



# Executive Director's Report

**January 19, 2019**

Prepared by Toshiko Grace Hasegawa

Board Meeting  
The Olympia Center  
222 Columbia St. NW, Olympia, WA 98501

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Improving the well-being of Asian Pacific Americans by ensuring their access to participation in the fields of government, business, education, and other areas.

## Executive Director's Report

January 19, 2019

Executive Director's report to the Commission covering activities, progress, and updates from December 8, 2018 to January 19, 2019.

### 1. STAFF & COMMISSIONER ACTIVITY

**Staff activity:** In the last month, staff has attended events in King, Pierce and Thurston counties, related to celebrating the holiday season, preparing for APA Legislative Lobby Day, as well as demonstrating solidarity with immigrants, refugees, and victims of police violence. Many of the events attended were hosted or attended by CAPAA Commissioners. Meetings with community members and representatives of community-based organizations also took place to learn about their separate works, goals and challenges.

**Total Community Events:** APIC South Puget Sound, APIC Pierce County, APIC Pierce County (3), BECU (2), International Examiner (2), ACLF, EOGOAC, Northwest Tamu Gurung New Year Celebration, Oshogatsu with Consul General of Japan, Rally Against Deportation of Immigrants & Refugees, Rally in Support of Faleto Family & Samoan Community.

**Official Events:** Governor's Reception Honoring Ethnic Commissions, Governor's Holiday Party, Education Equity Policy Summit, Inauguration of Supreme Court Justice Steve Gonzalez, Inauguration of 2019 class of Washington State Senators, Governor's State of the State Address & Reception.

**Commissioner Activity:** Commissioners will submit activity reports for the time period of December 8, 2018 – March 1, 2019, to be reported on by staff at the March 16 board meeting.

**CAPAA Events:** The Commission will next convene on Saturday, March 16, 2019 at 10:00 a.m. The meeting will take place at Everett Community College in Snohomish County.

March 16 – Board Meeting

10:00 a.m. – 2:00 p.m.

@ Everett Community College, *Room TBD*

2000 Tower St, Everett, WA 98201

*Pending Approval*

March 18 – Ethnic Commissions' Reception: Welcoming POC Electeds

*Evening – Exact time TBD*

Governor's Mansion

April 13 – Sapphire Anniversary Party: Celebrating 45 Years of Advocacy

*Evening – exact time TBD*

@ Eden Seattle

1950 1st Ave S, Seattle, WA 98134

Confirmed

June 8 – Board Meeting

10:00 a.m. – 2:00 p.m.

@ Kitsap Fil-Am Community Center

1240 Sheridan Rd, Bremerton, WA 98310

Confirmed

September 21 – Board Meeting  
10:00 a.m. – 2:00 p.m.  
@ Vancouver Community Library  
901 C Street, Vancouver, WA 98660  
Confirmed

November 16 – Orientation/Year-End Celebration  
10:00 a.m. – 2:00 p.m.  
@ Keiro NW, King County  
1601 E Yesler Way Seattle, WA 98122  
*Pending Approval*

**Governor’s Leadership Academy Ruth Woo Fellowship:** The application for the Ruth Woo Fellowship launched Friday, January 11<sup>th</sup>. The application period is open through February 11<sup>th</sup>. The recruitment is online at CAPAA’s website.

**Communications:** CAPAA launched its first-ever video update, which generated increased traffic to our blast views and elicited positive feedback from legislators and community members. Three web designers/developers also made proposals for a project to update CAPAA’s official webpage: WA Tech, Greg Cohen (freelance) & Seferiana Day (freelance). CAPAA is current assessing proposals and will compare them against project objectives. Budget staff and legal counsel will be consulted to ensure quality assurance of contracting.

## 2. FINANCE

The Governor’s current and new law budgets was released in December. The new law budget assumes that new taxes, such as a 9% capital gains tax, are imposed (Appendix I). The current law budget is the Governor’s proposal assuming that no new taxes are imposed (Appendix II).

