



HISPANIC/LATINO COMMISSION OF MICHIGAN

Hispanic/Latino Commission of Michigan
Commissioner Handbook
April 2022

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MICHIGAN

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Standards of Conduct

As Public Officer's appointed by the Governor, it is your privilege and responsibility to help carry out the laws on behalf of the citizens of the State of Michigan. As a state official, each board member will want to carry out his or her duties in accordance with the highest ethical standards.

The following excerpts from P.A. 196 of 1973, Public officer or employee; prohibited conduct Section 15.342, which governs the conduct of state officials and employees may be a helpful guide.

- A public officer shall not divulge to an unauthorized person confidential information in advance of its authorized release to the public.
- A public officer shall not represent his or her personal opinion as that of an agency.
- A public officer shall use personnel resources, property, and funds under his or her care and control judiciously and solely in accordance with prescribed constitutional, statutory, and regulatory procedures, and not for personal gain or profit.
- A public officer shall not solicit or accept a gift or loan or other thing of value which tends to influence the manner in which the officer carries out official duties.
- A public officer shall not profit from his or her official position or authority, or benefit financially from confidential information obtained in the course of that position or authority.

You can find the Standards of Conduct for Public Officers and Employees Act 196 of 1973 in its entirety here: <http://legislature.mi.gov/doc.aspx?mcl-Act-196-of-1973>

Other useful links:

- [Regulatory boards and Commissions Ethic Act](#)
- [Conflict of Interest Act 318 of 1968](#)
- [Freedom of Information Act \(FOIA\)](#)
- [Open Meetings Handbook \(michigan.gov\)](#)
- [Attorney General Opinion 7318-ADA](#)

About Us

The Hispanic/Latino Commission is a 15-member Commission under the Michigan Department of Labor and Economic Opportunity. Commissioners are appointed by the Governor of Michigan, for three-year terms, subject to the advice and consent of the State Senate. Commission Leadership is elected from within the Commission.

The Commission exists to advocate for the well-being of the Hispanic/Latino population with the vision of achieving an environment of social justice and economic parity for the Hispanic/Latino population.

Mission and Vision

Mission: To enhance and improve the quality of life of Michigan Hispanics by:

- Promoting the appointment of more Hispanics in positions of influence in the public and private sector.
- Increasing the economic growth and stability of Hispanics.
- Increasing awareness and support of Hispanic issues by local and state government officials.
- Promoting better education and academic achievement of Hispanics.
- Creating a participatory, empowered Hispanic/Latino Commission of Michigan

Vision: To achieve an environment of social justice and economic parity for the Hispanic/Latino population.

History

HISTORY OF THE MICHIGAN ADVISORY COUNCIL FOR THE HISPANIC/LATINO COMMISSION OF MICHIGAN

July 1974 - April 1975

In July of 1974 Governor William G. Milliken appointed the first eleven members to the Michigan Advisory Council for the Spanish Speaking by reason of Executive Order #1974-6. The Advisory Council for the Spanish Speaking, as stated in Executive Order 1974-6 was to perform the following:

- Conduct a study of the problems of Spanish Speaking people in the areas of education, employment, civil rights, health, housing and related matters and advise the Governor and state agencies relative to their findings.
- Coordinate the services of state and local governmental entities to assure that Latino citizens have ready access to decision-making bodies.
- Consult with representatives of federal agencies to identify federally funded programs for Spanish Speaking people and assist in maximizing the availability of such programs at the state level.
- Assist in recruiting and hiring of Spanish Speaking people for positions in industry and government.
- Apply for and accept grants and gifts from governmental or private sources to accomplish the objectives of the Council
- Review and recommend legislation that would respond to the problems and concerns of Spanish Speaking people.

The council proceeded to develop the orderly conduct of the business of the people. The council developed their policies and procedures and the chairperson of the Council, Mr. Jose Holguin, appointed the following working committees: Employment and Manpower; Human Services; Education; Economic Development; Housing; Cultural; Legislative; Affirmative Action; Finance and Budget; Migrant; and Communications and Public Relations.

The eleven Standing Committee Chairpersons were appointed on September 30, 1974 and were given instructions by the Chair of the Council to give periodic summaries to the Council and the community of their efforts and also to put together committees composed of no more than ten members, making sure that geographic representation was an important factor in all of the committees.

