
Council Meeting of the Board

November 15, 2018

5:00 – 7:30 PM

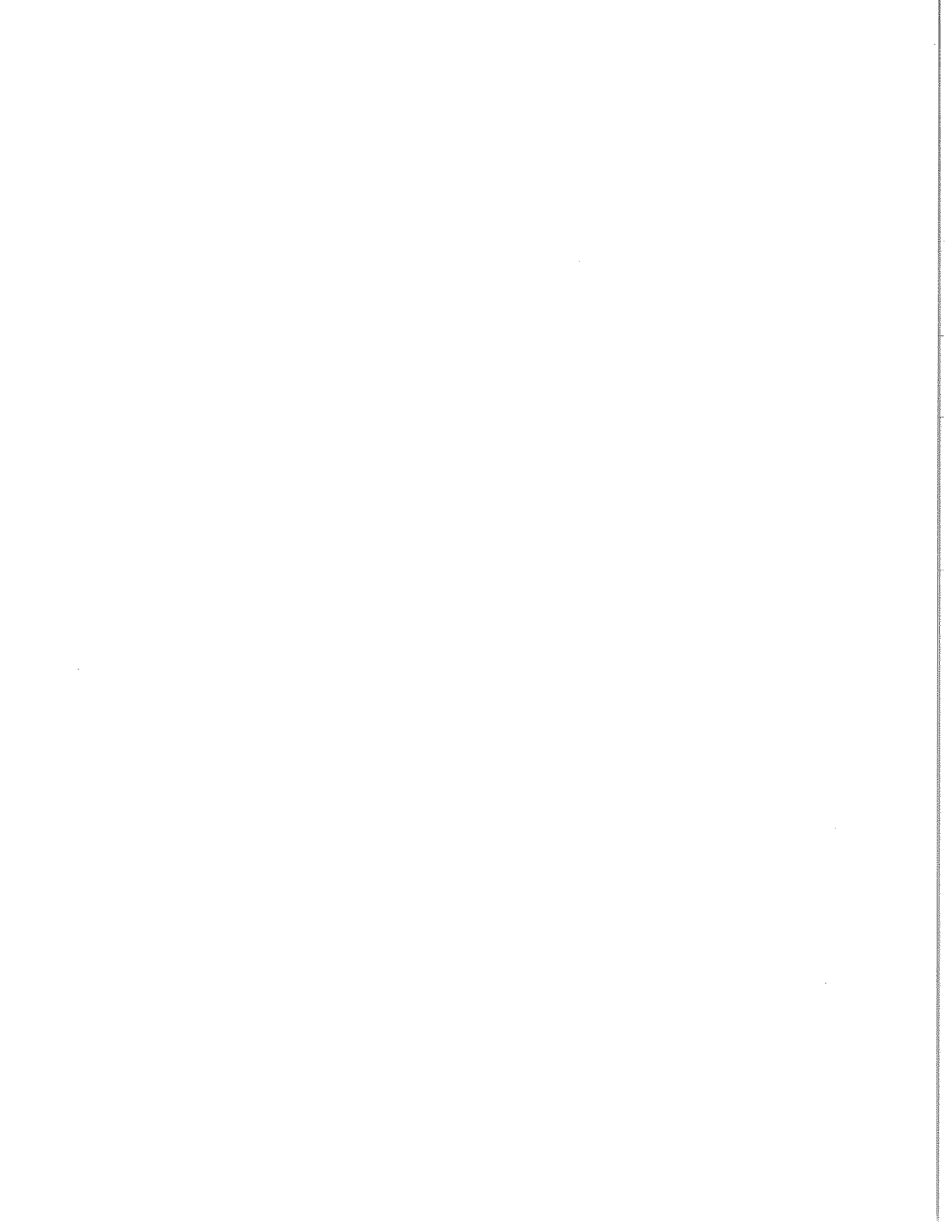
Blazing Star Conference Room – Centennial Office Building
658 Cedar Street – Saint Paul, MN 55155

AGENDA

Time	Item	Information/Discussion/Action
5:00 – 5:10 PM	Public Comments	Information/Discussion
5:10 – 5:15 PM	Board Business – Roll Call – Approval of September 20, 2018 Minutes – Approval of November 15, 2018 Agenda	Information/Discussion/Action
5:15 – 5:20 PM	Financial Report	Information/Discussion/Action
5:20 – 5:30 PM	Executive Director Report	Information/Discussion
5:30 – 6:00 PM	Committees and Task Force Reports – Executive Committee – Board Development Task Force	Information/Discussion/Action
6:00 – 6:30 PM	2019-2020 Legislative Agenda*	Information/Discussion/Action
6:30 – 6:45 PM	2019 Board Officers Elections	Information/Discussion/Action
6:45 – 7:00 PM	2019 Board Meeting Schedule	Discussion/Action
7:00 – 7:30 PM	Community Updates	Information/Discussion

Next Meeting of the Board: January 17, 2019

Note: An agenda item with an * is an item the Council Board will take public comments on during the Public Comments time pursuant to the Council’s Policy on Community Input at Council Meetings.



