

**Staff Report**

**November 18, 2023**

Prepared by:

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November Public Board Meeting: **King County**

Together Center, City of Redmond, Washington

Improving the well-being of Asian Pacific Americans by examining issues, advancing advocacy, and ensuring access to government.

**Staff Report**

November 18, 2023

Staff report to the Commission covering activities, progress, and updates from September 9, 2023 to November 10, 2023.

1. **STAFF AND COMMISSIONER ACTIVITY**

**Commissioner Activity:** Commissioners submitted activity reports for the time period of September 1 through November 3.

Total events reported = 122; Activity Report response rate = 100% (12/12 respondents). Details of Commissioner Activity can be found in Appendix I. *(Outstanding reports for this period: N/A)*

**Appointments:**

Scott Lehrman was appointed to OSPI’s Social Emotional Learning Advisory Committee for 2023-2024.

The Executive Committee convened on Thursday, 9/21 to discuss several items, including dates, counties and locations for the 2024 public board meetings:

**Saturday, January 27**

10:00 – 2:00

Pierce County - APCC (temporary building)

3513 E Portland Avenue, Tacoma, WA 98404

**Saturday, March 23**

10:00 – 11:00 via zoom (tentative hold for high priority items)

4:30 – 7:30 Golden Celebration

King County - Highline College, Bldg. 8, Mt. Townsend Room

[2400 S 240th St, Des Moines, WA 98198](https://www.bing.com/ck/a?!&&p=780a76d3629120ccJmltdHM9MTY5NjIwNDgwMCZpZ3VpZD0yNGQzMGNkZC1jMzIxLTY1M2UtMzM5NC0wMTY3YzcyMTY2YWQmaW5zaWQ9NTU5NQ&ptn=3&hsh=3&fclid=24d30cdd-c321-653e-3394-0167c72166ad&u=a1L21hcHM_Jm1lcGk9MTI3fn5Vbmtub3dufkFkZHJlc3NfTGluayZ0eT0xOCZxPUhpZ2hsaW5lJTIwQ29sbGVnZSZzcz15cGlkLllOOTI2eDE1ODUyMDM4JnBwb2lzPTQ3LjM4ODY2MDQzMDkwODJfLTEyMi4yOTk5NjQ5MDQ3ODUxNl9IaWdobGluZSUyMENvbGxlZ2VfWU45MjZ4MTU4NTIwMzh-JmNwPTQ3LjM4ODY2fi0xMjIuMjk5OTY1JnY9MiZzVj0x&ntb=1)

**Saturday, June 8**

10:00 – 2:00

Spokane County - Spokane Convention Center

334 W Spokane Falls Blvd, Spokane, WA 99201

**Saturday, September 21**

10:00 – 2:00

Kitsap County - Filipino American Association of Kitsap County

1240 Sheridan Road, Bremerton, WA, United States, Washington

**Saturday, November 16**

10:00 – 2:00

Snohomish County - Everett Community College

2000 Tower St, Everett, WA 98201

1. **FINANCE**

CAPAA in excellent financial condition. To date, the agency is projected to underspend its FY24 appropriation by $8k if the website DP is not approved, or $39k if it is approved.

**FY24 Supplemental Budget Decision Package Requests:** CAPAA submitted a FY2024 Supplemental DP request for $31,000 to cover the cost of a necessary total website rebuild as well as maintenance and hosting services provided by WA Tech.

**CAPAA Interagency Agreement with WAtech for Total Website Rebuild:** CAPAA executed a contract with WAtech on 10/26/2023 for a total estimated project cost of $26,724 for website design and development services, website maintenance, support and hosting services, availability management, restoration management, data management, and customer request responses. The project commenced 11/6 and with an anticipated completion date of 12/15.