The original members appointed were as follows:

From Detroit:

Mr. Jose Holguin (Chairperson)
Mr. Israel Leyton (Vice Chairperson)
Mr. Raul Feliciano
Mrs. Faustina Knoll
Mr. Rafeal Ortiz

From Lansing:

Miss Sepulveda Vasquez (Exec. Member at Large)
Mr. Miguel Eyia, Sr.
Miss Mercedes Pabon
Mr. Gumecindo Salas

From Grand Rapids:

Mr. Francisco Vega

From Holland:

Mr. Ciro Cadena

The Governor honored the recommendation of the Council on November 1974 to appoint the following additional members:

From Flint:

Mr. Tano Resendez (Executive Member at Large)
Mrs. Maria Enriquez

From Jackson:

Mr. Samuel Garcia

From Muskegon:

Mrs. Jane Gonzalez

From Saginaw:

Mr. Edward Barrera (Secretary)

From Benton Harbor:

Mrs. Elvira Solis

The Legislative Committee prepared a draft for a Michigan Hispanic Latino Commission of Michigan. The proposal was submitted to the Council at the March 19, 1975, meeting for discussion and action. The proposal was reviewed and adopted by the unanimous vote of the Council. Senator Robert Davis declared his interest in working with the Council to prepare and submit legislation for the Michigan Spanish Speaking Commission. His work was fruitful because Senate Bill No. 612 set a base in creating the Hispanic Latino Commission of Michigan. Senate Bill No. 612 was introduced by Senators Davis, Hart, Kildee, Bursley, Vander Laan and Corbin, a true bipartisan effort

by individuals who were concerned and did something about that concern. Without the assistance of these seven people there would be no Commission today.

On July 15, 1975, the Michigan Legislature approved and Governor William G. Milliken signed [Act 164 of 1975](#), which created the Michigan Hispanic Latino Commission of Michigan, the Office on Spanish Speaking Affairs, and the Interagency Council on Spanish Speaking Affairs. Commissioners are appointed by the Governor, with the advice and consent of the Senate.

Purpose of the Commission

The purpose of the Commission is to develop a unified policy and plan of action to serve the needs of Michigan's Hispanic people. The law directs the Commission to:

- Advise the Governor, the Legislature, and the Office regarding the coordination and administration of state programs serving Hispanic people.
- Make recommendations to the Governor and the Legislature regarding changes in state programs, statutes, and policies.
- Advise the Governor and the Legislature of the nature, magnitude, and priorities of the problems of Hispanic people.
- Review and approve grants to be made from federal, state, or private funds and which are administered by the Office.
- Secure appropriate recognition of Hispanic accomplishments and contributions to the state.
- Review and approve the Annual Report prepared by the Office of Spanish Speaking Affairs.

Purpose of the Office

The purpose of the office is to provide the Commission with information concerning the problems of Hispanic people, and to implement Commission policy. The law directs the Office to:

- Conduct studies and recommend solutions to the problems of Hispanic people in the areas of education, employment, civil rights, health, housing, senior citizens, and other related areas.
- Recommend to federal, state, and local government departments and agencies the creation of services and facilities as needed.
- Serve as a clearinghouse for the collection and distribution of information on Hispanic affairs.
- Apply for and accept grants and gifts from governmental and private sources.
- Request the services of all state and local government departments and agencies to assure that Hispanic people have access to the decision-making bodies that set policies that affect Hispanic people in this state.
- Cooperate with departments and agencies to aid in effectuating the purposes of this Act.
- Submit a full written report of its activities and recommendations each year to the Governor, the Legislature, and various Hispanic communities throughout the state.

State of Michigan Email Accounts

The State of Michigan issues Commissioners a state email account once they have been appointed. Per the Governor's [Executive Directive 2019-05](#), Commissioners must use their state emails for state business.

Email Setup

When a new Commissioner is appointed, the HLCOM Administrative Assistant will put in a request to IT to issue a new account. Once the account has been issued, the HLCOM Administrative Assistant will send the login, password and initial setup/sign-in instructions to Commissioners.