 **COUNCIL ON
ASIAN PACIFIC MINNESOTANS**

Minutes

Council Board Meeting

September 20, 2018

5:00 – 7:00 P.M.

Blazing Star Room – Centennial Office Building

658 Cedar Street – Saint Paul, MN 55155

Chair Maeda called the meeting to order at 5:07 P.M.

I. COMMUNITY PRESENTATION

Chair Maeda welcomed Minnesota Assistant Attorney General Nathan J. Hartshorn to present on the Open Meeting Law and answer questions regarding how the law pertains to the work of the board. The general idea of the Open Meeting Law is that government body meetings must be conducted in a public place where the public may view the meeting with reasonable advanced notice. The most common violation of this law is taking up board business via email, in which a quorum of the board is receiving the email. The other common violation is a series of serial meetings to discuss board business. Mr. Hartshorn suggested that all staff emails to board members be blind carbon copied to prevent violations of the Open Meeting Law. Board members who violate the Open Meeting Law are subject to fines.

II. ROLL CALL

Present:

Anil Hurkadli

Bryan Thao Worra

Dave Hoang

David Maeda

Famaati Winey

Pavoua Lee

Zoe Zhi

Senator Carolyn Laine

Staff: Sia Her, Karina Vang, and Anjuli Cameron

Absent: Senator Roger Chamberlain, Dr. Tsewang Ngodup, Grace Lee, Sharon Lim, Hafiz Munir, Representative JoAnn Ward, and Representative Rod Hamilton

With 8 out of 15 voting members present, there was a quorum.

III. APPROVAL OF JULY 2018 MINUTES

Chair Maeda presented to the board the meeting minutes of July 19, 2018.

Ms. Zhi asked for staff to revise the community presentation minutes, because the last sentence is factually incorrect. Staff will verify the statement and make corrections before posting minutes onto the website.

MOTION: To approve the meeting minutes of July 19, 2018.

BY: Mr. Hurkadli, and seconded by Mr. Worra. *The motion was unanimously passed.*

IV. APPROVAL OF SEPTEMBER 2018 AGENDA

Chair Maeda presented to the board the meeting agenda of September 20, 2018.

Chair Maeda requested the addition of one item to the agenda, proposed by Mr. Munir about the annual dinner. Mr. Munir just brought this request today, but could not attend the meeting.

MOTION: To approve the September 20, 2018 agenda, with additional dinner item.

BY: Chair Maeda, and seconded by Senator Laine. *The motion was unanimously passed.*

Chair Maeda introduced the new board member, Pavoua Lee, representing the Hmong community. Board members and staff introduced themselves to Ms. P. Lee, and she provide a brief background of her work.

V. SEPTEMBER 2018 FINANCIAL REPORT

For FY19 the Council will have an operating budget of \$509,537.00. Our base budget is \$464,000.00 plus a carry-over of \$45,537.00. Half of the carry-over dollars came from the unfilled Legislative Liaison position. These carry-over funds have been spread throughout other budget items, including overtime during the legislative session, professional/technical vendors, and other operating costs. The Executive Director is finalizing the budget request for the next biennium, which is due on October 5th.

VI. EXECUTIVE DIRECTOR REPORT

Ms. Her provided a high-level summary of the Executive Director's Report. Ms. Her mentioned that the board has now filled all the vacancies, excluding the legislative seat that Representative Ward will leave open beginning in 2019. Ms. Her provided an update on the Legislative Liaison position. The interviews were completed, but ultimately the position was not filled, due to specific candidate circumstances. The position will be reposted and interviews will be conducted again. Ms. Her pointed out that in the enabling statute Minn. Stat. § 15.0145, Subd. 8, our office is required to submit our 2018 Report to the appropriate legislative committees by January 15, 2019. The staff will begin writing this report. Ms. Her also made the announcement that the Gubernatorial Forum will not be happening due to conflicts in the final stage of negotiations. Finally, Ms. Her updated the board that staff continued to attend community events to gather survey data for the legislative agenda and build relationships with our API communities and organizations.

VII. EXECUTIVE COMMITTEE REPORT

Chair Maeda passed out the Executive Committee Report from the September 5, 2018 meeting. The highlight of that meeting was the potential increase in the Council's base budget. The budget increase is a result of on-going issues with staff retention.

