
Meeting of the Board

September 16, 2021
5:00 P.M. – 6:30 P.M.

Attend via Webex:

<https://minnesota.webex.com/minnesota/j.php?MTID=mf9f8db17b2ee9cab04592158a6e5909>

Attend by phone:

+1-415-655-0003 United States Toll

Access Code: 1877129287

Password: CAPMBRD

AGENDA

Time	Item	Information/Discussion/Action
5:00 P.M.	Public Comments (2 mins max per person)	Information/Discussion
5:10 P.M.	Board Business – Roll Call – Approval of July 15, 2021 Minutes – Approval of September 16, 2021 Agenda	Information/Discussion/Action
5:20 P.M.	Guest Speaker re Council Budget/Financials: Tracey Sigstad, SmART Director	Information/Discussion
5:40 P.M.	APM Leadership Awards Dinner*	Information/Discussion
5:45 P.M.	Executive Committee Report	Information/Discussion
5:55 P.M.	<i>Minn. Stat. 15.0145, Subd. 4(b)</i> – Selection of a Legislator to the Executive Committee	Information/Discussion/Action
6:10 P.M.	Community Updates	Information/Discussion

Next Meeting of the Board: November 16, 2021

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.

A quorum exists when forty percent of voting members are present.

Minutes
Council Board Meeting
September 16, 2021
5:00 – 6:30 P.M.
WebEx

Chair Maeda called the meeting to order at 5:00 P.M.

I. PUBLIC COMMENTS

No public comment was made.

II. ROLL CALL

Present:

David Maeda

Dave Hoang

Bryan Thao Worra

Saraswati Singh

Khendum Gyabak

Representative Jim Nash

Representative Melissa Hortman

Ngawang Dolker – Late arrival

Staff: Sia Her, Andrew Morris, Anjuli Cameron, Mai Tong

Absent: Chang Wang, Faamati Winey, Grace Lee, Daisy Zan, Ma Xiong, Senator Eric Pratt

With 7 out of 14 voting members present at the time of roll call, a quorum was present.

III. APPROVAL OF JULY 15, 2021 MINUTES

MOTION: To approve the minutes from the July 15, 2021 Board meetings

BY: Saraswati Singh

SECOND: Bryan Thao Worra

The motion was approved unanimously.

IV. APPROVAL OF SEPTEMBER 16, 2021 AGENDA

BY: Dave Hoang

SECOND: Saraswati Singh

The motion was approved unanimously.

V. GUEST SPEAKER: TRACEY SIGSTAD

Chair Maeda introduced the guest speaker, Tracey Sigstad to go over the process and details of the Council's budget. Ms. Sigstad thanked everyone and introduced herself as the SmART Director and reminded everyone that SmART works with small boards/commissioners, including our Council for financial and human resources. To be specific, the SmART team works with our office on the hiring process, and processes payrolls and creates purchase orders on the financial side, as well as help with any ADA or labor related issues. Agencies have access into SWIFT to view their transactions, but the SmART team actually processes the transactions (our staff do not process any transactions).

Ms. Sigstad explained that she reports directly to the Deputy Commissioner of Admin, and currently have two staff members working with her on the budget side. SmART team works with Ms. Her on the Council's annual/biennial budget with preparing for and during the legislative session such as helping to put together fiscal notes. Ms. Sigstad informed members that as of July 1st of this year, her team is currently serving 40 agencies with the onboarding of three new agencies: the POST Board, Ombudsperson for American Indian Families, and the Ombudsperson for Corrections.

At the request of Ms. Her, Ms. Sigstad clarified some of the vocabulary being used as there is a number of new Board members and they may not fully understand the vocabulary (for example, "SWIFT" or "general fund." Ms. Sigstad explains that SWIFT is the State's financial transaction system where all of the payments are processed, all of the budget changes are made, and purchase orders are created for agencies. SWIFT helps to maintain a separation of duties and provides extra pairs of eyes to ensure that minimal mistakes and fraudulent activities. Ms. Sigstad also stated that SmART advises agencies on all state policies and makes sure that agencies follow contracting procedures.

Ms. Sigstad reported that in FY22, the Council's appropriation is \$525,000 an increase from the last fiscal year (our budget was \$515,000 in FY21); whereas, our budget now is \$525,000 in FY22, and \$534,000 in FY23. This is an increase but is not a significant adjustment in cost of living and staffing payroll (usually 2.5% increases each year). Ms. Her asked for clarification regarding the cost of living being accounted for in the Full Time Salary line, and Ms. Sigstad confirmed that the cost of living is accounted for. Ms. Sigstad stated that she will be watching the budget with the increase adjustment and mentioned that another item currently not included is the executive director's increase as this is based on performance and not built-in.

Before presenting on the report details, Ms. Sigstad shared the Council, in FY21, returned to the General Fund \$85,339; this is a large amount for a small agency like the Council, but it was mostly due to staffing shortage. Ms. Sigstad also shared that Ms. Her spends her budget responsibly. For a historical perspective, Ms. Sigstad shared that in FY19 and FY2017, the Council cancelled \$37,935 and \$42,119 respectively.