Important Email Information

- At this time Commissioners are unable to download or print any documents they receive in their state accounts. If you have any questions or concerns or for more information regarding this issue, please contact HLCOM staff.
- Commissioners will need to keep their State of Michigan email account active by logging in at least once a week. **To reset an email account, Commissioners must contact IT directly at: 800-968-2644.** Please keep in mind that every time a commissioner contacts IT to reset their email, the Commission will incur a charge.

Travel, Hotel Reservation, and Reimbursement Information

Commissioners are reimbursed for their travel and meal expenses when attending meetings that are further than 50 miles (one way) away from their home. The State of Michigan does not reimburse Commissioners for car rentals. The following information explains the process to reserve a hotel room and to submit a request for reimbursement.

Hotel

The State of Michigan uses Conlin Travel as their travel agency. Through Conlin, the state has contracted with specific hotels around the state at the state rate of \$85.00 per night. Hotel locations are typically chosen by selecting the state approved hotel located closest to the meeting location. To be reimbursed and to obtain the state contracted rate of \$85.00, Commissioners will need to create an account in the Conlin system to make their reservation.

- The Conlin homepage is found at: <https://conlintravelhub.com/som>. Click on the “Create A Profile” tab to get started. The information entered by the Commissioners on this page will be submitted for approval. The approval process can take up to 24-48 hours.
- Commissioners will receive a confirmation email from Concur/Conlin once their account has been approved. A profile will need to be completed prior to making a reservation through Conlin. Commissioners will **NOT** be able to make a reservation without first completing the profile process. The Conlin account can be used to keep track of reservations and to add a credit card on file. The **Conlin Helpdesk: 888-387-3536** can be contacted with any account-related issues such as lockouts or password resets.
- Hotel reservations are made by phone by calling Conlin Travel directly at: **877-654-2179**. When calling, Commissioners will want to mention:
 - That they are a Commissioner with the State of Michigan and need to reserve at the state rate.
 - The location/address of the hotel. (This information will be provided to Commissioners by HLCOM Administrative Assistant.)
- If there are no state rate rooms available at the hotel, Conlin may suggest an alternate hotel at a higher rate than the \$85.00 contracted rate. This reservation will be eligible for reimbursement **only** if reserved through Conlin Travel. Reservations made by Commissioners directly with the hotel are **not** eligible for reimbursement.
- When checking in to the hotel Commissioners should inform the front desk staff:
 - That they are a State of Michigan Commissioner. (If you have a commissioner business card, you may present it.)
 - That reservation was made through Conlin Travel at the state rate.
 - That we are tax-exempt.

Online Access

24/7 Concur online access

Create a Profile

Need to set up a travel profile? Start Here

Contact Us

Available 24/7 for your convenience

Print My Invoice

View & print past invoices

Reimbursement

The State of Michigan uses a system called Sigma to process payments. The State uses a separate “vendor” Sigma system to process payments for those who are not directly employed by the State of Michigan. Commissioners will need to create an account in Sigma to obtain a Vendor number. Commissioners can find an instruction/user guide on the Sigma homepage.

- The Sigma Vendor homepage: [Welcome to CGI Advantage Vendor Self Service Portal: Home \(michigan.gov\)](#)
- Sigma User Guide: [SOM VSS User Guide for New Vendors \(michigan.gov\)](#)
- Once Commissioners have created their Sigma account and received their Vendor number, they will need to provide the HLCOM Administrative Assistant with that number in order to have their reimbursements processed.

More important travel information:

- Mileage is paid at \$0.62/mile. Commissioners will need to keep track of their roundtrip mileage and mileage from hotel to meeting location.
- Commissioners will need to provide HLCOM Administrative Assistant with hotel, meal, parking fee receipts (if applicable) and Conlin reservation confirmation **within 5 business days of meeting/event**. Pictures through text messages are acceptable. **NOTE:** Expenses that are submitted after 60 days are subject to a state tax.
- **See chart for meal rates:** [DTMB Memorandum - Stibitz \(michigan.gov\)](#)
 - For an accurate accounting of the budget and projected expenses, all reimbursements must be submitted to the finance department by the end of the month in which they were incurred.