**CAPAA Contract with APCC for Golden Celebration Planning & Day-of Management:** CAPAA entered into a $24,000 contract with Asia Pacific Cultural Center on September 11, 2023 to provide event planning and day-of management services for CAPAA’s Golden Celebration, taking place Saturday, March 23, 2024. APCC has secured an event venue and will coordinate volunteers, entertainment, vendors, exhibitors, as well as food and beverage donations for the event.

**CAPAA Contract with DrgDrp for Graphic Design:** CAPAA has engaged DrgDrp, an Asian-owned small business, to provide graphic design and audio/visual supported associated with the Golden Celebration event. The Commission has budgeted $5,000 for this body of work at the hourly rate of $150/h. The projected scope of work includes design of the event logo, sponsorship form design, designing the official event flyer, program booklet, produce a slideshow powerpoint, and signage design.

Drg n Drp has also offered to provide A/V support as well as a Digital Photo Booth for the event (for an additional charge)

**CAPAA Contract with Indie Genius Media for Legacy Video Project:** CAPAA is exploring entering into a contract with Indie Genius Media to produce a short video telling the story of CAPAA, its 5 decades of service to AA & NHPI communities, interviewing current and past commissioners and staff, highlighting community voice/advocacy in state government, a history of achievements, why it’s important, and what’s to come. The project would ideally be aired at CAPAA’s Golden Celebration and archived online on YouTube and CAPAA’s webpage for posterity.

**CAPAA Interagency Agreement with UW:** CAPAA has received a draft interagency agreement (IAA) from UW that is currently undergoing legal review by our AAG. CAPAA will provide them with our edits by the end of next week and hope to come into a formal agreement by 12/1, which is on track with the project timeline.

**Sponsorships:** Note: Because of the limit on sponsorship-related spend, ***CAPAA will only grant applications to first-time applicants who meet all criteria.***

5 requests for sponsorship were received in this period. Details for all requests can be found in Appendix II. For this time period, 1 was approved:

* Filipino American National Historic Society – ($500) – American Kapwaa – Lakewood, Pierce Co.

4 were rejected because they did not meet the criteria for sponsorship or had recently received sponsorship funds:

* Nat’l Asian Pacific Center on Aging – ($500) – denied because we cannot use CAPAA funds to cover the cost of food or beverages for the public
* Navratri Dance School – ($500) – denied because our policy mandates that CAPAA’s financial involvement should not be disproportionate when compared to other co-sponsors
* Mahalia Feeding Scheme – ($R40000) – denied because the request appears to be a fraudulent submission
* Filipino American Association of the Inland Empire – ($500) – denied because our policy mandates that CAPAA’s financial involvement should not be disproportionate when compared to other co-sponsors

1. **CAPAA’S GOLDEN CELEBRATION**

The Commission will observe 50 years of service to the AA & NHPI communities in Washington State in a celebratory event taking place on March 23, 2024 at Highline Community College, Bldg 8, Mt. Townsend Room (2400 S 240th St, Des Moines, WA 98198), from 4:30pm-7pm, in King County, WA. Tickets are available online for purchase at [Brown Paper Bag Tickets](https://www.brownpapertickets.com/event/6155602). CAPAA plans to promote the event online and in ethnic media.

Staff created an awards nomination form, which can be accessed here: [CAPAA 50th Anniversary Award Nominations - Google Forms](https://docs.google.com/forms/d/17gGXeXq6v3HPUnJPUlRHc0-97wVDCaMxikSOPrz7DrY/edit). Commissioners should submit nominations for Lifetime Achievement, Vanguard and unsung heroes by Friday, December 1, 2023.

Commissioners can support outreach around the event by:

* Serving as table captains (table of 10)
* Helping corral organizational sponsorships
* Promoting the event with community members
* Attending on the day-of.