VIII. BOARD DEVELOPMENT TASK FORCE (BDTF) DISCUSSION

Vice Chair Hoang, Chair of the BDTF, provided an overview of the BDTF meeting that took place on September 5, 2018, and provided the minutes. The committee is charged with looking for opportunities for training for new and existing board members. The committee has been working on a Council Policy on Public Meetings. This policy states that the board will welcome public comment during meetings, and also states how the board will act on a public comment request. A final document was presented to the board.

MOTION: To approve and adopt the Council Policy on Public Meetings as it is written.

BY: Mr. Worra, and seconded by Ms. Winey. *The motion was unanimously passed.*

At the July Board Meeting, Vice Chair Hoang gave board members time to review the 2015 Policy & Procedure Manual. Vice Chair Hoang then led a discussion to see if the board should create another

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committee to work specifically on the Policy & Procedure Manual, or if it should just be added as another task for the Board Development Task Force Committee.

MOTION: To create a new task force to address the Policy & Procedure Manual after the current task force complete its work.

BY: Mr. Hurkadli, and seconded by Mr. Worra. *The motion was unanimously passed.*

IX. OMBUDSPERSON APPOINTMENT

The Ombudsperson for Families sent the board a recommendation to appoint an applicant to their board. Board members had the opportunity to review the applicant's resume and cover letter. Since there are several new board members, the board agreed that Bauz Nengchu, from the Asian Ombudsperson for Families, should be invited to present about the work of her agency.

MOTION: To approve and appoint applicant for the Ombudsperson for Families board.

BY: Chair Maeda, and seconded by Ms. Winey. *The motion was unanimously passed.*

X. ASIAN PACIFIC LEADERSHIP AWARDS DINNER

Our board member Hafiz Munir also works at MNDOT and sits on the Asian Employee Resource Group (ERG). The MNDOT leadership team wants to assist the Council with our dinner as they think the dinner is an important event for the Asian community, and they have historically attended our dinner every year. They will offer staff time and money, if possible. However, they would like to know specifically what the Council needs assistance with to make the dinner a success. After much discussion the board agreed on requesting the following assistance:

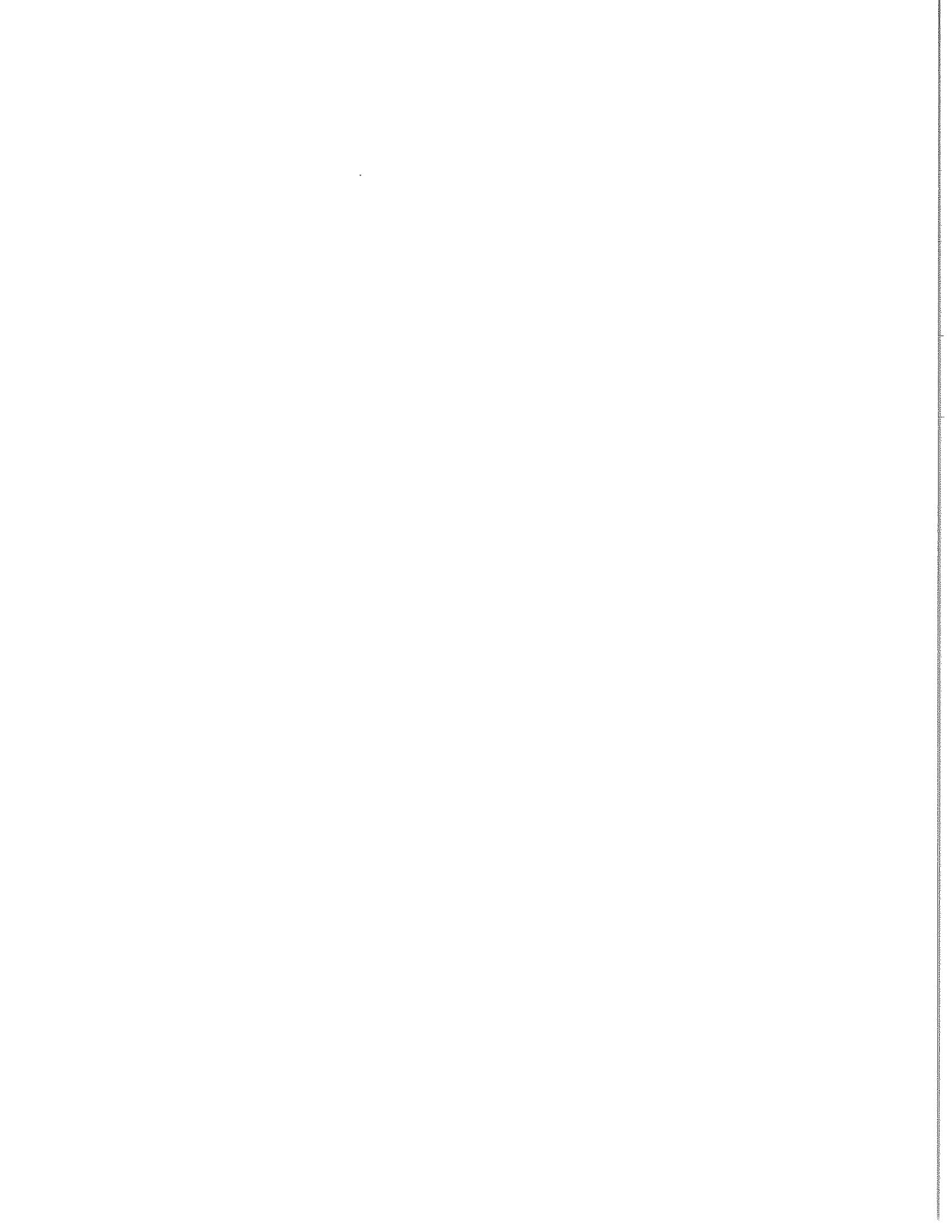
1. Support fundraising for the dinner
2. Volunteers to assist with dinner logistics