Ms. Sigstad went over the Manager's Financial Report (MFR) Budget for the current biennium, which started on July 1, and will end June 30, 2022:

- Account Class and Descriptions: Numbers listed are statewide account codes that everyone in the state uses.
- Current Budget: This amount is appropriated for each account.
- Pre-Encumbered: Do not use this column.
- Encumbered/Committed: This is money set aside for expected spending.
- Expended: This is money that's already been spent.
- Unobligated: This column's total is the most important number of the report. It shows money that is left to use on any additional spending throughout the rest of the years.
- Unexpended: This is the Encumbered column plus the Unobligated column. Do not need to worry about this number as it is not always accurate depending the expended column.

Ms. Sigstad stated that she enjoys working with Council staff, Sia Her and Mai Tong Vang as they are detail oriented and diligently watching the Council's budget and asking questions. Ms. Her responded that she also enjoys working with the SmART team.

Ms. Saraswati Singh asked if the cancelled back amount of \$80,000 into the General Fund is going to negatively impact the Council. Ms. Sigstad, Sia, and Rep. Nash answered that it does not negatively impact the Council's appropriation because the biennium has not ended yet, and there were similar numbers statewide due to the pandemic affecting normal business environments.

Chair Maeda share that at another Council when a staff who had a large PTO payout left, that payout came out of that Council's budget. Ms. Sigstad agreed and explained that if someone steps down from their position and that individual has accrued many PTO hours, his/her departure can significantly impact the agency's budget.

Ms. Her thanked Ms. Sigstad and highlighted how important it is for Ms. Sigstad to present the budget details before the Board as it does make a difference to Board members' understanding of our internal operations with respect to the state government enterprise. Ms. Her concluded her remarks with an emphasis on the importance of our Council spending responsibly and remaining in compliance with state statutes.

Ms. Sigstad thanked everyone before leaving the meeting.

VI. ASIAN PACIFIC MINNESOTANS LEADERSHIP AWARDS DINNER

Chair Maeda asked Ms. Her to give a report on the APM Leadership Awards Dinner. Ms. Her thanked the Chair and shared that it has been the Council's tradition to host a leadership dinner; however, the Council has been unable to host what was once an annual dinner for several years for a number of reasons. At the moment, Council staff is exploring a plan to host the 2022 dinner in the upper and lower lawns of the Capitol as an outdoor event might make people feel more comfortable (given COVID-19 circumstances). She also stated that this dinner is a big endeavor for 2022; the dinner is likely to take place in August or September of next year.

Ms. Her shared that the last dinner, held in 2017, cost about \$50,000; all of this amount came in through sponsorships. Ms. Her also highlighted that the dinner brings together 450-500 members from Minnesota's many API communities, as well as government officials. The dinner is important for several reasons, Ms. Her stated, one of which is that it is an opportunity for community leaders to hear about the Council's work in representing the API community within state government.

Vice Chair Hoang asked if there will be any issues with securing a venue if we wait too long? Ms. Her responded that as it relates to the Capitol lawn, she and the office manager have purposed a few possible dates to Admin and currently have the lawn reserved for those dates. In the case that we do host the 2022 dinner on the Capitol lawn, the next step if looking into catering of the food and activities surrounding the dinner.

Chair Maeda shared that the dinner is an important endeavor, that it's always been a highlight for him during his time on the Board.

VII. EXECUTIVE DIRECTOR'S REPORT

Chair Maeda presented on the Executive Committee report and asked Ms. Her to give her report. Ms. Her apologized to Mr. Chair and the Board as she was unable to provide a written report to the Board (as is her usual practice). However, Ms. Her asked if there are certain items Chair Maeda would like her to point out from her report. Chair Maeda identified two specific items: (1) the resettlement of Afghan refugees, and (2) the vaccination community listening sessions.

Regarding the resettlement of Afghan refugees: Ms. Her called on Ms. Anjuli Cameron, the Council's Research Director who is leading the initiative to report on this issue. Ms. Cameron stated that the Council was approached by members of the emergency management teams at DHS and at DEED to convene the roundtable consisting of community stakeholders, non-profits, and the resettlement agencies.

Ms. Cameron shared that there is a much broader response team she is also serving on as a representative for our Council; this team is focused on the state's coordinated response. The Council's role in this coordinated response is to ensure that Afghan Minnesotans and other supporting nonprofit organizations are able to respond to the needs of the newest members of our Asian Pacific Minnesotans community. Ms. Cameron included that there is currently, and has been, a multistage screening process for the evacuees as they are transported from Afghanistan to friendly countries, to now military bases across the United States. After the vetting process, evacuees will then start moving into different locations around the country. Ms. Cameron added that Minnesota is expecting 275 humanitarian parolees, and an additional number of individuals who are on a special type of visa for helping the U.S. Military, as well as repatriation for U.S. citizens who were in Afghanistan at the time of evacuations.

Ms. Saraswati Singh asked how many Afghan Americans currently reside in Minnesota, how many will be coming, and what are the anticipated needs of the Afghan refugees? Ms.

Cameron responded that the Afghan community in Minnesota is quite small and made up of individuals who have gone through similar visa programs, specifically the special immigrant visa, and that the population is under 2,000 in size. She added that we are expecting just over 300 Afghan community members to come to Minnesota as a mix of humanitarian parolee and special immigrant visa status. Ms. Cameron proceeded to explain that most people will be arriving with nothing, because of the circumstances of the evacuation, therefore the state has set up a coordinated donation website called the DART system where people can sign up to allocate volunteer time and resources. Organizations can also post about needs for items such as winter clothing, diapers, and long-term housing. The resettlement response will happen in phases with the first few days of arriving in Minnesota, to the first month, and then long-term planning for newly arrived individuals and families.