The new law budget provides funding for the Civic Engagement Decision Package. It also provides funding for a general wage increase for the Director and Project Coordinator, and funding for other general operations (Consolidated Technology Services, Department of Enterprise Services Central Services, Office of Fiscal Management Central Services.) Detailed information about CAPAA’s budget is available online at the Governor’s Budget Website.

The main difference between the new law budget and the current law budget is that under the current law budget, CAPAA would not receive funding for the Civic Engagement Decision Package (DP). However, funding for both the Director Salary Increase and Lease Adjustments DPs would be funded. We will know whether or not the DP’s receive approval around April, when the operating budget is typically enacted.

Notable adjustments to the budget include approving a permanent increase for the Project Coordinator position at \$50,000. Based upon CAPAA’s projections, CAPAA is on track to overspend its budget by \$18,000 if the agency’s two FY19 Decision Packages (DPs) are not approved. If the DP’s are approved, CAPAA will be in good financial condition. Despite the projected overspend, CAPAA’s overall financial health is good. If needed, the agency can make discretionary cuts to the budget or delay projects (such as the website update and needs assessment) until FY20 (Appendix III).

Over the past few months, CAPAA’s expenditures under the following categories have been very low:

- EG Prof Dev & Training
- EH Rentals & Leases

- EJ Subscriptions
- EM Attorney General
- ER Other Contractual Services
- G Travel

### 3. LEGISLATION & ADVOCACY

The first week of legislative session, many of CAPAA's legislative priority issues were introduced as legislation advanced through committees, including legislation relating to police accountability and pre-paid postage. Initiative 200 received the necessary signatures to qualify for the November Ballot, for which Governor Inslee came out in support. CAPAA testified before the House Public Safety Committee in support of HB 1064 as well the Senate Law & Justice Committee in support of SB 5027, relating to the implementation of I-940.

CAPAA advised the Governor to take a position on the Trump Administration's attempt to make Vietnamese refugees eligible for deportation, impacting more than 8,000 people in Washington State and hundreds of thousands nationwide. CAPAA assisted in writing a statement on behalf of the Governor, which was read at a rally and march at Hing Hay Park in downtown Seattle. Commissioner Dinh, Commissioner Sam organized and participated in the rally and Executive Director Hasegawa made remarks.

In response to the outcry for expedited clemency hearings for immigrants and refugees, CAPAA met with Merf Ehman and Nick Allen of Columbia Legal Services to explore the feasibility of legislation to make individuals who receive a "Certificate of Rehabilitation" (CROP) eligible for a clemency hearing by the Governor, and to receive an expedited hearing if they can demonstrate an "exigent circumstance" such as imminent deportation. Their assessment is that legislation would be fairly straightforward and would have a much broader impact upon various groups of people, beyond immigrants and refugees alone, and mentioned that this issue would receive wide support from the broader legal community. Cynthia Delostrinos, Manager of the Administrative Offices of the Courts, opined that this approach could be a way to address the harm caused by mass incarceration, and help many people who committed non-violent crimes to "get their lives back," and felt that there would be a tentative interest among the Minority Justice Commission and Justice Mary Yu in potential legislation. Tarra Simmons, Chair of the Governor's Counsel on Re-Entry, expressed strong support. Upon floating the idea with CAPAA's Policy Advisor RaShelle Davis, we were urged to draft a one-page summary outlining the proposed change and policy impact.

**APA Legislative Lobby Day** will take place Wednesday, January 23. Buses will arrive at 10:30 a.m. for a rally beginning at 10:45 on the North Steps at the Flag Lawn, where the Governor will make remarks to the group at 12:00 p.m. Community leaders will attend a meeting with Speaker Chopp from 12:20 – 12:50, followed by a meeting with the Governor from 1:00 -1:30. Community members will have the opportunity to attend the rally followed by visits to their elected State Representatives and Senators. Buses will depart at 2:30 p.m.