HLCOM Operations 2022

HLCOM is housed in Office of Global Michigan (OGM) a division in the Dept. of Labor and Economic Opportunity (LEO)

- **Poppy Hernandez**, Executive Director of OGM-LEO
Chief Equity & Inclusion Office, State of Michigan
HernandezP5@michigan.gov
- **Isabel Montemayor-Vazquez**, Ph.D.
Executive Director HLCOM, OGM - LEO
montemayorvazquezi@michigan.gov/517-388-3958
- **Karen Phillippi**, Director of New American Integration, OGM - LEO
phillippik@michigan.gov/517-599-3324

LEO Finances (HLCOM Budget)

- **Daniela Rowe**, Financial Analyst. We work with her on fiscal year (FY) expenditures and in creating our FY budget reports. She sends monthly financial reports and conducts monthly budget meetings.
RoweD3@michigan.gov
- **Kristin Myers**, Finances – Processes our invoices and Reimbursements.
Myersk6@michigan.gov/517-241-3661

LEO Communications:

- **Erica Quealy (Deputy Communications Director)**
Press Releases, Media Requests/Interviews/Comments QuelayE@michigan.gov/517-582-2961
- **OGM Staff:**
- **Benjamin Cabanaw**, State Refugee Coordinator cabanawb@michigan.gov

Ethnic Commissions:

- **Francisca Garcia**, Administrative Assistant for HLCOM. Garciaf2@michigan.gov
- **Alexander Sahouri**, Administrator for the Commission of Middle Eastern American Affairs. SahouriA1@michigan.gov
- **Aimon Islam**, Administrative Coordinator for the Michigan Asian Pacific American Commission.
IslamA1@michigan.gov

HLCOM Contact List

Office Staff

Dr. Isabel Montemayor-Vaquez — Executive Director

Email: montemayorvazquezi@michigan.gov

Phone: 517-388-3958

Francisca Garcia — Administrative Assistant

Email: garciaf2@michigan.gov

Phone: 517-230-7906

ADA Coordinator

Please contact this person should you have a disability requiring accommodations.

Teri Martin

MartinT21@michigan.gov

Phone: 517-243-4678

Commissioners

Dr. Jesse Bernal, Chair — Kent County

Vice President for Inclusion and Equity, Grand Valley State University

Term ending: 12/10/2024

Email: bernalj1@michigan.gov

Sonya Hernandez, Vice Chair — Muskegon County

ALAS Coordinator and Assistant Director of the Office of Diversity, Equity and Inclusion,
Grand Rapids Community College

Term ending: 12/10/2024

Email: hernandezs5@michigan.gov

Monica B. Reyes, Secretary-Saginaw County

Director, [Great Lakes Bay Hispanic](#) Leadership Institute

Term ending: 12/10/2022

Email: reyesm5@michigan.gov

Florenso Hernandez, Treasurer — Ingham County

Senior [Admissions Counselor](#), Michigan State University

Term ending: 12/10/2023

Email: hernandezf1@michigan.gov

Anthony Rubio — Wexford County

Retired [Military Veteran](#)

Term ending: 12/10/2024

Email: rubioa3@michigan.gov

Esperanza Cantu — Wayne County

Director of Health Initiatives, United Way of Southeastern Michigan

Term ending: 12/10/2022

Email: cantue1@michigan.gov

Consuela Barber-Lopez — Wayne County

Executive Director, AMANDLA

Term ending: 12/10/2022

Email: barberlopezc1@michigan.gov

Abril Valdes Siewert — Oakland County

Immigration Attorney, Birach Law

Term ending: 12/10/2022

Email: siewerta@michigan.gov

Jesus Hernandez — Wayne County

Manager, Global DEI Strategy, Ford Motor Company

Term ending: 12/10/2023

Email: hernandezj28@michigan.gov

Jose Sanchez, III — Ionia County

Facility Coordinator/Carpenter Instructor, Wayland Carpenter and Millwright Training Center