Ms. Singh thanked Ms. Cameron and suggested that the Council invites this community to the 2022 Leadership Awards Dinner. Ms. Her agreed.

Chair Maeda thanked Ms. Cameron and expressed that the helpful information presented was exactly what he needed to hear.

Next, Ms. Her asked Ms. Cameron to speak to the topic of the vaccination listening sessions. Ms. Cameron explained that in light of the increased cases of the delta variant and the lag in vaccination in the state within our Asian Pacific Minnesotan community, the Council, in partnership with MDH, reached out to nonprofit organizations and community leaders to better understand how the Council can support their engagement and outreach efforts.

Ms. Cameron informed the Board that the Council held two COVID-19 community conversations. The first one was specific to the Pacific Islander community and the other was more broadly focused on Asian community leaders and community-based organizations. Ms. Cameron explained that there was a need for two different meetings because the Pacific Islander community is experiencing much higher rates of COVID-19 testing positivity rates. Pacific Islanders also have much higher rates of comorbidities, and a meaningful number of COVID-19-related deaths in this community across the state and country. Ms. Cameron moved on to explain that the second conversation was with the broader Asian community, which includes contractors with MDH, and the conversation focused on ongoing community vaccination outreach efforts. Ms. Cameron concluded that both of these conversations are ongoing with MDH and community leaders to be responsive to needs of Asian Pacific Minnesotans during the pandemic.

Chair Maeda thanked Ms. Cameron, and then asked Ms. Her if she had anything else to add. Ms. Her added that in July and August, there were more community activities due to the warmer weather and therefore, opportunities to host outdoor events. Ms. Her then thanked the Board's active legislative members for taking time out of their own busy schedule to be present at these many community events. Representatives Hortman and Nash responded that they appreciate being notified and guided by Ms. Her, especially when it comes to being with and in communities.

Representative Nash added that Ms. Her was heavily involved in the planning of the Sunisa Lee celebration, and how wonderful it was to honor a Minnesotan who was also an Olympic Gold medalist and thus had brought honor to her community. Ms. Her thanked both legislators for their active leadership. Chair Maeda agreed the Council is fortunate to have very engaged legislative members and extended his appreciation to the two representatives.

Ms. Ngawang Dolker added to the topic of the Afghan refugees that she is an immigration attorney and volunteers for local non-profit agencies. Ms. Dolker invited Ms. Cameron to reach out to her if Ms. Cameron thinks she can be of any help. Ms. Her added that she interviewed with MPR radio last week; she shared that Minnesota is a model state on how to resettle refugees and as such, we can reasonably expect the number of Afghan refugees resettling in this state will increase through secondary migration. Ms. Cameron added that the number evacuees coming to Minnesota through the resettlement process is determined by resettlement agencies based on their current capacity to take on a specific number of cases. Ms. Her concluded this topic by informing members of the Board that the Council staff will evaluate how to continue to deliver these updates on a more consistent basis.

Chair Maeda verified with Ms. Her that there is no written Executive Committee report at the moment. Ms. Her confirmed and said she will complete this report and send it out to the Board at the earliest opportunity.

VIII. SELECTION OF A LEGISLATOR TO THE EXECUTIVE COMMITTEE

Chair Maeda reminded the Board that the Executive Committee is out of compliance with a provision in the enabling statute: the Committee must include one of the four legislative members on the Board; currently, this is not the case. Chair Maeda noted that there are three legislative members on the Board, one of whom could serve on the Committee for the rest of 2021; he asked for Board members thoughts on this subject.

Vice Chair Hoang asked why the Board is unable to appoint one of the legislative members to the Executive Committee at this time? Chair Maeda responded that there is no reason barring us from doing this, we have just been waiting for the best opportunity given that there is no representative on our Board from the Senate DFL Caucus. Vice Chair Hoang stated that while he is unsure of the consequences of being out of compliance with this provision within the enabling statute, the election of one of the three currently serving legislative members to the Executive Committee would be appropriate.

Ms. Her explained to the Board that the Council is not in violation of the entire enabling statute (Minn. Stat. 15.0145), just the subdivision 4(b) provision. Ms. Her shared that we do not know when the Senate will complete the appointment process where the DFL representative is concerned; as such, it may be best for the Board to appoint one of the current three legislative members to serve on the Executive Committee for the rest of 2021.

Representative Hortman recommended Representative Nash to serve on the Executive Committee. Representative Nash accepted and stated that he will do his best to serve this

Board even though he also serves on several other Boards and has to balance a busy non-legislative schedule as well.

Ms. Her asked Chair Maeda if there is a formal process the Board has to follow through on, in order to ratify the appointment of Representative Nash to the Executive Committee. Mr. Chair responded that the someone should make a motion to nominate, someone should second the motion, and then the Board could move on to vote.

IX. SELECTION OF A LEGISLATOR TO THE EXECUTIVE COMMITTEE

MOTION: To approve the appointment of Representative Nash to the Executive Committee

BY: Representative Hortman

SECOND: Saraswati Singh

The motion was approved unanimously.

X. COMMUNITY UPDATES

Chair Maeda asked members to share updates pertaining to their respective communities and called on Ms. Saraswati Singh to start.