1. **REQUIRED EQUITY TRAININGS**

The Department of Enterprise Services has developed the training, *A Path Toward Equity: Disrupting Structural Racism through Awareness and Belonging*, to provide a foundational training for all executive branch state employees ***and appointed Commissioners***. The course aims to develop shared understanding and language around diversity, equity, and inclusion and help employees gain skills necessary for a respectful and inclusive workplace. Brenda has provided the information necessary to login and take the training. Contact her directly if you need additional support. The training includes a prerequisite viewing of the documentary, “[***Who We Are: A Chronicle of Racism in America***](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsowa.sumtotal.host%2Frcore%2Fc%2FpillarRedirect%3FisDeepLink%3D1%26relyingParty%3DLM%26url%3Dhttps%253A%252F%252Fsowa.sumtotal.host%252Flearning%252Fcore%252Factivitydetails%252FViewActivityDetails%253FUserMode%253D0%2526ActivityId%253D1178121%2526ClassUnderStruct%253DFalse%2526CallerUrl%253D%252Flearning%252Flearner%252FHome%252FGoToPortal%253Fkey%253D0%2526SearchCallerURL%253Dhttps%25253A%25252F%25252Fsowa.sumtotal.host%25252Fcore%25252FsearchRedirect%25253FViewType%25253DList%252526SearchText%25253Dwho%2525252520we%2525252520are%252525253A%2525252520a%2525252520chronicle%2525252520of%2525252520racism%2525252520in%2525252520america%252526startRow%25253D0%2526SearchCallerID%253D2&data=05%7C01%7CToshiko.Hasegawa%40capaa.wa.gov%7C3c5465f9b9f54ac04bd508db16be67e8%7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C638128779263307679%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=ov%2Bsgl3gNbVX2nMsoFLd%2FVWtANxCae4wRDq8lBkWEQM%3D&reserved=0)***”****,* which must be completed prior to registering for the DEI foundational training modules.

Commissioners are also part of CAPAA’s agency Pro-Equity, Anti-Racism (PEAR) team – and are required to watch the orientation video. The video can be accessed here: [2022 PEAR Team Orientation Recorded Session - YouTube](https://www.youtube.com/watch?v=Q1nkn5SVKUU&t=1s).

1. **COMMUNICATIONS**

**Webpage:** WA Real ID resources, Commissioners Page fixes, commenced website rebuild project

**Newsletter:** CAPAA’s newsletter is sent to an e-mail listserv of 3,017 contacts (+37) from September Staff Report). The newsletter was sent a total of 4 times to the full listserv.

**Facebook:** 2,941 follows (+10 from September). Highest performing post New Executive Committee Post @ 995 reach and 195 reactions.

**Instagram:** 302 followers (+24 from September). Highest performing post was New Executive Committee Post with 31 likes.

1. **UPCOMING EVENTS**

CAPAA’s Golden Celebration

Saturday, March 23

Highline College, Bldg. 8, Mt. Townsend Room

[2400 S 240th St, Des Moines, WA 98198](https://www.bing.com/ck/a?!&&p=780a76d3629120ccJmltdHM9MTY5NjIwNDgwMCZpZ3VpZD0yNGQzMGNkZC1jMzIxLTY1M2UtMzM5NC0wMTY3YzcyMTY2YWQmaW5zaWQ9NTU5NQ&ptn=3&hsh=3&fclid=24d30cdd-c321-653e-3394-0167c72166ad&u=a1L21hcHM_Jm1lcGk9MTI3fn5Vbmtub3dufkFkZHJlc3NfTGluayZ0eT0xOCZxPUhpZ2hsaW5lJTIwQ29sbGVnZSZzcz15cGlkLllOOTI2eDE1ODUyMDM4JnBwb2lzPTQ3LjM4ODY2MDQzMDkwODJfLTEyMi4yOTk5NjQ5MDQ3ODUxNl9IaWdobGluZSUyMENvbGxlZ2VfWU45MjZ4MTU4NTIwMzh-JmNwPTQ3LjM4ODY2fi0xMjIuMjk5OTY1JnY9MiZzVj0x&ntb=1)

**APPENDIX I: Commissioner Activity Reports**





**APPENDIX II: Sponsorship Requests**

   