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STATE OF NEVADA

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Director



**DEPARTMENT OF BUSINESS AND INDUSTRY
OFFICE OF THE DIRECTOR
COMMISSION ON MINORITY AFFAIRS**

Meeting Minutes

A special meeting of the Commission on Minority Affairs was held on Monday, June 14, 2021. Pursuant to public notice, this meeting was conducted by a Webex videoconference call.

1. COMMISSION BUSINESS

A. Chair Chaney called the meeting to order at 3:02 pm.

B. Commissioners Present: Chair D. Edward Chaney, Vice Chair Myisha Boyce, C. Hasaan Azam, C. Yerania De Luca, C. Jose Melendrez, C. Amy Shaw C. Kathleen Taylor, and C. Angelica Villarta.

C. Commissioners Absent: C. Mercedes Krause

D. Staff Present: Emily Ku, Management Analyst for the Commission on Minority Affairs

E. Public Attendance: Nicholas Dunkle, Janet Serial

2. PUBLIC COMMENT

None

3. COMMISSION BUSINESS DISCUSSION AND POSSIBLE ACTION BY THE COMMISSION

A. Budget discussion

C. Chaney said prior to the pandemic, we've done a great job managing the budget as a Commission. In the future, we need to begin the budget process in April to close out the budget in June. Then in May, we can ratify things if we need to.

M. A. Ku gave a status update on the budget. We started with \$20,000 and added an additional \$15,000 from our bill for operating and outreach expenses. Unfortunately, we had budget cuts and everyone took a hit, but we were able to get \$5,000 reinstated for the next biennium. Around \$13,000 has been spent on operating expenses. We spent around \$3,000 for travel, for 4 people

traveling to Carson City. Around \$300 was spent on equipment such as a webcam and extra monitor to be able to participate virtually from the office. We are proposing to spend the rest of the budget on helping the One Community marketing campaign spearheaded by the Nevada Minority Health and Equity Coalition. They need help printing posters, flyers, and informational brochures in English and in Spanish. The Director's Office requested help upgrading the conference room audio/visual room. The quote for the upgrade is around \$1100 and will be split three ways between the Office of Finance and Planning and Office of Consumer Affairs. Those offices conduct fewer videoconference meetings than the Commission but the cost will be split evenly.

For the One Community campaign, M. A. Ku said they hired a local artist to create the artwork for the campaign. We will have our logo on the bottom right on the posters and handouts in the final versions before it goes to print. M. A. Ku is working with the State Printing office to get the final quotes for the printed materials. We'd like to spend around \$6,400, maybe squeeze in a little more from other budget categories but this is the rough ask.

C. Boyce said we had this unanticipated budget remaining after COVID put a wrench in our original budget plans. The fiscal year closes at the end of the June, so we need to make sure that the Commission is on board and we have support for how to spend the remaining budget, since we worked really hard to fight for these extra dollars. If we waited until our next scheduled meeting next week, we would have missed the deadlines for printing if we are to participate in the campaign.

C. Villarta asked if the printed materials will be distributed by the Nevada Health and Equity Coalition. C. Melendrez said the One Community campaign is a response to making sure that the materials being used to educate and inform our communities, to make sure they were being produced in a culturally competent way. That education process and producing materials continues because the virus still continues. Which this was brought forward, this was an opportunity to continue multiplying those efforts. As we found out with a lot of these communities that we are working with, not everyone is using social media. We've been able to utilize the printed materials, posters and into the community through churches and community partners, and having us distribute those materials and messaging with the cultural relevance to the communities most at risk.

C. Taylor suggested for funding allocations to prepare for any expenses that we might have when we meet in person again at Business and Industry. Are there any expenses that we could prepare for like water and refreshments? M. A. Ku said according to the State Administrative Manual, we aren't allowed to purchase any water or refreshments with our budget.

C. Villarta asked for the printed materials with the stock photos, is there any way we can ask for more diversity in the stock photos and have a more multicultural mixed background? C. Melendrez said we have to ask if it can be changed and still meet the deadline. There are three artists hired to graphic design. The second round is a more concentrated effort to reach the hardest hit communities, the Black, Latino, and Native American communities. C. Boyce said since this is meeting is to meet the budget deadline this Friday, she wonders if the chair would like to entertain this and put aside additional marketing funds and expand marketing collateral for the next biennium.

C. Azam moved to approve the budget and discuss the biennium budget later. C. Melendrez said that the Coalition along with the UNLV School of Public Health are starting a new series of work around the issue of mental health and suicide prevention. He said the Commission might want to consider a role in that and putting out on some of the educational and programming materials on mental health within the minority community. It's hit our community especially hard.

C. Taylor is curious without COVID, what was our budget expenditure in 2019? C. Boyce said that in the last biennium, we didn't have the additional legislative funding at that time, so our operational budget was around \$7,000 and most of that was spent on travel. We also created a trifold marketing brochure. We had a such a limited budget that it only allowed for those two activities. This is the first time we've had the additional budget, but much of it was absorbed by budget cuts.

C. Shaw and De Luca are in support of what is being presented today.

C. Chaney asked what the \$5,000 reinstatement was for. M. A. Ku said they cut our budget for the next biennium but are adding back \$5,000 to the next budget cycle. We don't get our full budget back unfortunately.

C. Taylor is in full support, but asked about the budget was allocated prior to the cuts? C. Chaney said we would have discussed that as we approved the budget. We were trying to make that inclusive of each Commissioner try to attend an event or a function. M. A. Ku said the bill earmarked the funds for outreach and operating.

C. Taylor moved to approve the proposed allocation of funds for our budget. C Villarta seconded. Motion approved unanimously.

5. PUBLIC COMMENT

None

6. ADJOURNMENT

- Meeting adjourned at 3:36 pm
- Next Meeting: Monday, June 21, 2021 at 9:30 am