Ms. Singh shared that August 15th was India's Independence Day; this is an important date for her because her grandparents participated in the peaceful protests that led to the end of colonialism and India becoming a democratic state. This year, 2021 marks the 75th anniversary of India's independence; the event drew thousands to the Capitol lawn. Ms. Singh shared that she has learned India Association of Minnesota (IAM) has already begun planning for next year's event, and they would like other communities to participate in India Day as booth vendors. Ms. Singh moved on to share that she is exploring running for Hennepin County Attorney, and unsure if she can remain on the Council's Board. Ms. Her responded that she has consulted with the LCC on this matter; however, as Ms. Singh is appointed by the Governor, we will have to wait for the Governor's answer.

Ms. Ngawang Dolker shared that the Tibetan community, on September 2nd, celebrated Tibetan Democracy Day at their new Isanti community center. On Saturday, October 16th, TAFM will be holding a concert in honor of the 14th Anniversary of the Dalai Lama receiving the U.S. Congressional Gold Medal; she invited Board members to join in this event. Ms. Dolker also shared that TAFM will be hosting an annual flu shot clinic at their community center in St. Paul. Vice Chair Hoang asked how to get in touch with Ms. Dolker if he was interested in joining these events. Ms. Her suggested that Ms. Dolker send the information to the office and staff will then forward this to members of the Board.

Ms. Khendum Gyabak shared that she has been talking with Bhutanese community members, and some of them have been out of a job due to the pandemic so they have been busy re-scaling that part of their lives. Ms. Gyabak added that there is planning currently happening for the National (Bhutan) Day Celebration for December 17th; she will provide additional information in the coming weeks.

Mr. Bryan Thao Worra shared that the Lao Assistant Center completed its move to its new office in the YMCA building in North Minneapolis; they will have an open house event nearer to the end of this year.

Chair Maeda shared that this year is the 75th anniversary of the graphic novel titled “Citizen 13660.” He briefly explained the plot and concluded with the fact that he has been involved in some group discussions around the importance of the book.

Representative Hortman, Representative Nash, and Vice Chair Hoang did not have anything to report at the time.

The meeting was adjourned at 6:20 P.M.

Executive Director's Report
September 16, 2021

I. Administrative

A. Financial Report: The September 2021 Manager's Financial Report is included in the meeting materials for the September 16 meeting of the Board. As we have done in years before, Tracey Sigstad, director of the SmART team, will be present at this Thursday's meeting to provide the Board with some basic budget background information (biennial budget process), go over the current financial report, and talk about what was cancelled/returned to the state treasury in FY21 and also past. – *Strategic Plan, Goal #3*

B. Board Appointments: In the last round of appointments, the Governor appointed three new members and a returning member:

- Ms. Khendum Gyabak, PhD (representing our Bhutanese ancestry community)
- Ms. Ngawang Dolker (representing our Tibetan ancestry community)
- Ms. Daisy Zan (representing our Karen ancestry community)
- Mr. Chang Wang (reappointed, representing our Chinese ancestry community)

As shared in earlier reports from me, our most recently appointed legislative members are Rep. Hortman and Rep. Nash. With these legislative members on board, we are only missing the Senate DFL representative. Several weeks ago, we were informed by Sen. Kent's office that the Senate Minority Leader has recommended Sen. Hawj to our Board; of course, this appointment is not official until the Subcommittee on Committees has convened, which may not happen until January 31, 2022.

We have tentatively scheduled internal orientations with three out of the five newly appointed members; my hope is that we can complete orientation for the new members by the end of September. – *Strategic Plan, Goal #4*

C. Board Work Plan (stemming from the 2019 Board Retreat): In May 2020, the Board discussed and then asked that members volunteer to complete the work plan and bring it back to the Board for input and then ratification. Sen. Laine, Ms. Winey, Mr. Munir, Ms. G. Lee, and Chair Hoang volunteered. These members met on July 19th and 26th, and completed the work plan as requested by the Board. This working draft was then provided to all Board members for review in preparation of the September Board meeting. While this was an item at the November meeting, the Board deferred taking it up; as such, the Board may wish to take up this item at the upcoming meeting of the Board, pending the Executive Committee's recommendation. – *Strategic Plan, Goals #1-#4*

D. Asian Pacific Minnesotans Leadership Awards Dinner: We are hopeful that next summer, we will be able to host this dinner that has been a Council tradition for many years. Although we are keeping our eyes on COVID-developments, we have also begun exploring venues, themes,

and other essential variables pertaining to next year's dinner. I have shared with the Executive Committee that the staff are marching down this path; however, we are in the early days of the planning process, so there is not much to report back to the Board, yet. – *Strategic Plan, Goals #1 and #2.*

- E. Redistricting: On August 12, the U.S. Census Bureau released data from the 2020 Census for the purpose of beginning the state level redistricting process. Council staff has analyzed this redistricting data and is working on a series of infographics to share community members on the growing number of Asian Pacific Minnesotans. Anjuli also presented to the Minnesota House Redistricting Committee on the current state of our community and key factors to consider in their map drawing process. In addition, Council staff is supporting the work of the Our Minnesota Maps coalition, led by the Minnesota Council on Foundations, to determine other ways in which community leaders can engage in the redistricting process. – *Strategic Plan, Goals #1-#4.*
- F. Communications: We continue to implement and edit our communications plan by paying attention to how we communicate with our diverse communities, especially during the pandemic when our community engagement is severely limited by COVID mandates. In a coordinated effort between staff and our communications contractor, we continue to create original content that is shared via GovDelivery, our website, and social media. Our next area of focus will be on following MN.IT's Accessibility and Usability of Information Technology Standard. – *Strategic Plan, Goals #1-#4.*

