

Commission on Hispanic Affairs
4th Quarter Commission Meeting
Legislative Building
Columbia Room
416 Sid Snyder Ave SW
Olympia, WA 98504Olympia, WA 98501



Saturday, December 2nd

- | | |
|------------------|--|
| 9:30- 10:00 a.m. | Coffee, Pan Dulce |
| 10:00-10:15 a.m. | Call to Order
Welcome
Approve Agenda
Approve Minutes: August & October
Introductions |
| 10:15-10:20 a.m. | Commission Meeting Calendar 2024
<i>Discussion and Approval</i> |
| 10:20-10:30 a.m. | Director's Report |
| 10:30-11:30 a.m. | Office of Superintendent of Public Instruction
Chris Reykdal, Superintendent |
| 11:45-12:30 p.m. | Community Development Team
<i>What we're doing, what we're hearing, work ahead</i> |
| 12:30-1:00 p.m. | Lunch |
| 1:00- 2:00 p.m. | 2024 Priorities
<i>Discussion and Approval</i> |
| 1:30- 2:00 p.m. | LCH Symposium Follow Up
<i>Discussion</i> |
| 2:00 p.m. | Adjourn |



STATE OF WASHINGTON
COMMISSION ON HISPANIC AFFAIRS
COMISIÓN DE ASUNTOS HISPANOS

Commission Meeting
Conference Call
Friday August 11, 2023
10:00 AM – 11:00 AM

Meeting called to order at 10:02 AM.

Roll Call:

Name	Title	Organization	Present
Angie Hinojos	Chair	CHA	YES
Bernal Baca	Vice Chair	CHA	YES
Eric Gonzalez	Vice Chair	CHA	NO
Jessica Hernandez	Commissioner	CHA	YES
Lili Navarrete	Commissioner	CHA	YES
Lina Alvarez	Commissioner	CHA	NO
Lola Flores	Commissioner	CHA	YES
Randy Nuñez	Commissioner	CHA	YES
Fernando Mejia	Commissioner	CHA	YES
Mike Gonzalez	Commissioner	CHA	NO
STAFF			
María Sigüenza	Executive Director	CHA	YES
Nancy Rocha Aguilar	Communications and External Relations Manager	CHA	YES
Cynthia Tamayo	Operations and Special Projects Manager	CHA	YES
GUESTS			
Guillermo: Front & Centered			
Amy Hatfield : DES			

Purpose of Meeting:

Regularly scheduled Commission meeting

Agenda Approval

Chair Hinojos provided an overview of the agenda. Executive Director asked to add general, and staff updates to the top of the agenda. Commissioner Lola moved to approve the updated agenda, Commissioner Randy seconded, and without further discussion, the Commission approved the agenda unanimously.

Business

Vote to Approve Minutes

Commissioner Jessica moved to approve the minutes, Commissioner Randy seconded, and without further discussion, the meeting minutes were approved unanimously by the Commission.

Staff Updates

OSPM Tamayo shared updates on Nuestra Casa. CERM Aguilar shared how she and Cynthia will attend the September Yakima Basin meeting in Central Washington. Executive Director Siguenza shared about the hiring process for the new staff.

Education Priorities

Executive Director Siguenza shared a PowerPoint on education topics. Commissioner Mejia shared meeting updates on WSAC. Chair Angie spoke about isolation and restraints topic. CERM Aguilar shared about cosmetology license. Conversation ensued.

Front and Centered

Guillermo shared about issues on climate change and what their organization is currently doing. Conversation ensued.

Closing Comments

Chair Angie gave a quick reminder about the in-person meeting in Olympia.

Meeting Adjourned 11:01 A.M.



STATE OF WASHINGTON
COMMISSION ON HISPANIC AFFAIRS
COMISIÓN DE ASUNTOS HISPANOS

Commission Meeting
Conference Call
Friday October 13, 2023
10:00 AM – 11:00 AM

Meeting called to order at 10:02 AM.

