**Board Meeting Minutes**

Saturday, November 16, 2019 | 10:00 AM – 2:00 PM

Asian Counseling and Referral Service | 3639 Martin Luther King, Jr. Way South, Seattle, WA 98144

1. **Call to Order**

The meeting was called to order at 10:04 AM.

*Present:* Chair Lisa Dickinson, 1st Vice Chair Nam Nguyen, 2nd Vice Chair Lori Wada, Commissioner Carrie Huie-Pascua, Commissioner Tam Dinh, Commissioner Ekkarath Sisavatdy, Commissioner Lydia Faitalia, Commissioner Sina Sam, Commissioner Lalita Uppala, Commissioner Helen Christensen, Commissioner Mohan Gurung (late), Commissioner Sam Cho (late)

*Absent:* None

*Staff:* Executive Director Toshiko Grace Hasegawa, Project Manager Rosa Mai

*Quorum* was reached at 10:00 AM.

1. **Approval of the Agenda***.*

Motion to approve made at 10:05 AM. by Lori Wada. Seconded by Commr. Faitalia. *Motion passed unanimously.*

1. **Welcome, Introductions**

State Representative Sharon Tomiko-Santos (37th LD – D) is not here at 10:05. She gives welcoming remarks at 10:14. She was raised in the district, and graduated from Franklin High School down the street. She is proud to represent the most diverse district in the state of Washington. With Census 2020 coming up, she thanks CAPAA for its commitment to counting every person in Washington State. It’s vital to our constituencies, but also to the entire state of Washington. She is very fortunate to serve as the longest-serving member of color in Washington State history.

She hopes we will get over our shyness. She appreciates the Chair’s comments about being camera shy, as we need to get out there. She is one of only 5 members in the House who represents the AAPI community. We elected our first refugee representative last year

Going into the next session, it is a short session. The first deadline is in week three of this sixty-day session. It is a supplemental budget season, so tweaks, not big ideas. She mentions that the legislature will also be looking at the revenue forecast. For the first time in 20 years, the Washington State House of Representatives has a new Speaker. Mentions potential affirmative action legislation.

1. **Approval of the Minutes**

Motion to approve made at 10:08 AM by Commr. Huie-Pascua. Seconded by Commr. Sam. *Motion passed unanimously.*

1. **E.D. Report**

Project Manager Rosa Mai gives a brief communications report at 10:08 AM. She highlights changes to the website, opportunities for outreach and engagement through Facebook, and the Filipino History Month campaign.

She thanks APIC for coming with CAPAA to support the Decision Package request for further staff. APIC-KC and former CAPAA staff came to support the request in a meeting with the Deputy Chief of Staff.

She honors a member of the Nepalese delegation in attendance when reporting on Commr. Gurung’s cultural exchange endeavor with Nepali officials.

E.D. Hasegawa takes questions from the Commissioners regarding her report.

Chair Dickinson: [Regarding the CAPAA video project] why can’t we use our CAPAA funds instead of our donation fund? Expresses reservations about using community funds for a CAPAA project.

E.D. Hasegawa: All of the CAPAA funds are accounted for.

Commr. Gurung: I have a question about languages, the languages of our communities. When I was looking up K-12 information, the language access is not great.

E.D. Hasegawa: if I’m understanding you correctly, you want to address language access in schools?

Commr. Gurung: Yes, but also what languages they can receive credit for.

ACTION ITEM: E.D. Hasegawa will connect after the meeting with Commissioner Gurung regarding his inquiry.

Commr. Dinh: Going back to the video, I love the idea, and I’m on board with it. I agree with Chair, using donation funds might not be the best, but I support staff to be able to work on this, so I wanted to see when we’d have a better idea of our funding, if there are dips where we could repurpose.

E.D. Hasegawa: The place where we had the most flexibility is the Needs Assessment, but we’ve used nearly all of the 19k allotted, and I don’t feel comfortable stretching the fund for implementation of the Needs Assessment.