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

- Sia Her – Executive Director (FTE)
- Anjuli Mishra Cameron – Research Director (FTE); returned from leave on June 28, 2021
- Mai Tong Vang – Office Manager (FTE); started on June 21, 2021
- Andrew Morris – Legislative and Public Affairs Liaison (FTE)

III. Our work with the Legislative branch – During the interim, the nature and frequency of our work with legislators have changed. We call on legislators when our community wants government officials at their events, or we call on legislators when an issue arises that merits their engagement. The following are specific endeavors when we have called on our Council's legislative members and/or the other members of the Legislature:

- A. House and Senate resolutions honoring Suni Lee's Olympic gold medal: Sunisa Lee's Olympic achievements are Minnesota's achievements, as well as her ethnic community's (the Hmong). Several days after she won the gold medal in the women's all-around competition, Rep. Nash suggested that he and Rep. Hortman author a House resolution in Sunisa's honor; Sen. Pratt also offered to author the Senate resolution. The staff assisted our legislative members with drafting the resolution and worked with Rep. Nash's office to get both resolutions framed. – *Strategic Plan, Goals #1 and #2.*

- B. Conversation with small business regarding civil unrest #1: At the request of an Asian-owned restaurant in Minneapolis, and after consulting with Rep. Nash and Sen. Pratt, our office coordinated this meeting between the restaurant owner and the restaurant’s legislative representatives—Sen. Dibble, Rep. Long, and Rep. Hornstein. This meeting was focused on the health of this business as protests continued to happen right outside of its front door and the role of legislators in ensuring public safety. The legislators committed to following up with the appropriate government offices at the state and more local levels, to ensure that these constituents’ concerns are addressed, if possible. – *Strategic Plan, Goals #1, #3, and #4.*
- C. Conversation with small business regarding civil unrest #2: Also at the request of the same business, our staff coordinated a meeting between the restaurant owner and Rep. Hortman. The focus of this meeting was broader than just the impact of civil unrest; it also covered the impact of the virus. We are working on finding a time for a meeting between Rep. Nash and Sen. Pratt. – *Strategic Plan, Goals #1, #3, and #4.*

IV. Our work with the Executive branch – We are mandated to work with both the legislative and executive branches of state government. In our work with the latter branch, we carry out our duties in multiple forms, including providing input on grant-making processes, participating as members of task forces/working groups/etc., and convening/facilitating relationships between government officials and our communities. *The pandemic has made it so that our workload is heavier than ever before.* Below, I provide an update on key initiatives we are assisting the cabinet member agencies with; this is not an exhaustive list, but it provides the Board with some simple examples of our work.

- A. Department of Public Safety (DPS): We have a robust relationship with this department, especially given our priorities during the pandemic. Last summer, we were in constant contact with the department—at the leadership and frontline level—due to urgent situations and our ongoing work with the department that preceded the pandemic. At the moment, our work with the department is focused on the following issues:
- **Driver’s licenses**: At the request of several community-based organizations serving our limited English proficient communities, we have hosted several conversations between them and the department on the issue of driver’s license. Due to our workload during the session, we were unable to follow up with the department until last month. We have since followed up with the department and our key community partner on this matter; we will continue to explore ways all can work together to address this issue of language access. – *Strategic Plan, Goals #1 and #2*
 - **Domestic violence prevention**: During the pandemic, there have been several domestic violence/homicide-suicide tragedies in the Hmong American community and beyond in Minnesota. Having taken on gender-based violence as a priority issue in the last seven years, we have consistently followed developments on this issue in our communities. This summer, we reached out to Commissioner Harrington to discuss what can be done in the short term to stem the prevalence of violence against women and girls. Since this conversation with DPS, we have followed up with our potential community partners to determine how we might proceed. Last week, our Council met with key staff from the

department. We agreed that we will start implementing certain actionable steps, especially now with more staff available at DPS to do this work. – *Strategic Plan, Goals #1 and #2*

- B. Department of Education (MDE): Since the last meeting of the Board, we have not interacted much with the department outside of providing some advice on community engagement. At the request of Commissioner Mueller, our team will be meeting with her at the end of this month to discuss the Governor’s Due North plan and our ongoing partnership. – *Strategic Plan, Goals #1 and #2*
- C. Governor’s Office: The ethnic councils used to have weekly meetings with the Governor’s Office until recently. Due to limited capacity on the part of all involved offices, these meetings have temporarily stopped. We do sit on several committees/working groups initiated by the Governor’s office, and we communicate quite frequently on any given issue. – *Strategic Plan, Goals #3 and #4*
- D. Department of Employment & Economic Development (DEED): As soon as the special session ended, our staff reached out to specific divisions within DEED. Our intention is to follow through on the commitments we made to legislators, DEED leaders, and our community-based organizations: we will continue to be a source of support to all parties involved, to ensure that legislative intentions remain intact during the administration phase. Andy and Anjuli are both responsible for supporting DEED and our Asian-led organizations on several programs, including the Hmong Chamber of Commerce program and the Southeast Asian Equity Program. – *Strategic Plan, Goals #3 and #4*
- E. Department of Health (MDH): The pandemic has made it so that our relationship with this department has been more robust than ever before. From gender-based violence, to health disparities, to minimizing the spread of the virus, the efficacy of our efforts would not be anywhere near what it is without an extremely healthy relationship with the department from leadership down to frontline staff. At the moment, our joint efforts are the following:
- **Gender-based violence**: Recall that the 2019 Legislature passed the Domestic Violence & Sexual Assault Prevention Program bill, and with it a one-time appropriation of \$750,000. This appropriation has been funding a pilot program within the department, whereby community-based organizations are funded to work on preventing intimate partner violence, sex trafficking, domestic abuse, sexual assault, abusive international marriages, and forced marriages throughout Minnesota. From the very beginning, our team has been an active partner: we helped to convene meetings between MDH and community-based organizations and then provided input on the grant-making process. For the past 1.5 years or so, we have been monitoring this pilot program by meeting with department staff overseeing this project and the grantees.