The Executive Director will make a note of these requests and get back to Mr. Munir, as he has to report back to the leadership team at MNDOT in a timely manner.

XI. COMMUNITY UPDATES

Board members shared any announcements or updates from their respective communities.

The meeting was adjourned at 7:14 P.M.





MANAGER'S FINANCIAL REPORT

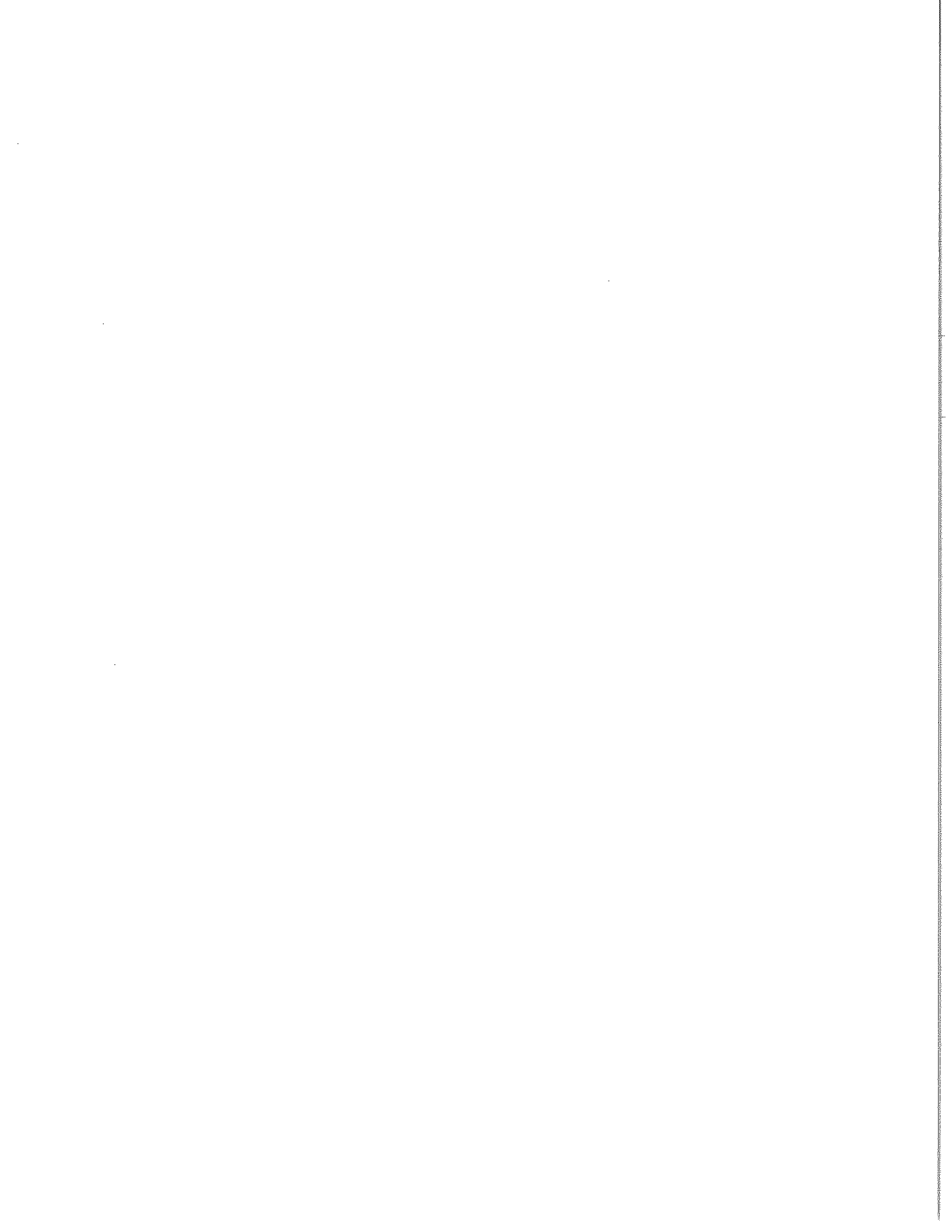
Selection Criteria: Budget Period - 2019, Fund - 1000 to 6000, DeptID - G9N30000 to G9N3ZZZZ, AppropID - G9N0000 to G9NZZZZ

