



Minutes

Council Board of Directors Meeting

July 21, 2016

5:00 – 7:00 P.M.

Blazing Star Room, Centennial Office Building
658 Cedar Street, Saint Paul, MN 55155

Chair Ngodup called the meeting to order at 5:06 P.M.

I. COMMUNITY PRESENTATION

Chair Ngodup explained that the presenter could not attend the board meeting.

II. ROLL CALL

Present:

David Maeda

Amy Nop

Thaoke Her

Tsewang Ngodup

Grace Lee

Saengmany Ratsabout

Anil Hurkadli

Representative Carolyn Laine

Staff: Sia Her, Karina Vang, Anjuli Mishra, and Dave Sukharan.

Absent: Melissa Kwon, Representative Rod Hamilton, Faamati Winey, George Thawmoo, Senator Roger Chamberlain, Senator Fong Hawj.

With 8 out of 14 voting members present, there was a quorum present.

III. APPROVAL OF MAY 2016 MINUTES

Chair Ngodup presented the meeting minutes for May 19, 2016. Ms. S. Her stated that there were some questions regarding meeting minutes and reviewed the reasons for the Council's position on the All Kids Count Act. Ms. S. Her reiterated the importance of data disaggregation. Ms. Nop asked a question regarding how the board addresses changing meeting minutes. Ms. S. Her responded that any changes to meeting minutes must be approved by the full board.

MOTION: To approve the meeting minutes of May 19, 2016.

BY: Mr. Hurkadli and seconded by Ms. Lee. *The motion was unanimously passed.*

IV. APPROVAL OF JULY 2016 AGENDA

Chair Ngodup presented to the board the meeting agenda of July 21, 2016.



MOTION: To approve the meeting minutes of July 21, 2016.

BY: Mr. Maeda and seconded by Ms. T. Her. *The motion was unanimously passed.*

V. LEGISLATIVE BOARD MEMBERS

Chair Ngodup asked legislative board members or their office staff to provide updates.

Representative Laine commented on the possibility of an August special session.

Senator Hawj's staff discussed community events that Senator Hawj hosted, which specifically aimed to address the issue of equity.

VI. EXECUTIVE DIRECTOR'S REPORT

Ms. S. Her welcomed the Council's new intern, Dave Sukharan. Ms. S. Her walked the board through updates to the Tridion platform, and will ask MN.IT if there is another way for board members to review the website prior to it going live. The posting for the legislative liaison position will be available until the end of the July. Ms. S. Her encouraged board members to participate in the selection process, and stated the need for one additional board member on the search committee. The Annual Report update was presented to the board, and the completed report is due to the legislature in January 2017, as required by law. MDH has convened two meetings of the Working Group for Violence Against Asian Women and Children, and the Council will propose legislation in 2017 based on the findings of this report. The other major initiative is the Rental Housing Assistance Pilot program: Council staff had an initial meeting with MHFA in June to discuss program planning.

The remaining balance from the Awards Dinner is about \$500; this year's dinner was approximately half the cost of last year's. Vice Chair Maeda asked why there was a difference in dinner costs. Ms. S. Her responded that it was the decision of last year's board to decrease the size of the dinner, in order to accommodate staff and board capacity. Chair Ngodup stated that the board's decision to decrease the size of the dinner was chosen as a compromise between board members who did not want to continue the dinner at all. Ms. T. Her stated that the meaning behind the Council's dinner was the most important, and she hopes for larger events in the future.

Ms. S. Her summarized the Legislative Session Recap. Representative Laine acknowledged the staff's work on bringing together all three ethnic Councils for one event. Mr. Ratsabout asked for further information on the Emerging Communities Report. Ms. S. Her explained that Ms. Mishra will expand on the work done by previous staff for this report, once additional staff is hired. Chair Ngodup asked Ms. S. Her to elaborate on the Community Engagement and Outreach item in her report. Ms. S. Her stated that Council staff assists community organizations in the requests for the Governor's Office and meeting with legislators, and provided examples of community engagement.



VII. JULY 2016 FINANCIAL REPORT

Ms. S. Her presented the financial report to the board, as of July 1, 2016. Mr. Ratsabout asked for clarification on the line item carry over amounts, and where those would be allocated. Ms. S. Her expressed her hope that the Dept. of Administration would have a more finalized version of the carry over amounts by the September board meeting. Ms. S. Her also stated that additional funds would be moved to the "other operating costs" line item, until it is determined what those funds should be allocated towards. Ms. Lee asked how much money will be carried over, with particular concern about not using all the allocated funds before the end of the biennium. Ms. S. Her stated that \$50,000-\$60,000 will be carried over into the second year of the biennium, but staff salary remains the largest unknown going forward in the budget until the legislative liaison position is filled and the internship position is assigned a stipend amount. Mr. Ratsabout asked for the amount of money paid in overtime to staff. Ms. S. Her stated that in the 2015 session, \$13,000 in overtime was paid to the legislative liaison. Ms. Nop asked for clarification on staff overtime. Ms. S. Her clarified that all staff, with the exception of the Executive Director, are hourly positions, and must be paid overtime in compliance with their respective labor bargaining agreements. Ms. S. Her stated that additional funds may be requested for the strategic planning process, in order to include greater Minnesota visits.