Roll Call:

Name	Title	Organization	Present
Angie Hinojos	Chair	CHA	YES
Dr. Bernal Baca	Vice Chair	CHA	YES
Eric Gonzalez	Vice Chair	CHA	YES
Jessica Hernandez	Commissioner	CHA	YES
Lina Alvarez	Commissioner	CHA	YES
Lola Flores	Commissioner	CHA	NO
Dr. Randy Nuñez	Commissioner	CHA	YES
Fernando Mejia	Commissioner	CHA	YES
Mike Gonzalez	Commissioner	CHA	NO
STAFF			
María Sigüenza	Executive Director	CHA	YES
Nancy Rocha Aguilar	Assistant Director of Community Development	CHA	YES
Cynthia Tamayo	Chief of Operations & Policy	CHA	YES
Esmeralda Garibay	Community Development Officer	CHA	YES
Adan Suarez	Community Development Officer	CHA	YES
Lili Navarrete	Community Development Officer	CHA	YES
Amber Hofer	Community Development Officer	CHA	YES
GUESTS			
Representative Brandy Donaghy and Jessica Thom			
Amy Hatfield, Office of Financial Management			
Cheryl Smith, Department of Commerce			
Julia Havens, Department of Commerce			

Purpose of Meeting:

Regularly scheduled Commission meeting

Approval of Agenda

Vice Chair Baca and Commissioner Fernando approved the agenda, and without further discussion, the Commission approved the agenda unanimously.

Business

Agency Update, Introductions CHA HQ Team

Executive Director Siguenza shared updates on the new admin position. ADCD Aguilar gave an update on the Community Development Officers and the type of work they will be doing. Conversation ensued. The Community Development Officers each gave a quick introduction.

Elections: Chair, Vice Chairs (2), Executive Committee (2)

Chair and Executive Director Siguenza gave an update on elections. Commissioner Hernandez moved to reelect Chair Hinojos; Vice Chair Baca seconded. Chair Hinojos was unanimously reelected as Chair of the Commission.

Vice Chair Baca moved to elect Eric Gonzalez as Co-Vice Chair, Commissioner Nunez seconded. Chair Hinojos moved to elect Vice Chair Baca and Eric Gonzalez. Commissioner Nunez seconded. Both Vice Chair Baca and Eric Gonzalez were unanimously elected as Co-Vice Chairs.

Chair Hinojos moved to reelect Commissioner Hernandez and Rios as part of the executive committee. Vice Chair Gonzalez seconded. Commissioners Hernandez and Rios were unanimously elected to the executive committee.

0.05 Legislation, Update, and Conversation

Executive Director Siguenza and Vice Chair Gonzalez gave an overview. Representative Donaghy answered questions. Conversation ensued. An Ad Hoc committee will be formed to discuss more.

Department of Commerce

Cheryl and Julia shared about their outreach team. Conversation ensued.

Meeting Adjourned: 11:02 A.M.

Commissioner Fernando moved to adjourn, and Commissioner Gonzalez seconded.

Commission on Hispanic Affairs 2024 Meeting Schedule

EVENT	DATE	LOCATION	TIME
Conference Call	Friday, January 12	Zoom	10:00-11:00am
Conference Call	Friday, February 9	Zoom	10:00-11:00am
Commission Meeting	Saturday, March 2	(TBD)	8:30-3:00pm
Conference Call	Friday, April 12	Zoom	10:00-11:00am
Commission Meeting	Saturday, June 1	(TBD)	8:30-3:00pm
Conference Call	Friday, August 9	Zoom	10:00-11:00am
Conference Call	Friday, October 11	Zoom	10:00-11:00am
Commission Meeting	Saturday, December 6	Olympia	8:30-3:00pm

If you need further information, contact Maria Siguenza, 1110 Capitol Way S., Suite 220, Olympia, WA 98504, 360-725-5660, maria.siguenza@cha.wa.gov, cha.wa.gov.





Executive
Director's
Report

Prepared by María Sigüenza

December 2, 2023

1. Finance

The FY24 budget is \$1,184,854 and we're in great financial condition. Please see the attached budget for your information. We are expecting the Governor's budget to be introduced the middle of December. CHA did not submit any supplemental funding requests, but because CHA did not have any needs, we will not be looking forward to any changes.