Break On: Budget Period, Fund, DeptID, AppropID

Budget Period: 2019	Fund: 1000	DeptID: G9N31000	AppropID: G9N1100
	General	Asian-Pacific Council	Council on Asian Pacific MN

Account Class and Description	Current Budget	Pre-Encumbered	Encumbered/Committed	Expended	Unobligated	Unexpended
Remaining Payroll Projection	Full-Time (41000): \$254,951.28	Part-Time (41030): \$6,082.10				Total: \$261,033.38
41000 Full Time - Salary	357,331.00	0.00	272,085.11	85,245.89	0.00	272,085.11
41030 Part-Time-Seasonal-Labor Serv	16,500.00	0.00	7,919.53	8,580.47	0.00	7,919.53
41050 Overtime and Premium Pay	12,000.00	0.00	12,000.00	0.00	0.00	12,000.00
41070 Other Employee Cost	4,700.00	0.00	3,710.00	990.00	0.00	3,710.00
41100 Space Rental And Utilities	23,000.00	0.00	15,106.33	7,274.61	619.06	15,725.39
41110 Printing And Advertising	15,000.00	0.00	0.00	1,813.85	13,186.15	13,186.15
41130 Prof-Tech Serv-Outside Vend	28,000.00	0.00	12,000.00	0.00	16,000.00	28,000.00
41155 Communications	1,300.00	0.00	391.77	10.78	897.45	1,289.22
41160 Trav-Sub-InState-Border Comm	3,800.00	0.00	1,781.86	846.90	1,171.24	2,953.10
41170 Trav/Sub-OutOfState-BorderComm	1,000.00	0.00	0.00	0.00	1,000.00	1,000.00
41180 Employee Development	6,500.00	0.00	200.00	1,160.00	5,140.00	5,340.00
41190 State Agcy-Prov Prof-Tech Serv	0.00	0.00	0.00	0.00	0.00	0.00
41196 Centralized IT Services	17,000.00	0.00	13,834.15	3,165.85	0.00	13,834.15
41300 Supplies	4,000.00	0.00	602.57	2,699.22	698.21	1,300.78
41400 Equipment	3,000.00	0.00	1,786.76	403.10	810.14	2,596.90
41500 Repairs To Equip & Furn	1,200.00	0.00	379.92	698.83	121.25	501.17
43000 Other Operating Costs	14,206.00	0.00	3,977.87	2,401.13	7,827.00	11,804.87
47160 Equipment-Non Capital	1,000.00	0.00	0.00	0.00	1,000.00	1,000.00
Total	509,537.00	0.00	345,775.87	115,290.63	48,470.50	394,246.37

Report Total	509,537.00	0.00	345,775.87	115,290.63	48,470.50	394,246.37
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Executive Director's Report
November 15, 2018

I. Administrative

- A. Financial Report: For the state of our finances, see the November 2018 Manager's Financial Report.
- B. Board Appointments: There are no vacant seats on the Council Board at the moment; however, two seats will come up for appointments in January of 2019 – the ones filled by current Council members Grace Lee and Mati Winey. Both members will need to reapply in order for the Governor to consider reappointing them. Staff have informed both members of their statuses.

The Chair, Vice-Chair, and I conducted an internal orientation with new Council members Thao-Worra and Lee.