Commr. Cho: I just want to emphasize that this isn’t just using funds to introduce CAPAA to legislators, but it’s introducing our communities to the legislators. I respect and I understand the need to be conservative with those funds because it was given to us by the community, but every time community groups ask us for funds, we’re conservative; whenever we consider projects, we’re conservative. But it won’t do any good if it just sits in the bank.

1st Vice Chair Nguyen asks if it is it too late to add it on the request for next year’s budget. E.D. Hasegawa adds that it is too late to file an additional Decision Package request

Commr. Uppala asks if there’s flexibility of funds to use for projects? E.D. Hasegawa replies the only restrictions on the donation account relate to event sponsorships.

Commr. Faitalia: I agree with Commr. Cho that we should just go for it because I’m sick of explaining to people what CAPAA is. We need to do it. Ground up, we take the chance to show who we are and what we do.

Chair Dickinson asks if we already have vendors vetted to do this project, or would this kick off the process? Commr. Cho asks what would the process be, and if CAPAA put out an RPF.

E.D. Hasegawa replies that this would kick off the project. Because the amount of the contract is so small, it would not have to go through an RPF process—rather, it can be a direct buy.

Commr. Cho motions to approve. Commr. Faitalia seconds. *Motion approves unanimously.*

1. **ACRS & APIC – KC Presentation**

[At approximately 10:55 AM?] E.D. Byun, Chair of APIC King County and Executive Director of Asian Counseling and Referral Service (ACRS), gives a brief introduction of ACRS, playing an introductory video that touches on the work of the nonprofit. After the video, his presentation is paused for KAYA Strategik’s report on the Needs Assessment. Once his portion of the presentation resumes, he cites APIC’s work on language access and holding the Department of Licensing accountable during the period of disclosure of private information to ICE.

APIC is divided into 6 different areas anchored by groups and individuals. They had an East King County and a Clark County chapter for a while, and Commr. Uppala has expressed interest in restarting the East King County chapter.

Commr. Christensen: I would like to know more about your Vancouver APIC chapter.

E.D. Byun: We did have a Vancouver chapter, but unfortunately, it dissolved, but we’d love to get it back up if we hear from interested community members.

E.D. Byun speaks to the APIC legislative agenda. APIC will be organizing different briefings in preparation for APA Legislative Day. He highlights the COFA Dental victory, and the need to push for dental coverage for elderly immigrants. He brings up the legislation they will be pushing this year to ensure protections for immigrants in courts against ICE. They’ll also be pushing for community custody voting and redistricting transparency, both of which are also being sponsored by the League of Women Voters and the Voting Justice Coalition. They’re hoping to add 5 additional citizen members to the redistricting commission. They have a capital project to create AI Pace at Pacific Tower to create continuum of care support for our community. The original request was for $2 million; they received $1.5 million in the last session, and they’re asking for the remaining $500,000 this session. He emphasizes the importance to the community that the decision package CAPAA requested were to pass.

1. **Census 2020 Work Plan Development Update**

At 11:10 AM, Cherry Cayabyab of KAYA Strategik reports to the Commission via Zoom from Ellensburg, where she is attending a separate conference on the 2020 Census. She gives a verbal presentation of her report on the 2020 Census Work Plan Development in Thurston, Clark, and Whitman Counties. The reports were provided to Commissioners as a printed hand-out.

1. **CAPAA Appointee Report Backs**

CAPAA Appointee Harold Tanaguchi gives a report on the work that the Cooper Jones Active Transportation Safety Advisory Council. He worked for 30+ years at the King County Department of Transportation, where they dealt with pedestrian and biker safety on a community level.

The Council is made of 30 representatives to address reaching out to communities of color because of the fatalities in the communities. He does not have statistics for what causes this disparity, but is looking into the issue and soliciting knowledge from the Commission. There are high levels of fatalities in the AAPI community specifically, even more so than other communities of color.

Commr. Sam: Are there statistics or numbers for where the accidents take place?

Harold Taniguchi: I can find that information and get that out to you so you know what’s happening in your backyard.

Commr. Dinh: I’m very happy to hear you reach out to CAPAA for information, and I want to make sure CAPAA has a coordinated system to get you that information and get that information to you. I hope we can be more intentional with that.

