal year. The change in funding gave us about a month's time to make changes. The platform that is used glitches and was publishing draft changes. We turned off the website for two weeks to give time to redo-the main landing pages. The website will be complete within the next month.

Census Outreach: Census outreach continues through October 31st. Funding has been dried up, however, Nancy continues to participate in complete count committees. Radio station advertisements are on-going as well as in-house-created social media campaigns and updates to our census website.

Voter Outreach: A social media campaign has been finalized as well as a toolkit for community partners to use. Advertising has been purchased via La Marketa Radio Stations and Bustos Media. Additionally, a page dedicated to voter registration as been created in our cha.wa.gov website. Myra will be recording how-to videos (her how to on census was wildly successful!). Hispanic community service providers participating in voter registration campaigns will be given voter registration care packages which includes branded hand sanitizers, outreach tool kit, voter registration informational trifold in Spanish and English. These care packages are being shipped to community organizations statewide.

Small Business Liaison Team: CHA is leading in the marketing, outreach and coordination of the Small Business Resource and Requirement workshops in Spanish. Staff creates graphics, flyers, manage registrations and social media campaigns. Staff has participated in several radio interviews and recorded several public services announcements that are used in La Pera Radio, La Marketa Radio and Bustos Media. Staff created a number of promotional videos that are houses in CHA's YouTube channel.

5. Events

9/21/2020: State-wide Complete Count Committee: Census Outreach Work FY20 Overview (Nancy).

9/30/2020: Small Business Liaison Team: Small Business Training in Spanish (Nancy)

10/06/2020: Port of Seattle Hispanic Heritage Month (ED Siguenza)

10/28/2020: Small Business Liaison Team: Small Business Training in Spanish (Nancy)

11/10/2020: Washington State Biz Fair (Nancy)

11/19/2020: Small Business Liaison Team: Small Business Training in Spanish (Nancy)

11/18-19/2020: Washington Stem Summit: CCT Presentation (ED Siguenza, Vice Chair Moreno, Myra)

6. Administrative Policies

A big thank you to commissioners for undergoing months of work to update commission administrative policies. The final version has been emailed to you. As a result of the changes, HQ is responsible for sending monthly attendance reports to the Boards and Commissions Office. This first report will be sent by the end of the month. See Appendix A for a copy of attendance for commission meetings and the EC.

DATE COMMISSIONERS	Jan. 10, 2020 Conference Call	Feb. 14, 2020 Conference Call	March 7, 2020 In-Person	March 13, 2020 Conference Call	April 10, 2020 Conference Call	5/5/2020 Special Meeting Call	May 8, 2020 Special Meeting Call	June 11, 2020 In Person	July 9, 2020 Conference Call	August 13, 2020 Conference Call	8/24/2020 Special Meeting Conference Call	8/31/2020 Special Meeting Conference Call	9/11/2020 Special Meeting Conference Call	September 19, 2020 In-Person	October 8, 2020 Conference Call	November 12, 2020 Conference Call	December 10, 2020 In-Person
Anita Ahumada		x-e															
Antonio Gallegos								x-e									
Brian Moreno																	
Candice Garza	x-e	x-e	x-e														
Carlos Ruiz	x	x			x												
Jessica Hernandez				x-e	x-e												
Julieta Altamirano-Crosby	x																
Keelcy Perez-Woolley		x															
Lili Navarrete	x	x-e												x-e			
Paula Arno Martinez																	
Rodrigo Renteria-Valencia	x			x						x*							
Lina Alvarez																	
Bernal Baca																	
Lola Flores																	
Randy Nunez													x				

x unexcused
 x-e excused
 Not appointed

Joined late, first

DATE COMMISSIONERS	Feb. 21, 2020 EC Call	March 6, 2020 EC Call	April 3, 2020 EC Call	May 1, 2020 EC Call	7/1/2020 EC Call	8/7/2020 EC Call	9/4/2020 EC Call	October	November	December
Brian Moreno										
Candice Garza		x-e		x-e						
Carlos Ruiz	x									
Lili Navarrete		x-e								
Paula Arno Martinez			x-e							
Julieta Altamirano Crosby										
Keelcy Perez Woolley										
Rodrigo Renteria Valencia						x				
Bernal Baca										
Lina Alvarez										
Randy Nuñez										

x unexcused
 x-e unexcused

Not part EC

Appendix A