We have been working with DES Small Agency Services Contracts team and have been stuck in the process since July. There is light at the end of the tunnel as far as funding for the student support funding that was supposed to go to our partners in Skagit for anti-gang recruitment efforts. We're also working to get the funding out for the educational opportunity gap study. The status report is due in a year, with the final report being due in June of 2025.

We have rolled out a process for stipends to be handed out to our community members for attendance at tabling events or community connection sessions. We have also adopted a process for Commissioners and other committee members (community folks appointed to serve on our legislatively mandated committees) to seek stipends.

Commissioner Opportunity: Once per fiscal year Commissioners may request CHA to submit a \$150 donation, as long as funds are available, to an organization of their choice. State rules say we can donate to an organization that aligns with our mission. Past recipients have been WASCLA, El Centro de la Raza, and other community organizations. It is against the law to issue donations to individuals or causes such as GoFundMe accounts or such sites. In order to start the process of issuing a donation, please email Cynthia AND myself with a request.

2. Audit

It's that time again for an audit conducted by the State Auditor's Office. We're slated to start in December. Last time we went through an audit, it took about 2 months to complete. Staff will let you know when an entrance and exit meeting is scheduled (you're all invited to attend). We have had challenges (documented by previous EDs as well) in helping the Auditors understand the role that Commissioners have in operations (ED has oversight and authority), and we may lean on you to help reinforce our open but separate roles within the agency.

3. Legislative Session

The Latino Democratic Caucus will be convening their first town hall of December 5th in the evening. As I write this, the final details have not yet been received.

Legislative session 2024 will kick off on Monday, January 8th. The draft calendar slates original house committee cutoff on February 2nd; original house fiscal cutoff on February 6th; original house cutoff February 13th; opposite house committee cutoff February 23rd; opposite house fiscal cutoff February 26th; and opposite house cutoff March 1st. The last day of session will be March 7th. Again, these dates are draft. Other dates to note:

- January 9th – State of the State (not yet confirmed, but likely)
- January 22nd—Latino Legislative Day. CHA is the space sponsor, as we have been for the last almost couple decades, but LCA is the event owner and planner. If you'd like to attend, please let me know!

4. Community Connections Data Gathering and Interpretation

We are right around the corner from walking toward our next steps as guided by our strategic plan. Our Community Development team has been and will continue to be hard at work gathering feedback from our community that will give us some data from which we can assess our next steps fully. Based on the feedback, we'll plan to:

- Formulate a new name for the agency, which means we'll need to start the Agency Request Legislation (ARL) process.
- Create a recommendation for the state (likely to go to OFM, but we'll share enterprise-wide) for better demographic questions to pose on intake paperwork.

The Community Development team is also working on their asset mapping. From this information we'll:

- Create a needs assessment.
- Create a recommendation for the state enterprise on how to better capacity build for our community. This recommendation will also be shared within the state enterprise along with our legislative partners.

We'll be looking for Commissioners, via an ad hoc committee, to help finalize all these pieces of work. Please let me know if you're interested in participating.