# APPENDIX I: Governor's New Law Budget

## 2019-21 Omnibus Operating Budget Maintenance Level G40 New Law

### Comm on Asian Pacific Amer Affairs

(Dollars In Thousands)

	FTEs	GF-S	Other	Total
2017-19 Estimated Expenditures	2.0	495	26	521
2019-21 Carryforward Level	2.0	503	26	529
<b>Maintenance Other Changes:</b>				
1. Lease Adjustments < 20,000 sq. ft.	0.0	50	0	50
<b>Maintenance -- Other Total</b>	<b>0.0</b>	<b>50</b>	<b>0</b>	<b>50</b>
<b>Maintenance Comp Changes:</b>				
2. Director Pay Raise	0.0	10	0	10
3. Adjust PEB Rate for Use of Reserves	0.0	2	0	2
<b>Maintenance -- Comp Total</b>	<b>0.0</b>	<b>12</b>	<b>0</b>	<b>12</b>
<b>Maintenance Central Services Changes:</b>				
4. Legal Services	0.0	2	0	2
5. CTS Central Services	0.0	(1)	0	(1)
6. DES Central Services	0.0	(5)	0	(5)
<b>Maintenance -- Central Svcs Total</b>	<b>0.0</b>	<b>(4)</b>	<b>0</b>	<b>(4)</b>
<b>Total Maintenance Changes</b>	<b>0.0</b>	<b>58</b>	<b>0</b>	<b>58</b>
<b>2019-21 Maintenance Level</b>	<b>2.0</b>	<b>561</b>	<b>26</b>	<b>587</b>
Difference from 2017-19	0.0	66	0	66
% Change from 2017-19	0.0%	13.3%	0.0%	12.7%

#### Comments:

**1. Lease Adjustments < 20,000 sq. ft.**

This funds the agency's ongoing lease costs at the Capital Court building. (General Fund - Basic Account-State) (Ongoing)

**2. Director Pay Raise**

This will fund the agency's merit-base pay increase that was granted to its Director. (General Fund - Basic Account-State) (Ongoing)

**3. Adjust PEB Rate for Use of Reserves**

Adjust employee PEB rate to reflect the full cost of the 2019-21 rates, which used plan surplus. (General Fund - Basic Account-State) (Custom)

**4. Legal Services**

Agency budgets are adjusted to reflect each agency's anticipated share of legal service charges. (General Fund - Basic Account-State) (Custom)

# APPENDIX II: Governor's Current Law Budget

VABS005

State of Washington  
Office of Financial Management  
Fund and FTE Detail by Fiscal Year

Agency: 087 - Comm on Asian Pacific Amer Affairs  
Version: G30 - G30 Current Law  
Version Option: Transportation and Omnibus

*Dollars in Thousands*

	Fiscal Year 1 FTEs	Fiscal Year 2 FTEs	Average Annual FTEs	Fiscal Year 1 Funds	Fiscal Year 2 Funds	Total Funds	Percent Share of RecSum
<b>2017-19 Expenditure Authority</b>	2.0	2.0	2.0	256.0	265.0	521.0	
<b>Current Biennium Fund Totals</b>	2.0	2.0	2.0				
001-1 General Fund - Basic Account-State				243	252	495	95
489-1 Pension Funding Stabilization Acct-State				13	13	26	5
<b>Carry Forward Level</b>							
<b>92K DES Central Services</b>							
001-1 General Fund - Basic Account-State				(1)	0	(1)	100
<b>GL9 Non-Rep General Wage Increase</b>							
001-1 General Fund - Basic Account-State				7	2	9	100
<b>Total Carry Forward Level</b>				262	267	529	
% Change from Current Biennium				2.3%	0.8%	1.5%	
<b>Carry Forward Level Fund Totals</b>	2.0	2.0	2.0				
001-1 General Fund - Basic Account-State				249	254	503	95
489-1 Pension Funding Stabilization Acct-State				13	13	26	5