- C. Board Development Taskforce (BDTF): The last meeting of this entity ended in the Task Force Chair adjourning the meeting prematurely; the reason for doing so will be shared with the Board as deemed appropriate by the Task Force Chair. At this time, the Board Chair and Task Force Chair (Vice-Chair) have determined that in order for the Council to remain on course with its work, they will complete the remaining work of this Task Force – the Code of Conduct, and the Policy on Involvement of Board Members on the Council's Legislative Work. These draft policies will be coming before the Board for its full consideration and adoption at the January 2019 meeting. Again, members of this Task Force are Senator Laine, Mati Winey, Zoe Zhi, and Hafiz Munir. Task Force Chairman Hoang will provide a verbal and written report to the Board. – *Strategic Plan, Goal #4*
- D. Legislative Liaison Search: As shared in the September Executive Director Report, we found ourselves having to go back to the drawing board to fill this position. This time round, the Vice-Chair and I began conducting the first round of interviews the week of September 24th. Two rounds of interviews yielded a finalist, to whom we have asked to join our team. We're excited to report that this latest team member will join our team at the end of November.
- E. 2018 Report: Pursuant to Minn. Stat. § 15.0145, Subd. 8, our office is required to submit our 2018 Report to the appropriate legislative committees by January 15, 2019. We continue to work on this report, and will submit a final version to the Board in January.
- F. GovDelivery: We should be prepared to use this communications platform in the next few weeks. Some of the initial efforts will be emails to legislators and commissioners pertaining to our 2019 legislative objectives. Our capacity to communicate in a timely and professional manner is especially important at this time when both the legislative and executive branches of government have new leadership. – *Strategic Plan, Goals #1, #2, and #4*

G. Communications Specialist (Target Vendor Contractor): We now have a contractor dedicated to the area of communications for the Council – Ms. Chanida Potter. In the next few weeks, Ms. Potter and our team will be working on finalizing a comprehensive communications plan, and began engaging with Council constituents in what we hope will be a more timely, robust, and meaningful manner. – Strategic Plan, Goals #1, #2, #3, and #4.

II. **Staff** – Our current staff roster is as follows:

- Sia Her – Executive Director (FT)
- Anjali Mishra Cameron – Research Director (FT)
- Karina Vang – Officer Manager (FT)
- Dave Sukharan – Research Assistant (PT)
- Katy Sly – Legislative Liaison (FT)

III. **Projects** – Our staff remains committed to designing and carrying out projects that our constituents can easily see, and comprehend as reflective of our Council goals as identified in our strategic plan. Since the July Council meeting, staff continue to work on the following projects.

- A. Emerging Communities Report: As reported in meetings before, this report will consist of 5 factsheets about new Asian Americans and Pacific Islanders communities in Minnesota: the Karen, Karenni, Bhutanese, and the Chuukese (Pacific Islanders). We will continue with interviews and focus groups throughout the summer, and finish the report before the end of this year. The report is moving along much, much slower than I would like; however, there is not much we can do to speed up the process because of the populations we are studying. At this time, the best end date is “as soon as possible.” -- *Strategic Plan, Goals #1 and #3*
- B. Domestic Violence and Sexual Assault Prevention Program Bill (H.F. 3304/S.F. 3067): This bill was initiated by our Council, and is one of our ongoing responses to community input gathered from the last two community surveys. This bill requests that the State establishes a prevention program with funds derived from an increase to the Minnesota marriage license fee. During this interim we re-visited a number of aspects about this bill, including the key partners that we should bring to the table from different parts of the state, and amending key provisions in the bill. Without a legislative liaison in place, our capacity to move this bill forward during the 2019 session has increased significantly. – *Strategic Plan, Goals #1 and #3*
- C. Spoken Healthcare Interpreter Registry Bill (H.F. 2023/S.F. 1708): This bill requests that the State replaces the current roster system with a registry system for spoken language health care interpreters. Key provisions in this bill include a two categories system of certified and registered interpreters, an advisory council, and grounds for disciplinary action. This bill was heard in the Health and Human Services Reform Committee, but was then tabled.

During the interim, staff from our office and that of the Latino Affairs Council continue to engage with key state and community partners, both here in the metro area and in greater

Minnesota, to ensure that the bill has a better chance of success in the 2019 session. – *Strategic Plan, Goals #1 and #3*

- D. All Kids Count (Data Disaggregation) Law: In light of what unfolded during the 2018 session, especially the community-specific activities to which this Council had a front row seat, have dedicated some time to meeting with community entities to ensure that they understand the law, the Council's position, have some idea as to what to expect during the 2019 session, and have the opportunity to prepare to engage in support of the All Kids Count Law should there be an effort to repeal the law at a point in the near future. – *Strategic Plan, Goals #1 and #3*
- E. Community Survey: We closed the survey at the end of October, in order to give ourselves time to analyze the responses in time for the 2019 session. Since then, staff have diligently been analyzing the results, and will be presenting to the Board key findings and the staff recommended Biennial Legislative Agenda for the Board's approval at the November meeting of the Council. – *Strategic Plan, Goals #1 and #2*
- F. Biennial Legislative Agenda: During the past several bienniums, we have distributed a community survey to community members for the purpose of gathering input on the Council's biennial legislative agenda. Staff will be presenting to the Board the process, the analysis, and a draft recommendation of the Council's upcoming biennial legislative agenda. – *Strategic Plan, Goals #1, #2, #3, and #4.*

IV. Government Relations – We continue to provide support in various capacities to state and local government, as well as to members of Minnesota's congressional delegation (via their offices here in Minnesota).