WA State Comm on Hispanic Affairs Agency Summary FYTD as of October 2023

011 Summary

Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance	
Capital Outlays	8,400	2,800	1,429	1,371	6,971	
Employee Benefits	198,196	53,028	47,915	5,113	150,281	
Goods and Services	299,500	97,106	69,971	27,135	229,529	
Grants, Benefits & Client Services	106,220	35,408	11,029	24,379	95,191	
Professional Service Contracts	25,000	0	0	0	25,000	
Salaries and Wages	569,124	159,180	152,092	7,088	417,032	
Travel	57,560	19,188	5,047	14,141	52,513	
Sum:	1,264,000	366,710	287,483	79,227	976,517	
Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
Salaries and Wages	51,243	47,239	4,004	159,180	152,092	7,088
AA State Classified	25,146	21,142	4,004	50,292	41,792	8,500
AC State Exempt	26,097	26,097	(0)	108,888	110,300	(1,412)
Employee Benefits	18,146	18,577	(431)	53,028	47,915	5,113
BA Old Age and Survivors Insurance	3,177	2,854	323	9,870	9,195	675
BB Retirement and Pensions	4,812	4,502	310	14,947	14,131	816
BC Medical Aid & Industrial Insurance	254	249	5	712	683	29
BD Health, Life & Disability Insurance	9,160	10,305	(1,145)	25,190	21,755	3,435
BH Hospital Insurance (Medicare)	743	667	76	2,309	2,150	159
BK Paid Family and Medical Leave	0	0	0	0	(0)	0
Professional Service Contracts	0	0	0	0	0	0
CA Management and Organizational Services	0	0	0	0	0	0
Goods and Services	21,798	15,387	6,411	97,106	69,971	27,135
EA Supplies and Materials	1,955	2,364	(409)	7,820	3,285	4,535
EB Communications/Telecommunications	800	866	(66)	3,200	2,054	1,146
ED Rentals and Leases - Land & Buildings	100	84	16	400	336	64

EE	Repairs, Alterations & Maintenance	200	0	200	800	0	800
EF	Printing and Reproduction	200	306	(106)	800	345	455
EG	Employee Prof Dev & Training	1,000	480	520	4,000	2,213	1,787
EH	Rental & Leases - Furn & Equipment	1,183	44	1,139	4,732	176	4,556
EJ	Subscriptions	25	0	25	100	0	100
EK	Facilities and Services	4,550	4,467	83	18,200	17,869	331
EL	Data Processing Services (Interagency)	4,300	5,094	(794)	17,200	17,849	(649)
EM	Attorney General Services	800	0	800	3,200	0	3,200
EN	Personnel Services	600	848	(248)	2,400	2,594	(194)
EP	Insurance	86	86	(0)	10,258	9,763	495
ER	Other Contractual Services	4,884	(8)	4,892	19,536	6,328	13,208
ET	Audit Services	0	0	0	0	0	0
EU	Office of Equity Services	50	93	(43)	200	93	107
EW	Archives & Records Management Svcs	15	36	(21)	60	73	(13)
EY	Software Licenses and Maintenance	1,000	625	375	4,000	7,129	(3,129)
EZ	Other Goods and Services	50	0	50	200	(137)	337
GA	In-State Subsistence & Lodging	4,797	3,605	1,192	19,188	5,047	14,141
GB	In-State Air Transportation	2,182	1,445	737	8,728	2,169	6,559
GC	Private Automobile Mileage	540	0	540	2,160	0	2,160
GD	Other Travel Expenses	1,800	48	1,752	7,200	296	6,904
GG	Out-of-State Air Transportation	200	897	(697)	800	1,193	(393)
GN	Motor Pool Services	0	937	(937)	0	937	(937)
JA	Noncapitalized Assets	75	278	(203)	300	451	(151)
NZ	Other Grants and Benefits	700	1,429	(729)	2,800	1,429	1,371
		700	1,429	(729)	2,800	1,429	1,371
		8,852	10,879	(2,027)	35,408	11,029	24,379
		8,852	10,879	(2,027)	35,408	11,029	24,379
Total Dollars		105,536	97,116	8,420	366,710	287,483	79,227

031 Summary

Category Professional Service Contracts

BI Allotment 125,000
 BITD Allotment 31TD Expenditures 0
 BITD Variance 0
 BI Variance 125,000

Sum: 125,000 0 0 0 125,000

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
Professional Service Contracts	0	0	0	0	0	0
CE Social Research Services	0	0	0	0	0	0
Total Dollars	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

051 Summary

Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance
Professional Service Contracts	105,000	35,000	0	35,000	105,000
Sum:	<u>105,000</u>	<u>35,000</u>	<u>0</u>	<u>35,000</u>	<u>105,000</u>

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
Professional Service Contracts	8,750	0	8,750	35,000	0	35,000
CE Social Research Services	8,750	0	8,750	35,000	0	35,000
Total Dollars	<u>8,750</u>	<u>0</u>	<u>8,750</u>	<u>35,000</u>	<u>0</u>	<u>35,000</u>