Term ending: 12/10/2023

Email: sanchezj10@michigan.gov

Celeste Sanchez Lloyd — Kent County

Program Manager, Strong Beginnings-Healthy Start

Term ending: 12/10/2023

Email: sanchezlloydc@michigan.gov

Monteze Morales — Kalamazoo County

Director of Kalamazoo Promise Services, Kalamazoo Valley Community College

Term ending: 12/10/2022

Email: moralesm3@michigan.gov

Aurora Saucedo — Genesee County

Public Health Navigator Program Manager, Michigan United

Term ending: 12/10/2023

Email: saucedaa@michigan.gov

Angelita Valdez — Muskegon County

Behavioral Health Therapist/CEO, Servicios De Esperanza, LLC

Term ending: 12/10/2024

Email: valdeza3@michigan.gov

Subcommittees

Commissioners are required to participate in at least 2 subcommittees. Commissioners can volunteer to serve on a subcommittee by notifying the Commission Chair. If a Commissioner has not joined a subcommittee, the Commission Chair will assign that Commissioner to a subcommittee. Subcommittee meetings will take place once a month via Microsoft Teams. The Chair of the subcommittee will facilitate meeting dates and times.

Advocacy Committee

Purpose is to work with legislative interns and to review, discuss, and determine solutions on issues that may require legislative leverage. These areas could include ensuring civil rights for migrant workers, DACA/Dreamers Act or law enforcement reform and community engagement. This committee will help to plan legislative advocacy day. Consistently review and update the legislative report.

Finance Committee

The HLCOM Treasurer from the Executive Committee Board will serve as the Chair. This committee is responsible for reviewing and providing guidance on the commission's financial matters. Specifically assures internal controls, independent audit, and financial analysis. The Chair works directly with the HLCOM Executive Director who work with State of Michigan finance.

Education Committee

Assist with annual graduation event. Assist in securing keynote address for graduation and select scholarship recipients and scholarship parameters. To secure academic partnerships across the state that will ensure graduation rates for Latinx scholars as well as opportunities for education access for parents.

Health/Migrant Farmworker Committee

Works with MDHHS, county health departments, local non-profits and health related organizations to secure and advocate for equitable health care delivery, health care access, and healthy living for Latinx across the state. Consider pressing health related issues impacting the broader Latinx population across the state and bring them to the attention of the commission.

Economic/Employment Committee

Work to support economic and employment opportunities for Latinx communities and partners across the state. Work in concert with Hispanic Chamber of Commerce and other organizations to amplify economic opportunities for the Latinx community. Assist with annual job fair, securing vendors and donations. Work to ensure skilled trade opportunities are available inclusively across the state and promote pipelines to various careers.

**HISPANIC LATINO COMMISSION OF MICHIGAN
2023 MEETING SCHEDULE**

March 10, 2023-Joint Ethnic Commission Meeting

April 14, 2023

May 12, 2023

August 11, 2023

September 8 and 9, 2023-Strategic Planning

November 17, 2023

December 8, 2023-Joint Ethnic Commission Meeting

Inquiries from the Media and Other Interested Parties

Occasionally, board members will be contacted by the media and other interested parties about their opinions on matters before the board, professional practice issues and other topics of public interest.

Media Inquiries

All media inquiries must be handled by the LEO Communications Office. Forward the inquiry directly to the media contacts listed below or send to LEO-Comms@michigan.gov.

LEO contacts:

- Erica Quealy, Deputy Communications Director, 517-582-2961

FOIA Requests

Michigan's Freedom of Information Act (FOIA), MCL 15.231 et seq, allows certain persons to receive copies or make inspections of most public records of public bodies upon written request. The person must sufficiently describe the records he or she seeks. A fee may be charged to cover the cost of complying with a FOIA request.

FOIA requests must include all the following information:

- Individual (other than one who claims indigence)
 - Complete name
 - Address - Must be written in compliance with United States Postal Service addressing standards.
 - Contact information - Must include a valid telephone number and/or email address.
- Person (other than individual)
 - Complete name of person's agent
 - Address of person's agent - Must be written in compliance with United States Postal Service addressing standards.
 - Contact information of person's agent - Must include a valid telephone number and/or email address.

If a good faith deposit is required, it must be paid within 45 days, or the request is considered abandoned.

[FOIA Request Form](#)

- [Learn more about the Freedom of Information Act on the Michigan Legislature website.](#)
- [View the Department's written procedures, guidelines and fees.](#)
- [View the Detailed Itemization of Fees Form](#)
- [Affidavit of Indigency Form](#)
- [LEO FOIA Coordinators](#)