MOTION: To approve the July 2016 Financial Report.

BY: Representative Laine and seconded by Ms. Lee. *The motion was unanimously passed.*

VIII. COMMITTEE REPORTS

Executive Committee:

Chair Ngodup pointed out that there was a slight increase in the Executive Director's salary, as of July 2016. There will be a formal evaluation of the Executive Director, which will likely be done at the November 2016 board meeting. Mr. Hurkadli asked if there is a standard evaluation for the Executive Director. Ms. Lee stated that they reviewed the standard formats during the board member training by HR. Chair Ngodup stated that he has been in communication with a representative from HR regarding the review process, and it is his belief that the process may first go through the Executive Committee before being presented to the full board. Chair Ngodup then presented a summary on the statutory changes made to the council as of November 2015. Representative Laine further highlighted the changes made to the Council structure in 2015 and the small changes to the process that are being made in 2016, particularly in relation to the LCC. Mr. Ratsabout asked for further clarification on the process for budget requests, as it relates to MMB and the legislature. Ms. S. Her stated the legislature assigns the dollar amount, and all budget processing is done by MMB and not in-house.

Events Committee:

Chair Ngodup reviewed the Asian Leadership Awards Dinner. The Events Committee would like to create a larger event and move the event to October. The Committee would also like to request more board members to participate on the Committee. Interested board members should contact the Events Committee Chair, Ms. Winey, via email.



Government Relations Committee:

Vice Chair Maeda presented that Ms. Nop will be stepping down from the Government Relations Committee, and also presented on a more formalized process for community engagement for the 2018 session. The formalized process would include a legislative endorsement process for community organizations, and a community-based advisory task force on 4 issue areas. Vice Chair Maeda presented on plans for the 2017 API Day at the Capitol. Staff will also provide a legislative tracking document for the Government Relations Committee members during the 2017 session. Ms. Lee asked about the volume of applicants for any openings on the Council board, in order to anticipate the volume of applicants for the advisory task force. Ms. S. Her stated that different requirements would be placed on the makeup of race/ethnicity for the advisory task force members. The Government Relations Committee will present the full plan to the board at a later board meeting.

IX. STRATEGIC PLANNING

Ms. S. Her introduced Barb Deming from the Management Analysis Development. Ms. Deming took the board through the steps of the strategic planning process, and a previous version of the Council's strategic plan from 2004. Ms. Lee requested that the board be provided copies of the strategic planning timeline.

Ms. Deming then posed four questions for the board relating to the procedure for the strategic planning community forums:

1. In your minds what would success look like for the community forums?
 - Want diverse representation
 - Diversity to include age, and professional experience. Many times these conversations are just geared towards community leaders and not your average community member.
 - Communicating transparency - how are we going to use this data? How will we let people know in advance? Often during a strategic planning process, people just show up without thinking about topic in advance.
 - More of a dialogue rather than community presentation
2. How should we determine focus groups?
 - We could have it based on topic. The strategic direction of the Council is not as engaging; we might not have community participation.
 - 3 locations in the metro area and 2 in greater Minnesota : 1 south and 1 north; 3 in the metro.
 - To get the diverse community we are looking for then we should hold regional forums.
 - In greater Minnesota we should make a call for specific communities.
 - Need to have translated materials.
 - Are we going to ask people to RSVP and indicate whether they need interpreters?
 - Hoping to have 5 conversations in September and October



- Have a few specific community meetings for our emerging refugee communities, such as the Karen; the more English proficient groups could perhaps attend the meetings for the general pan-Asian community.
 - Would there be a way to connect with Wilder? They already have groups targeting specific populations
 - For targeting specific populations, how do we think that the community will change over the next 5 years?
3. How does the board want to be engaged in the forums?
- Board should attend forums.
 - Be present and just let the community participants know who we are. Board members should participate at some level, but be neutral.
 - Board members should draw answers from community rather than participate in forums.
4. How does the board want to select dates for these forums?
- Let's not hold these forums during big holiday weekends; instead, they should be held in the evenings and weekends.
 - The Council is unlikely to be able to compensate forum participants, given open call.

Council staff will send out a Doodle request for the board strategic planning sessions, to ensure as many board members can attend both sessions.

X. CONTRACT APPROVAL

Ms. S. Her presented two annual report contracts, each for maximum amount of \$4,000, and reminded board members that all contacts must be approved by the board. Mr. Ratsabout asked about the bidding process. Ms. S. Her clarified that only contracts \$10,000.00 or more must go through the State's bidding process. Additionally, where the annual report is concerned, the contactors were selected based on previous work with the Council.

MOTION: To approve contracts in the maximum amount of \$4,000 for the annual report.

BY: Ms. Lee and seconded by Mr. Hurkadli. *The motion was unanimously passed.*

The meeting was adjourned at 7:09 P.M.