- A. Legislature: the midterm election saw the departure of some legislators, and the arrival of a new cohort that includes the largest caucus of legislators of Asian-heritage. Our office will reach out to all new legislators once the session has started, and explore several other initiatives as appropriate to ensure that our office is carrying out our responsibility as an advisor to the legislative branch of state government.
- B. Department of Transportation (DOT): Council member Hafiz Munir and I had a meeting with Assistant Commissioner at DOT, Tim Henkel, to explore different possibilities for our Council's Asian Pacific Leadership Awards Dinner. At the conclusion of the meeting, Assistant Commissioner Henkel committed to share with DOT and others as appropriate the idea of an interagency partnership; I would provide him with a description of the Dinner, and the costs associated with it. In a scenario where there is an interagency agreement, the Dinner would be made possible with the financial support of the state's various departments. – *Strategic Plan, Goals #1 and #2*
- C. Department of Public Safety (DPS): We continue to engage with DPS staff about H.F. 3304/S.F. 3067 – the Domestic Violence & Sexual Assault Prevention Program – which we, at this time, intend to reintroduce in the 2019 session. – *Strategic Plan, Goals #1, #2, and #3*

- D. Department of Education (MDE): On an ongoing basis, we address questions from the Department as they come in to the office, and follow up with their legislative staff as necessary. – *Strategic Plan, Goals #1 and #2*
- E. Governor’s Office: Any communication with the Governor’s Office since our last Board meeting has been about the appointment process. – *Strategic Plan, Goals #3 and #4*
- F. Department of Health (MDH): We have a strong working relationship with MDH, and this relationship remains strong as MDH continues its work in the area of health equity. During the session, most of our interactions with them were about H.F. 3304/S.F. 3067. In the interim, we plan to continue to interact with them for the purpose of seeking their ongoing support and their advice on how to strengthen the Domestic Violence & Sexual Assault Prevention Program bill. – *Strategic Plan, Goals #1, #2, and #3*
- G. Dept. of Human Rights (MDHR): All state departments are busy preparing for the transition between administrations; as such, our interactions with MDHR and others have been minimal. – *Strategic Plan, Goals #1 and #2*
- H. Dept. of Human Services’ Cultural and Ethnic Leadership Council (CECL): Since our May board meeting, we have not interacted as much with this entity within DHS due to our interim priorities. Anjuli, our lead staff on the CECL has attended the scheduled meetings. – *Strategic Plan, Goals #1 and #2*
- I. Office to Prevent and End Homelessness (MHFA): We will attend scheduled meetings of this inter-agency. – *Strategic Plan, Goals #1 and #2*

