

The State of Washington

**CAPAA**

COMMISSION ON  
ASIAN PACIFIC  
AMERICAN AFFAIRS

Improving the lives of Asian Pacific Americans



# Executive Director's Report

December 12, 2009  
Wing Luke Asian Museum  
Microsoft Board and Community Conference Room  
719 South King Street  
Seattle, WA 98104

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**1. FINANCIAL REPORT:**

- **Operating Budget:** The Agency's operating budget for the 2009-2011 Biennium Year is \$236,000 for FY 2010 and \$224,000 for FY 2011 with a total of \$460,000. In the September 2009 financial report provided by Small Agency Client Services (SACS), the Commission ended the first quarter of the fiscal year in September with a savings of \$14,845.

On July 1, 2009, the Governor requested a 2% reduction for all agencies for the 2009-2011 Biennium. This \$8,000 reduction will be absorbed from the savings incurred during the vacancy period of the Executive Director. It will go into effect at the conclusion of the 2010 legislative session. CAPAA sent a memo to the Office of Financial Management on July 31, 2009 identifying print and travel as other possible areas for reduction.

- **Audit:** CAPAA was recently notified that it would be undergoing an audit for the period of July 1, 2007 to June 30, 2009. An audit for our agency at this time is standard. An entrance meeting took place on November 19, 2009 with Stacie Henden, Assistant State Auditor and Carolyn Cato, Assistant Audit Manager from the State Auditor's Office.

The state auditor's office informed the agency that necessary action remained on three recommendations from the previous audit. The CAPAA board should consider adopting or acting on the following: a policy and process on fixed assets, a policy on risk assessment, and a submission of all open public meetings that take place within each calendar year to the Code Reviser's Office.<sup>1</sup>

- **Savings Incentive Account:** Due to the current economic times, there was an imminent need to preserve our savings incentive account. Money in this account comes from the savings of previous fiscal years and totaled \$24,835. On the consul of SACS and the approval of the Office of Financial Management (OFM), allotments were made to safeguard this money.<sup>2</sup>

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<sup>1</sup> See Attachment #A for proposed language.

<sup>2</sup> According to the law, money in this account may be expended only on the authorization of the agency's executive head and only for the purpose of one-time expenditures to improve the quality, efficiency, and effectiveness of services to the customers of the state. Examples of one-time expenditures are technology improvements, new work processes, or

## 2. OUTSIDE FUNDING SOURCES:

- **Bill and Melinda Gates Foundation Awards \$150,000 Grant:** A grant in the amount of \$150,000 has been awarded to expand our work on the education achievement gap issue. Working in partnership with the ethnic commissions, we successfully secured funding in the month of November providing us an opportunity to work in collaboration with the other ethnic commissions to build more awareness on the achievement gap issue and to unify our communities.

## 3. MANAGEMENT AND ADMINISTRATION:

- **Infrastructure Assessment:** An internal assessment of the agency's existing platforms identified three areas to strengthen: the need to update and maintain an informative Web Site, publish a newsletter on a regular basis, and develop a database. Agency records indicate the last newsletter was issued on August 2007 and the agency database is not operational. Although investments were made to develop a database, the implementation of a database has not yet been fully actualized. The agency has made investments in each of these areas aligning with the goals set forth in the 2009 – 2011 Strategic Plan.
- **Web Site:** CAPAA has entered into an interagency agreement with the Washington State Department of Information Services (DIS) in a redesign of the agency's Web Site to provide our communities easier access to information and strengthen the public's understanding of the agency's mission, role, and priorities. Several new features will be integrated into the Web Site, including a database, e-newsletter sign-up, and legislative update mechanism. An aggressive launch date of January 2010 is set to coincide with the New Year and the legislative session.
- **Database:** An inventory of the past practices of the agency indicates a high use of e-mail list-servs to disseminate information. While e-mail list-servs are effective, CAPAA needs a more comprehensive system allowing for better

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performance measurements. Funds may not be used to establish new programs or services, expand existing programs or services or incur ongoing costs that would require future expenditures. Allotments were made in the following areas:

Technology Improvements: Two computers to replace outdated equipment hindering the effectiveness and efficiency of the full-time staff, an investment in restructuring the agency's external Web Site to improve access to information for our communities, and the development of an intranet site for the Commissioners and staff to strengthen communication and capture outreach activities.

Customer Service Improvements: The publication of an updated agency brochure to include new census information to inform our communities of the work of the agency and provide information on the demographics of our Asian Pacific American community to the general population.

Work Processes: A Commissioner and staff retreat to examine, analyze, and update the agency's strategic plan.

identification and information collection as it expands its outreach to keep up with our growing Asian American and Pacific Islander population. To meet the agency's needs, an operational database will be in place by January 2010.

- **Electronic and New Media:** Financial constraints and a lack of human resources hinder the agency's ability to publish print newsletters on a quarterly basis informing the community of important information. Because CAPAA plays a critical role in communicating information to the Asian American and Pacific Islander community, investments in long-term solutions to build infrastructures that will require no financial requisitions have been made. DIS is in the development stages of producing electronic templates for an e-newsletter, legislative update, and an informational alert. Electronic and new media infrastructures will be positioned for usage in January 2010.