This pilot project is expected to end at the end of this calendar year, but MDH has said that it could potentially stretch some of the funding through June of 2022. The department will submit a report to the Legislature in early 2022, as mandated by the legislation. Our team will be meeting with MDH this week of September 13 for an update on the program and to discuss the department’s course of action in the months remaining before the next

legislative session. We are likely to introduce a follow-up bill next session. – *Strategic Plan, Goals #1, #2, and #3*

- **Vaccination Community Listening Sessions:** While major progress has been made in controlling the virus through widespread vaccination efforts, the rise of new variants presents additional challenges. In order to better understand the needs of our communities, we need to engage directly with community leaders about the challenges they are experiencing with outreach and engagement. More specifically, we need to stay on top of developments so that we can support community vaccination outreach efforts, share community knowledge on vaccine outreach success, and understand the barriers community leaders/advocates are experiencing. To this end, in partnership with the department, we convened the following community-focused conversations:
 - Vaccination conversation with Pacific Islander community leaders – *August 25, 2021*
 - Vaccination conversation with Asian community leaders – *September 8, 2021*

We walked away with some important information from these conversations. Staff are following up with the department and the community partners. – *Strategic Plan, Goals #1, #2, and #3*

F. Department of Human Services (DHS): Since the last Board meeting, new developments have taken place that will, I believe result in a more robust relationship with this department. We will continue to engage with the department as it relates to our statutory role on the CECL, and we believe we will be working closely with the department to assist state government with resettling the Afghan refugees.

- **Cultural and Ethnic Leadership Council (CECLC):** Anjuli, our lead staff on the CECLC, attends the scheduled meetings as her capacity allows. – *Strategic Plan, Goals #1 and #2*
- **Resettlement of Afghan refugees/evacuees:** The department’s Resettlement Programs Office has requested that our Council help facilitate conversations between community leaders, organizations, and state government. These conversations would focus on connecting community with the state government response to Afghan evacuees. Community organizations include nonprofit service providers and Afghan community leaders. A discussion group of community leaders has been established by the Assistant Commissioner for Immigrant and Refugee Affairs within DEED for this purpose. Our Council would transition this group under our umbrella but retain the presence of DHS and DEED and expand to include other agency staff as needed. At the moment, we believe the conversations would be held on a weekly basis. – *Strategic Plan, Goals #1 and #2*

In addition to the commitments identified under this section of the report, we are also actively serving on several task forces, advisory boards, and councils created by the Governor’s cabinet agency.

V. Community Outreach/Engagement

A. Speaking Events: Speaking engagements are important for several reasons, one of which is that they contribute to building awareness and understanding 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 March Board meeting, I have featured as the speaker in the following events:

- **Chinese and Hmong Chambers of Commerce Dinner**: This was a dinner hosted by both chambers (we introduced them to one another at a previous Council event). My remarks were focused on Minnesota's Asian Pacific community and the power of collaboration amongst our many communities; I was at this event for about two hours. – *August 8, 2021*
- **IndiaFest**: The celebration also took place on the Capitol lawn as it has for the past several years. This year, the community celebrated an additional and very important achievement, the passage of the India Day bill (authored by Sen. Pratt and Rep. Klevorn). Many legislators attended, including Rep. Hortman and Sen. Gazelka. Every legislator spoke; our Indian Board member, Saraswati Singh was also present and she also spoke to the community. We were all present for about an hour and half. – *August 14, 2021*

B. Community Events: 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 these times that we have more personalized conversations, meet, and get to know new people, build awareness of our Council, and learn from community members on their own turf. I thank our legislative members, Sen. Pratt, and Rep. Nash for their strong commitment to building relationships with and learning from our diverse Asian Pacific Minnesotan communities. Since the July 15 Board meeting, we have attended the following community events:

- **Unity Flower Celebration**: Hosted by our Cambodian ancestry community at Temple Minnesota in Hampton, this event focused on strengthening family and community commitments to one another. Sen. Gazelka, the Senate Majority Leader, Sen. Pratt, and Rep. Nash were guests of honor; they spent several hours with community members, learning about the Temple and the community that made it possible. Sen. Gazelka spoke at this event. – *July 24, 2021*
- **Hmong Chamber of Commerce Banquet**: Hosted by the Minnesota Hmong Chamber; I attended this annual fundraising effort; our legislative members were not able to join me. – *July 26, 2021*
- **Ms. and Mr. Teen Philippine Center of Minnesota**: Hosted by the Philippine Center of MN; Rep. Nash and I attended this event that was a fundraiser for the lift the PCM just put into their building. We were at this event for more than four hours. – *August 7, 2021*

- **Sunisa Lee Celebration:** Reps. Hortman and Nash authored the House resolution and Sen. Pratt authored the Senate resolution honoring Sunisa Lee for her Olympic achievements. Rep. Nash and Sen. Benson (standing in for Sen. Pratt) handed the framed resolutions to Sunisa on stage. We were all at this event for more than three hours. Note: Many other legislators also attended this event. – *August 8, 2021*

Speaking at key gatherings and attending community events/meetings address all four goals of the Council's Strategic Plan.