Chair Dickinson: And I hope the committees can reach out to all the liaisons to expand and continue the work we’re doing.

Mr. Taniguchi: I will also work with the other ethnic commissions to see what they’re doing, because there’ll likely be commonalities.

Commr. Dinh: I can also say that, in the Viet community living in poorer areas with fewer crosswalks, they revert to the cultural tendency to just dart across the street. I think it’s partly structural, and partly cultural there.

Commr. Wada: We also need to build trust with drivers in a culturally appropriate way.

Mr. Taniguchi: We’re hoping that, with taking a cultural cognizant approach, we can target our work to be more effective.

E.D. Hasegawa: Our resources are your resources—if there’s anything that CAPAA can do to assist you in your work, please let us know.

1. **Public Forum**

Karen Chang Barr speaks to her organization, Moku`aina A Wakinekona Hawaiian Civic Club, and their event on April 11, 2020.

Luisa Laulile introduces herself. She attended the previous CAPAA meeting as well. They [the United Indians of All Tribes Foundation] will be having an upcoming Census event that she’ll be sending to Rosa to disseminate to the Commission. The focus is on Title XIII specifically. She’s working with people in the Tongan community specifically. It’ll be on August 7-9.

Chair Dickinson: Once you have that information together and solidified, we do have a sponsorship section on our website and we’d be happy to help where we can.

Commr. Gurung introduces his special guests, members of a Nepali delegation, who wanted to connect to the state of Washington to speak on trade. Mr. Gurung (unrelated) owns a business in Nepal and wants to extend his business to Washington State as well. He thanks them for coming.

1. **Board Business – WAC Repeal & CR105 Review**

1st Vice Chair Nguyen moves to make the Mobile Device Management (MDM) Policy an agency policy instead of its current status as a rule. Commr. Dinh seconded. Commr. Sisavatdy votes nay. All other Commissioners vote aye.

A conversation regarding differences between WAC, rules and policies ensues. E.D. Hasegawa explained legal counsel recommends CAPAA do a “direct repeal” of many of its rules.

1st Vice Chair Nguyen moves to table the discussion of a “direct repeal.”

E.D. Hasegawa: Maybe this body will entertain the idea of the executive committee or an ad hoc committee to go through the code and making a recommendation of what to do with all the rules and policies, and which ones we should move.

Chair Dickinson: I think that if we’re the only commission or agency to do this, we would be less transparent. I would want to know what other commissions and agencies do—CAAA, CHA, etc.

ACTION: Executive Committee will convene legal counsel to understand their recommendation and take necessary steps to see the CR-105 updates through as voted upon by the Commission in 2019.

1. **Commissioner Orientation**

E.D. Hasegawa reviews portions of the CAPAA Administrative Policies, with particular focus on Chapter 4: Commissioner Duties and Responsibilities. This orientation is to ensure that Commissioners are clear on expectations, as previous Commissioners have mentioned in their exit interviews that they did not feel properly on-boarded.

She explains the attendance policy, including that Commissioners with two unexcused, or three excused mandatory Commission public meetings, study sessions, and/or special meetings in a rolling 12-month period (one year) will be asked to resign. Commissioners are also told to avoid being tardy.

Commr. Sam: To clarify the tardiness policy, would it be possible to leave early?

Chair Dickinson: You can leave early, since attendance is taken at the start, but we would like everyone to stay for the full time barring an emergency. E.D. Hasegawa goes over the explanation of activity reports and how Commissioners can report their work on behalf of CAPAA.

Chair Dickinson and Project Manager Mai explain the transportation reimbursement process. Chair Dickinson shows the chart that explains mileage calculations, and also explains the changes to how CAPAA considers a trip reimbursable, per a recent discovery that individuals attending work groups, task forces, and other official meetings on behalf of CAPAA qualify for reimbursements for travel.

E.D. Hasegawa explains the roles and responsibilities of the Executive Committee.

1. **Committee Breakout Sessions**

Commissioners break into their various committees to discuss committee business.

1. **Adjournment**

Motion to adjourn made at 2:00 PM by Commr. Huie-Pascua. Motion seconded by Commr. Faitalia. *Motion passed unanimously.*