V. Community Outreach/Engagement

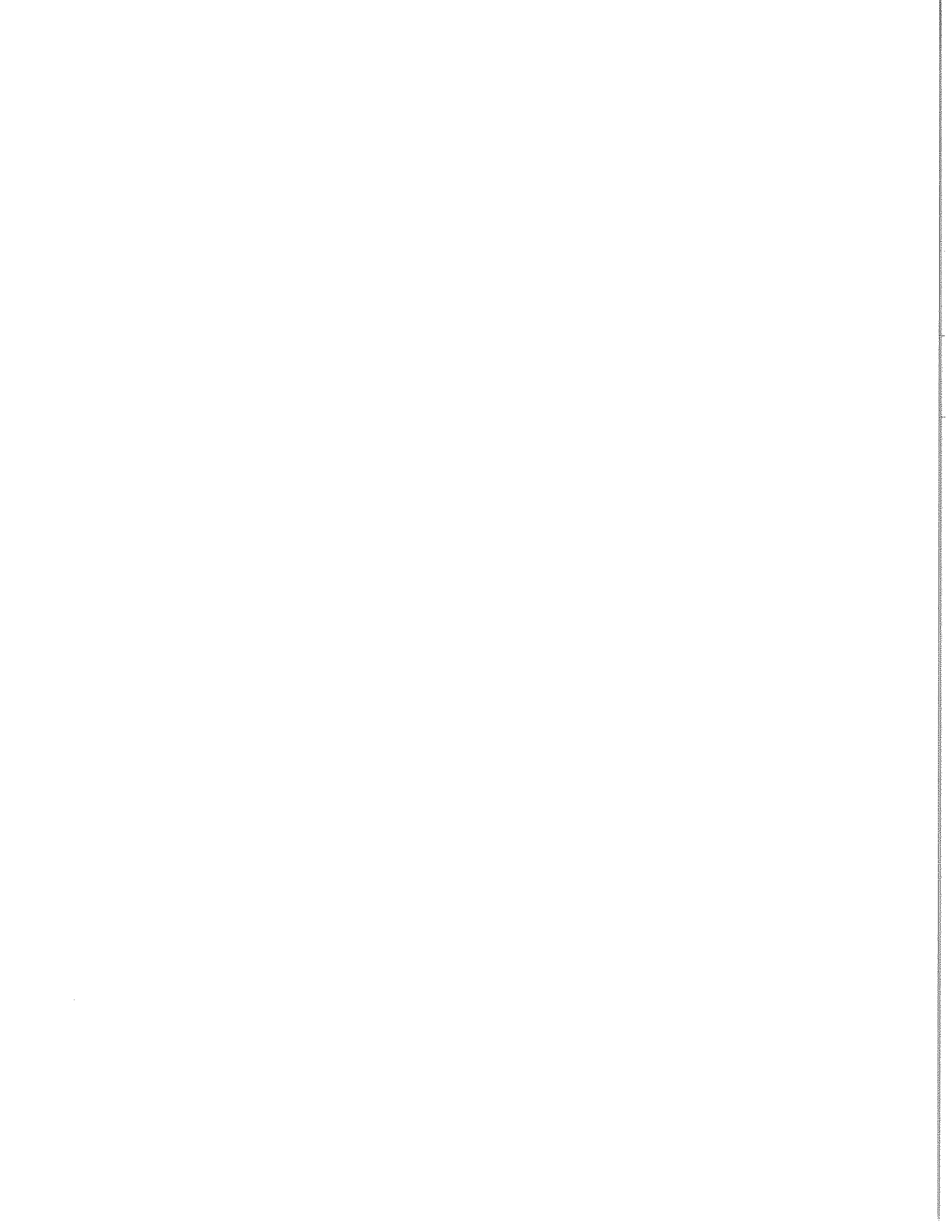
- A. Speaking Events: Speaking engagements are important for a host of reasons, one obvious reason is that these help to build awareness of the Council, and allow us to either begin to establish, or continue to reaffirm our Council’s credibility as a government agency with its unique role and responsibilities. Since the last board meeting, the following are speaking opportunities I’ve participated in:
- Saint Paul Realtors Association – *October 5, 2018*
 - Panel on Sexual Harassment in the Work Place – *October 11, 2018*
- B. Community Events/Meetings: Community events during which our Council is just another participant are some of the most informative, and effective community/relationship building spaces to be in. It is during the times that we are able to have more personalized conversations, meet and get to know new people, and learn from community members on their own turf. Since the last Board meeting, we have attended the following events:
- IMMA Pear Gala (staff, Rochester community leaders, and Council member Sharon Lim) – *September 21, 2018*
 - Vietnamese Mid-Autumn Festival – *September 23, 2018*
 - Chinese Mid-Autumn Festival (Council members Zhi and Thao-Worra) – *September 30, 2018*



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- AWUM “From the Heart” – *October 4, 2018*
- Little Mekong Night Market – *October 7, 2018*
- Hmong 18 Clans Council “Walk to End Domestic Violence” – *October 7, 2018*
- Saymoukda Vongsay Book Signing – *October 10, 2018*
- Temple Minnesota “Alms Commitment & Commemoration Day Celebration” – *October 13, 2018*
- KOM Annual Gala (Staff, Council members Thao-Worra, Lee, and Hurkadli) – *October 25, 2018*

Both the act of speaking at key gatherings, and attending community events/meetings address all four goals of the Council’s Strategic Plan.



BIENNIAL LEGISLATIVE AGENDA

Pursuant to Minn. Stat. § 15.0145, the Council works toward economic, social, legal, and political equality for Minnesotans of Asian and Pacific Islander (API) heritage.

Priority Issues*

The Council will actively track and pursue legislation in the following areas:

- Higher Education Affordability and Access
- Data Disaggregation
- Healthcare Access
- Equity and Social Justice
- Immigration Rights

On-going Positions

The Council will actively advocate for legislation that achieves the following:

- Programs and services that are respectful of and responsive to the linguistically and culturally diverse communities of Minnesota, including Asian Pacific Minnesotans.
- *Collection of disaggregated data to better inform policy-making on issues of importance to Asian Pacific Minnesotans.*
- Increased understanding of violence against Minnesota's Asian Pacific women and children.

* - These issues were self-identified as high priority in the 2019 Legislative Priorities Survey.

Pending Board Approval