15.0145 ETHNIC COUNCILS.

Subdivision 1. **Three ethnic councils; creation.** (a) The Minnesota Council on Latino Affairs includes public members with an ethnic heritage from Mexico, any of the countries in Central or South America, Cuba, the Dominican Republic, or Puerto Rico.

(b) The Council for Minnesotans of African Heritage includes public members of black African ancestry.

(c) The Council on Asian-Pacific Minnesotans includes public members with an ethnic heritage from any of the countries east of, and including, Afghanistan or the Pacific Islands.

Subd. 2. **Membership.** (a) Each council has 15 voting members. Eleven members of each council are public members appointed by the governor. Four members of each council are legislators.

(b) The governor shall appoint 11 members of each council as follows:

(1) the Minnesota Council on Latino Affairs must include one member representing each of the state's congressional districts and three members appointed at large. The council must include at least five women. The governor must attempt to ensure that the demographic composition of council members accurately reflects the demographic composition of Minnesota's Latino community, including recent immigrants, as determined by the state demographer;

(2) the Council for Minnesotans of African Heritage must include members who are broadly representative of the African heritage community of the state. The council must include at least five women. At least three members must be first or second generation African immigrants, who generally reflect the demographic composition of these African immigrants, as determined by the state demographer; and

(3) the Council on Asian-Pacific Minnesotans must include one member from each of the five ancestries with the state's highest percentages of Asian-Pacific populations, as determined by the state demographer. The other six members must be broadly representative of the rest of the Asian-Pacific population, with no more than one council member from any one ancestry. The council must include at least five women. For purposes of this clause, ancestry refers to heritage that is commonly accepted in Minnesota as a unique population.

(c) Four legislators are voting members of each council. The speaker of the house and the house minority leader shall each appoint one member to each council. The Subcommittee on Committees of the senate Committee on Rules and Administration shall appoint one member of the majority caucus and one member of the minority caucus to each council.

(d) The governor may appoint a commissioner of a state agency or a designee of that commissioner to serve as an ex-officio, nonvoting member of a council.

Subd. 3. **Appointments; terms; removal.** (a) In making appointments to a council, the governor shall consider an appointee's proven dedication and commitment to the council's community and any expertise possessed by the appointee that might be beneficial to the council, such as experience in public policy, legal affairs, social work, business, or management. The executive director of a council and legislative members may offer advice to the governor on applicants seeking appointment.

(b) Terms, compensation, and filling of vacancies for members appointed by the governor are as provided in section 15.059. Removal of members appointed by the governor is governed by section 15.059, except that: (1) a member who missed more than half of the council meetings convened during a 12-month

period automatically is removed from the council; and (2) a member appointed by the governor may be removed by a vote of three of the four legislative members of the council. The chair of a council shall inform the governor of the need for the governor to fill a vacancy on the council. Legislative members serve at the pleasure of their appointing authority.

(c) A member appointed by the governor may serve no more than a total of eight years on a council. A legislator may serve no more than eight consecutive years or 12 nonconsecutive years on any one council.

Subd. 4. Training; executive committee; meetings; support. (a) A member appointed by the governor must attend orientation training within the first six months of service for each term. The commissioner of administration must arrange for the training to include but not be limited to the legislative process, government data practices, open meeting law, Robert's Rules of Order, fiscal management, and human resources. The governor must remove a member who does not complete the training.

(b) Each council shall annually elect from among the members appointed by the governor a chair and other officers it deems necessary. These officers and one legislative member selected by the council shall serve as the executive committee of the council.

(c) Forty percent of voting members of a council constitutes a quorum. A quorum is required to conduct council business. A council member may not vote on any action if the member has a conflict of interest under section 10A.07.

(d) Each council shall receive administrative support from the commissioner of administration under section 16B.371. The council may contract in its own name but may not accept or receive a loan or incur indebtedness except as otherwise provided by law. Contracts must be approved by a majority of the members of the council and executed by the chair and the executive director. The council may apply for, receive, and expend in its own name grants and gifts of money consistent with the powers and duties specified in this section.

(e) The attorney general shall provide legal services to the councils on behalf of the state on all matters relating to the councils, including matters relating to the state as the employer of the executive directors of the council, and other council staff.

Subd. 5. Executive director; staff. (a) The Legislative Coordinating Commission must appoint an executive director for each council. The executive director must be experienced in administrative activities and familiar with the challenges and needs of the ethnic council's larger community. The executive director serves in the unclassified service at the pleasure of the Legislative Coordinating Commission.

(b) The Legislative Coordinating Commission must establish a process for recruiting and selecting applicants for the executive director positions. This process must include consultation and collaboration with the applicable council.