State of Washington  
Office of Financial Management  
Fund and FTE Detail by Fiscal Year

Agency: 087 - Comm on Asian Pacific Amer Affairs  
Version: G30 - G30 Current Law  
Version Option: Transportation and Omnibus

*Dollars in Thousands*

	Fiscal Year 1 FTEs	Fiscal Year 2 FTEs	Average Annual FTEs	Fiscal Year 1 Funds	Fiscal Year 2 Funds	Total Funds	Percent Share of RecSum
<b>Maintenance Level</b>							
<b>8L Lease Adjustments &lt; 20,000 sq. ft.</b>							
001-1 General Fund - Basic Account-State				25	25	50	100
<b>92E Legal Services</b>							
001-1 General Fund - Basic Account-State				1	1	2	100
<b>92J CTS Central Services</b>							
001-1 General Fund - Basic Account-State				(1)	0	(1)	100
<b>92K DES Central Services</b>							
001-1 General Fund - Basic Account-State				(2)	(3)	(5)	100
<b>9Z Recast to Activity</b>							
001-1 General Fund - Basic Account-State				0	0	0	0
489-1 Pension Funding Stabilization Acct-State				0	0	0	0
<b>M1 Director Pay Raise</b>							
001-1 General Fund - Basic Account-State				5	5	10	100
<b>PEB Adjust PEB Rate for Use of Reserves</b>							

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State of Washington  
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Fund and FTE Detail by Fiscal Year

Agency: 087 - Comm on Asian Pacific Amer Affairs  
Version: G30 - G30 Current Law  
Version Option: Transportation and Omnibus

*Dollars in Thousands*

	Fiscal Year 1 FTEs	Fiscal Year 2 FTEs	Average Annual FTEs	Fiscal Year 1 Funds	Fiscal Year 2 Funds	Total Funds	Percent Share of RecSum
001-1 General Fund - Basic Account-State				1	1	2	100
<b>Total Maintenance Level</b>				<b>291</b>	<b>296</b>	<b>587</b>	
% Change from Current Biennium				13.7%	11.7%	12.7%	
<b>Maintenance Level Fund Totals</b>				<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	
001-1 General Fund - Basic Account-State				278	283	561	96
489-1 Pension Funding Stabilization Acct-State				13	13	26	4
<b>Policy Level</b>							
<b>GL9 Non-Rep General Wage Increase</b>							
001-1 General Fund - Basic Account-State				5	11	16	100
<b>2019-21 Total Proposed Budget</b>				<b>296</b>	<b>307</b>	<b>603</b>	
% Change from Current Biennium				15.6%	15.8%	15.7%	
<b>2019-21 Budget Fund Summary Totals</b>				<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	
001-1 General Fund - Basic Account-State				283	294	577	96
489-1 Pension Funding Stabilization Acct-State				13	13	26	4

**8L Lease Adjustments < 20,000 sq. ft.**

This funds the agency's ongoing lease costs at the Capital Court building.

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State of Washington  
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Fund and FTE Detail by Fiscal Year

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*Dollars in Thousands*

**92E Legal Services**

Agency budgets are adjusted to reflect each agency's anticipated share of legal service charges.

**92J CTS Central Services**

Agency budgets are adjusted to reflect each agency's allocated share of charges from the Consolidated Technology Services Agency (WaTech) for the Office of the Chief Information Officer, Office of Cyber Security, state network, security gateways, and geospatial imaging services.

**92K DES Central Services**

CFL Adjustment for DES Services

**GL9 Non-Rep General Wage Increase**

Funding is provided for wage increases for state employees who are not represented by a union or who are covered by a bargaining agreement that is not subject to financial feasibility determination. It is sufficient for a general wage increase of 3 percent, effective July 1, 2019, and a general wage increase of 3 percent, effective July 1, 2020. This item includes both general government and higher education workers.