#### 4. UPDATE ON UPCOMING PROGRAMS:

- **Joint Ethnic Commissions Legislative Reception:** The annual ethnic commission legislative reception is scheduled for Thursday, January 21, 2010 from 6:30 p.m. to 8:30 p.m. in the Columbia Room on the capitol campus. The reception host is the Commission on Hispanic Affairs. Attendance is strongly encouraged. Please take advantage of this opportunity to meet with state legislators and board members from the other ethnic commissions.
- **Asian Pacific Islander Legislative Day:** The 2010 API legislative day will take place on Thursday, February 4, 2010 in Olympia. Coordination for the legislative day is made in conjunction with the leadership of the Asian Pacific Islander Coalition (APIC) and the CAPAA staff.

CAPAA has confirmed an API community leadership meeting with Governor Chris Gregoire on the morning of the event. There will be a meeting with API legislators in the afternoon. Additional information will be provided upon finalization.

#### 5. LEGISLATIVE SESSION:

- **2010 Legislative Priorities:** The legislative session begins on January 11, 2010. CAPAA should continue to support the legislative priorities from the previous biennium year of 2007 – 2009 that align with its 2009 – 2011 Strategic Plan. The priority areas are: education, health care, and economic development. A 2010 legislative priority sheet will be circulated for your review.

#### 6. OUTREACH:

- **API Community Meeting with Governor's Senior Staff:** On November 10 2009, at the request of the APIC coalition, CAPAA organized a meeting

between our community stakeholders and the Governor's cabinet and senior policy staff members. The meeting agenda focused on the current revenue situation, potential funding reductions for social service programs, and the pardon request for Many Uch.

- **Statewide Outreach:** The CAPAA staff has engaged and attended over 40 meetings and events within the last 30 days. Given the human capital constraints of our agency, it is a challenge to maintain successful outreach with over 42 populations across our state. A priority for CAPAA is to outreach to new groups that our agency has traditionally not engaged with while maintaining our relationships with longstanding stakeholders. To fulfill our mission and educate our communities on the work of the Commission, the agency will rely on an increased presence of our Commissioners at community events.
- **Federal Outreach:** Within the past 30 days, CAPAA has identified and conducted outreach to all existing Asian American and Pacific Islander Commissions on a federal, state, and municipality level. The purpose of this contact was to determine whether there were any initiatives or policies that may be of interest to the Commission for possible adoption. A noteworthy trend emerged. Many similarly situated agencies produce an annual report on the "State of Asian Americans and Pacific Islanders" which is disseminated to their executive branch, Legislature, and community. Examples are attached.

## 7. CAPAA COMMISSION:

- **Board Meetings:** In accordance with the law, the Commission must meet a minimum of four times within a calendar year. The following dates are proposed for budgetary reasons and reporting requirements:

February 12 - 13, CAPAA Board Retreat (Location – TBA)

March 27, Pullman, Whitman County (Washington State University)

May 1, Tacoma, Pierce County (UW – Tacoma)

November 6, Snohomish or Kitsap County (Location – TBA)

- **Intranet Site for Commissioners:** CAPAA is currently in the development stages of an intranet site that will serve as an information hub for the board and track the outreach work of each Commissioner. A launch date is set for January 2010. More details will be provided upon completion.
- **Acknowledgments:** A big thank you to our former CAPAA Chair, Commissioner Thi Huynh and Commissioners Ron Chow, Elliott Kim, Habib Habib, and Fel Abille Jr. for their most valuable and dedicated service. A welcome to new and returning Commissioners Albert Shen, Debadutta Dash, Jennie Lee, Lua Pritchard, and Sofia Aragon. Further acknowledgment to

Phillip Sit for his work during the interim period and former Executive Director Ellen Abellera.

## 8. UPDATE ON CAPAA'S PRIORITY ISSUE AREAS:

- **Education:**
  - **Achievement Gap Oversight Committee:** On December 9, 2009, the Achievement Gap Oversight Committee released recommendations to the various education policy stakeholders.
  - **Achievement Gap Outreach Meeting, Spokane WA:** On April 25, 2009, Commissioners Takamura, Huynh, and Heyamoto traveled to Spokane, Washington with Dr. Shirley Hune to present the Asian American and Pacific Islander achievement gap findings and recommendations at the Washington State University satellite office. The audience included educators from both the Spokane school district and members from the Washington State Education Association.
  - **Production of Achievement Gap Brochures:** CAPAA and the University of Washington developed tri-fold brochures for each of the Achievement Gap reports. The brochures are available on the CAPAA Web site and have been distributed to various community and education stakeholders.
  - **CAPAA and ACLF Fellowship Program:** The Commission has partnered with the Asian Community Leadership Foundation (ACLF) in launching a new fellowship opportunity for college juniors, seniors, and graduate students. The fellowship will focus on the development of legislative and public policy analysis skills and issues affecting the Asian Pacific American community.
  
- **Health:**
  - Commissioner Pritchard will continue to serve on the Governor's Interagency Council on Health Disparities. The Governor's Interagency Council on Health Disparities is charged with creating a state policy action plan to eliminate health disparities by race/ethnicity and gender. The Council's five priorities for the first version of its action plan, which it anticipates will be completed by December 2010, are education, health insurance coverage, healthcare workforce diversity, obesity, and diabetes.

- **Economic Development:**
  - **Office of Minority and Women Business Enterprise Certification DVD:** The OMWBE certification video project with the Department of Information Services has been completed and was sent out for distribution by OMWBE. The 12 minute DVD provides the criteria and registration process for minority owned businesses to become certified by the State and was produced in the following languages (English, Cambodian (Khmer), Traditional Chinese, Simplified Chinese, Korean, and Vietnamese).