(c) The executive director and applicable council members must work together in fulfilling council duties. The executive director must consult with the commissioners of administration and management and budget to ensure appropriate financial, purchasing, human resources, and other services for operation of the council. The executive director must appoint and supervise the work of other staff necessary to carry out the duties of the council. The executive director and other council staff are executive branch employees.

Subd. 6. **Duties of council.** (a) A council must work for the implementation of economic, social, legal, and political equality for its constituency. The council shall work with the legislature and governor to carry out this work by performing the duties in this section.

(b) A council shall advise the governor and the legislature on issues confronting the constituency of the council. This may include, but is not limited to, presenting the results of surveys, studies, and community forums to the appropriate executive departments and legislative committees.

(c) A council shall advise the governor and the legislature of administrative and legislative changes needed to improve the economic and social condition of the constituency of the council. This may include but is not limited to working with legislators to develop legislation to address these issues and to work for passage of the legislation. This may also include making recommendations regarding the state's affirmative action program and the state's targeted group small business program, or working with state agencies and organizations to develop business opportunities and promote economic development for the constituency of the council.

(d) A council shall advise the governor and the legislature of the implications and effect of proposed administrative and legislative changes on the constituency of the council. This may include but is not limited to tracking legislation, testifying as appropriate, and meeting with executive departments and legislators.

(e) A council shall serve as a liaison between state government and organizations that serve the constituency of the council. This may include but is not limited to working with these organizations to carry out the duties in paragraphs (a) to (d), and working with these organizations to develop informational programs or publications to involve and empower the constituency in seeking improvement in their economic and social conditions.

(f) A council shall perform or contract for the performance of studies designed to suggest solutions to the problems of the constituency of the council in the areas of education, employment, human rights, health, housing, social welfare, and other related areas.

(g) In carrying out duties under this subdivision, councils may act to advise on issues that affect the shared constituencies of more than one council.

Subd. 7. **Duties of council members.** A council member shall:

(1) attend and participate in scheduled meetings and be prepared by reviewing meeting notes;

(2) maintain and build communication with the community represented;

(3) collaborate with the council and executive director in carrying out the council's duties; and

(4) participate in activities the council or executive director deem appropriate and necessary to facilitate the goals and duties of the council.

Subd. 8. **Reports.** A council must report on the measurable outcomes achieved in the council's current strategic plan to meet its statutory duties, along with the specific objectives and outcome measures proposed for the following year. The council must submit the report by January 15 each year to the chairs of the committees in the house of representatives and the senate with primary jurisdiction over state government operations. Each report must cover the calendar year of the year before the report is submitted. The specific objectives and outcome measures for the following current year must focus on three or four achievable objectives, action steps, and measurable outcomes for which the council will be held accountable. The strategic plan may include other items that support the statutory purposes of the council but should not

distract from the primary statutory proposals presented. The funding request of each council, after approval by the Legislative Coordinating Commission, must also be presented by February 1 in each odd-numbered year.

History: *2015 c 77 art 2 s 5*

Selection Criteria: Budget Period - 2022, Fund - 1000 to 6000, DeptID - G9N30000 to G9N3ZZZZ, AppropID - G9N0000 to G9NZZZZ

Break On: Budget Period, Fund, DeptID, AppropID

Budget Period: 2022	Fund: 1000 General	DeptID: G9N31000 Asian-Pacific Council	AppropID: G9N1100 Council on Asian Pacific MN
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Remaining Payroll Projection	Full-Time (41000): \$351,958.64	Part-Time (41030): \$0.00	Total: \$351,958.64
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Account Class and Description	Current Budget	Pre-Encumbered	Encumbered/Committed	Expended	Unobligated	Unexpended
41000 Full Time - Salary	378,000.00	0.00	327,213.19	50,786.81	0.00	327,213.19
41050 Overtime and Premium Pay	10,000.00	0.00	9,891.84	108.16	0.00	9,891.84
41070 Other Employee Cost	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
41100 Space Rental And Utilities	24,000.00	0.00	16,371.22	1,637.34	5,991.44	22,362.66
41110 Printing And Advertising	5,000.00	0.00	0.00	0.00	5,000.00	5,000.00
41130 Prof-Tech Serv-Outside Vend	35,000.00	0.00	20,100.00	0.00	14,900.00	35,000.00
41155 Communications	2,000.00	0.00	590.56	109.44	1,300.00	1,890.56
41160 Trav-Sub-InState-Border Comm	2,000.00	0.00	1,450.00	95.20	454.80	1,904.80
41180 Employee Development	2,000.00	0.00	0.00	0.00	2,000.00	2,000.00
41190 State Agcy-Prov Prof-Tech Serv	0.00	0.00	0.00	0.00	0.00	0.00
41196 Rate-Based MNIT Services	14,500.00	0.00	14,500.00	0.00	0.00	14,500.00
41197 Agency-Specific MNIT Services	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
41300 Supplies	4,000.00	0.00	248.95	1.05	3,750.00	3,998.95
41400 Equipment	5,000.00	0.00	3,775.63	0.00	1,224.37	5,000.00
41500 Repairs To Equip & Furn	1,100.00	0.00	1,078.75	0.00	21.25	1,100.00
43000 Other Operating Costs	35,400.00	0.00	4,450.00	2,500.00	28,450.00	32,900.00
Total	525,000.00	0.00	406,670.14	55,238.00	63,091.86	469,762.00
Report Total	525,000.00	0.00	406,670.14	55,238.00	63,091.86	469,762.00