**M1 Director Pay Raise**

This will fund the agency's merit-base pay increase that was granted to its Director.

**PEB Adjust PEB Rate for Use of Reserves**

Adjust employee PEB rate to reflect the full cost of the 2019-21 rates, which used plan surplus.



# APPENDIX III: CAPAA's Financial Status December 2018

Through FM ----> 18

## CAPAA FY 2019 Projection

Category	FY19	Exp. Thru	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Notes
	Allotments	Dec (FM18)	Jan-2019	Feb-2019	Mar-2019	Apr-2019	May-2019	Jun-2019	Exp. Total	Variance	
Salaries and Wages	144,636	67,957	12,920	12,920	12,920	12,920	12,920	12,920	145,477	(841)	
Employee Benefits	52,382	40,658	4,551	4,551	4,551	4,551	4,551	4,551	67,964	(15,582)	
Professional Service Contracts	0	400	0	0	0	0	0	0	400	(400)	
Goods and Other Services	49,347	18,650	2,662	2,600	2,588	2,662	2,600	22,588	54,352	(5,005)	
Travel	18,635	6,604	1,321	1,321	1,321	1,321	1,321	1,321	14,528	4,107	
Grants, Benefits & Client Services	0	0	0	0	0	0	0	0	0	0	
<b>Sum:</b>	<b>265,000</b>	<b>134,269</b>	<b>21,454</b>	<b>21,392</b>	<b>21,380</b>	<b>21,454</b>	<b>21,392</b>	<b>41,380</b>	<b>282,721</b>	<b>(17,721)</b>	
<b>Category</b>											
Salaries and Wages	144,636	67,957	12,920	12,920	12,920	12,920	12,920	12,920	145,477	(841)	Salary projection assumes Sam's raise is permanent
AC State Exempt	144,636	62,191	12,920	12,920	12,920	12,920	12,920	12,920	139,711	4,925	
AT Terminal Leave		5,766							5,766	(5,766)	
Employee Benefits	52,382	40,658	4,551	4,551	4,551	4,551	4,551	4,551	67,964	(15,582)	
BA Old Age and Survivors Insurance	8,970	4,147	801	801	801	801	801	801	8,953	17	
BB Retirement and Pensions	18,372	7,947	1,858	1,858	1,858	1,858	1,858	1,858	17,895	477	
BC Medical Aid & Industrial Insurance	972	401	73	73	73	73	73	73	839	133	
BD Health, Life & Disability Insurance	21,968	10,076	1,832	1,832	1,832	1,832	1,832	1,832	21,068	900	
BH Hospital Insurance (Medicare)	2,100	970	187	187	187	187	187	187	2,092	8	
BT Shared Leave Provided Sick Leave		17,117							17,117	(17,117)	
Professional Service Contracts	0	400	0	0	0	0	0	0	400	(400)	
CA Management and Organizational Services		400							400	(400)	
Goods and Other Services	49,347	18,650	2,662	2,600	2,588	2,662	2,600	22,588	54,352	(5,005)	
EA Supplies and Materials	605	1,027	171	171	171	171	171	171	2,053	(1,448)	Projection is based on FYTD monthly avg \$5/mo Skype \$100/mo AT&T
EB Communications/Telecommunications	2,340	1,162	213	213	213	213	213	213	2,440	(100)	\$108/mo CTS Services (3 mo avg) Capitol Court rent charged to AI 6X0, Fund 22A, 50 paid out of CAPAA's budget (FY 18 and 19 only)
ED Rentals and Leases - Land & Buildings		0							0	0	EF Printing projection is based on half of FY18 expenditures of \$2,128. Expenditures are expected to be significantly lower this year, as there are no large jobs planned. (Last year the agency spent \$1,500 printing rack cards).
EF Printing and Reproduction	6,998	715	58	58	58	58	58	58	1,064	5,932	EG projection is based on FY19 allotment of \$4,004, which is approximately equal to FY18 expenditures \$48/mo Sharp & Waterloo expenses
EG Employee Prof Dev & Training	4,004	3,235	128	128	128	128	128	128	4,004	0	\$300/qr estimated meeting space cost Projection is based on FY19 allotment of \$300, which is approximately equal to FY18 expenditures
EH Rental & Leases - Furn & Equipment	2,004	689	181	181	181	181	181	181	1,776	228	Monthly Expenses: \$927 SAFS \$27 CMS \$11 Campus Contracts/Perry St Daycare
EJ Subscriptions	300	0	50	50	50	50	50	50	300	0	\$26 Public and Historic Facilities \$133/mo CTS Allocations \$61/mo CTS Services \$7/mo DES Information Systems \$3/mo avg Warrants \$63/qr OFM Core Financials
EK Facilities and Services	12,149	5,948	991	991	991	991	991	991	11,894	255	\$12/qr OFM Enterprise Systems Fee EM costs based on FYTD avg. if monthly avg decreases, the FY19 allotment of \$996 may be a good estimate of FY19 costs. (For reference, \$688 was spent in FY18.) \$126/mo SAFS HR
EL Data Processing Services (Interagency)	2,656	1,215	247	196	184	247	196	184	2,469	187	\$8/mo DES Personnel CSB rate \$1,096/yr self insurance premium paid in July \$25/yr fidelity bond paid in July
EM Attorney General Services	996	810	135	135	135	135	135	135	1,819	(823)	\$120/mo risk mgmt admin \$15,000 estimated for needs assessment and related costs (expenditure placed in June)
EN Personnel Services	1,808	804	134	134	134	134	134	134	1,808	(0)	\$5,000 estimated for website updating Non-needs assessment expenses are based on FY18 expenditures of
EP Insurance	2,525	1,840	120	120	120	120	120	120	2,560	(35)	\$1,980 for the year 4 \$11/ptr Sec of State Archives services EY Projection is based on FY18 expenditures of \$240 \$50 per month estimated for misc costs
ER Other Contractual Services	10,368	1,032	158	158	158	158	158	20,158	21,980	(11,612)	
EW Archives & Records Management Svcs	48	22	11			11			44	4	
EY Software Licenses and Maintenance	1,500	152	15	15	15	15	15	15	240	1,260	
EZ Other Goods and Services	1,248	0	50	50	50	50	50	50	300	948	
Travel	18,635	6,604	1,321	1,321	1,321	1,321	1,321	1,321	14,528	4,107	Travel projection is based on FYTD avg travel expenditures, plus 20%. 20% was added to FYTD average to account for the fact that travel costs may increase under the new hourly travel policy for commissioners. (For reference, the agency spent about \$13k in FY18).
GA In-State Subsistence & Lodging	3,104	1,902	380	380	380	380	380	380	4,184	(1,080)	
GB In-State Air Transportation	6,408	2,077	415	415	415	415	415	415	4,569	1,839	
GC Private Automobile Mileage	6,796	2,213	443	443	443	443	443	443	4,868	1,928	
GD Other Travel Expenses	1,100	413	83	83	83	83	83	83	908	192	
GF Out-of-State Subsistence & Lodging	500	0	0	0	0	0	0	0	0	500	
GG Out-of-State Air Transportation	727	0	0	0	0	0	0	0	0	727	
Grants, Benefits & Client Services	0	0	0	0	0	0	0	0	0	0	
NZ Other Grants and Benefits									0	0	
<b>Total Dollars</b>	<b>265,000</b>	<b>134,269</b>	<b>21,454</b>	<b>21,392</b>	<b>21,380</b>	<b>21,454</b>	<b>21,392</b>	<b>41,380</b>	<b>282,721</b>	<b>(17,721)</b>	

Plus Director Pay Raise DP 5,000  
Plus Unexpected Leave Costs DP 13,000  
Projected Ending Balance, if DPs are approved 279