

**Staff Report**

**September 9, 2023**

Prepared by:

Executive Director Toshiko Hasegawa

Project Manager K’gnausa Yodkerepauprai

Project Coordinator Brenda O’Brien

September Public Board Meeting: **Snohomish County**

Everett Community College 2000 Tower St, Everett, WA 98201

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

**Staff Report**

September 9, 2023

Staff report to the Commission covering activities, progress, and updates from June 10, 2023 to September 8, 2023.

1. **STAFF AND COMMISSIONER ACTIVITY**

**Commissioner Activity:** Commissioners submitted activity reports for the time period of May 27, 2023 to August 26, 2023.

Total events reported = 113; Activity Report response rate = 91% (11/12 respondents). Details of Commissioner Activity can be found in Appendix I. *(Outstanding reports for this period: Chair Nguyen)*

* Kiana McKenna (Spokane County), David Phongsa (Benton County), and Scott Lehrman (Franklin County) were appointed to the Commission for one three year term, effective July 1, 2023 – June 30, 2026.
* Brenda O’Brien was appointed to represent CAPAA upon the Washington State Independent Living Council, effective immediately.
* Dr. Myung Park was appointed to represent CAPAA on the Technical Advisory Committee (TAC) to discuss the potential addition of Guanidinoacetate methyltransferase (GAMT) deficiency and Arginase 1 deficiency (ARG1-D) to the Washington State newborn screening panel.
* Carrie Huie Pascua was appointed to the grant review panel for the Department of Commerce’s Child Care Partnership Grant Program.

**Staff Activity:**

Contract Reports and Audits: CAPAA had a number of reports that were/are due this period.

* FY23 Accounts Payable Closeout Deadline
* OMWBE Business Diversity Spending Goal Plan FY24
* Out of State Worker Premium Audit
* PEAR Equity Performance Report & Strategic Action Plan
* IT Contracts Report

Upcoming reporting deadlines include:

* Agency Contracts Report (Due October 1)

1. **FINANCE**

CAPAA is in excellent financial condition. As of July 31, 2023, CAPAA has about $31k in its donation account. Highlights for CAPAA’s updated spending plan include:

* Translating the Strategic Plan $2700 (4 languages)
* Translating demography report $2500 (4 languages)
* Website rebuild $27,000 + $300/mo maintenance
* Website translation $12,000 (4 languages)
* Needs Assessment $19,000
* CAPAA’s Golden Celebration $30,000
* Legacy Video - $10,000
* Commissioner Stipends and sponsorships $43,000
* Increased our overall travel allocation to $25,000
* $125k in FY 24 and $125k in FY 25 to conduct an analysis to close the educational opportunity gap for Asian American students.
* $125k in FY 24 and $125k in FY 25 to conduct an analysis to close the educational opportunity gap for Native Hawaiian and Pacific Islander students.

Last year, CAPAA underspent its allocation by $3,100 primarily due to the fact that OFM reimbursed the agency for Commissioner stipends.

**FY24 Supplemental Budget Decision Package Requests:** FY2024 Supplemental DP requests are due Wednesday, September 13th. CAPAA is the process of finalizing a 2024 supplemental budget request for $26,725 + $300/mo to cover the cost of a necessary website rebuild and webpage services provided by WA Tech.

**Sponsorships:** The Commission reinstated its sponsorship request page on the website in the new fiscal year (beginning July 1, 2023). Because of the limit on sponsorship-related spend, ***CAPAA will only grant applications to first-time applicants who meet all criteria.***

10 requests for sponsorship were received in this period. Details for all requests can be found in Appendix II. For this time period, 4 were approved:

* Seattle Asian American Film Festival ($500) - *Not paid out.* The SAAFF event was August 26th, but the contact never responded to requests for an invoice/flyer.
* Celebration of new Chancellor – FilAm Community of Seattle ($100)
* Live Aloha Hawaiian Cultural Festival – UW ($100)
* Kin-on ($500) - *Not paid out.* The event is September 16, but they never responded to our request for an invoice.

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

* UTOPIA’s Washington Ho'olaule'a ($500)
* Samoan Fashion Show ($500)
* Mid-Autumn Celebration ($1250)
* 2nd Annual Diwali Celebration ($500)
* Spokane United We Stand - Philippine History Month ($500)
* Family Guide – Three Stars & Up ($500)

1. **CAPAA’S GOLDEN CELEBRATION**

The Commission will observe 50 years of service to the AA & NHPI communities in Washington State in February 2024. **A celebratory event will take place on a Saturday in March (either the 16th, 23rd or 30th).** The Commission is poised to enter into a contract with an independent 3rd party to provide event planning and day-of management services for this event. 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)

1. **EQUITY TRAINING**

In April 2018, Gov. Jay Inslee issued a memorandum — [Inclusive and Respectful Work Environments](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fofm.wa.gov%2Fsites%2Fdefault%2Ffiles%2Fpublic%2Fshr%2FDiversity%2FSubCommit%2FGovernor_Inslee_Memo_Inclusive_and_Respectful_Work_Environments_%2528002%2529.pdf%23%3A~%3Atext%3DIdentify%2520best%2520practices%2520for%2520incorporating%2520diversity%252C%2520equity%2520and%2Caccountable%2520in%2520building%2520and%2520maintaining%2520a%2520respectful%2520workplace.&data=05%7C01%7CToshiko.Hasegawa%40capaa.wa.gov%7C3c5465f9b9f54ac04bd508db16be67e8%7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C638128779263307679%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=j3h3SG6BdQ%2BfmyVsIM30%2FyjJ%2BUstlwQD9rrh6gfjQeI%3D&reserved=0) — calling on agencies to take action to create inclusive and respectful workplaces.

In 2022, the governor issued [Executive Order 22-02](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.governor.wa.gov%2Fsites%2Fdefault%2Ffiles%2Fexe_order%2F22-02%2520-%2520Equity%2520in%2520State%2520Government%2520%2528tmp%2529.pdf&data=05%7C01%7CToshiko.Hasegawa%40capaa.wa.gov%7C3c5465f9b9f54ac04bd508db16be67e8%7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C638128779263307679%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=2K1k%2FBZjJHjk62Fr1yZ4%2FFsFQDVuI%2FsidAuzLwbMTDw%3D&reserved=0), “Achieving Equity in Washington State Government.” It calls on the State Human Resources division at the Office of Financial Management to issue a directive requiring all executive cabinet agency employees to complete diversity, equity and inclusion (DEI) training that aligns with the Office of Equity’s pro-equity anti-racist (PEAR) plan. CAPAA received confirmation that all appointed Commissioners must also take the training.

The Department of Enterprise Services is developing the training, *A Path Toward Equity: Disrupting Structural Racism through Awareness and Belonging*, as requested by State HR and based on direction established by the statewide DEI Training Committee. The purpose is to provide a foundational training for all executive branch state employees. 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. Please see the [DES webpage](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdes.wa.gov%2Fdeitraining&data=05%7C01%7CToshiko.Hasegawa%40capaa.wa.gov%7C3c5465f9b9f54ac04bd508db16be67e8%7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C638128779263307679%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=WhaRMDOScJqT7DJIFTkDROEKIukEuv7gVIeKITYo7MQ%3D&reserved=0) for more details about the training.

The full directive is available online at the [OFM website](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fofm.wa.gov%2Fstate-human-resources%2Fhr-directives&data=05%7C01%7CToshiko.Hasegawa%40capaa.wa.gov%7C3c5465f9b9f54ac04bd508db16be67e8%7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C638128779263307679%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=ZgU6CRv01%2FJtP4eeu1ySuDmN6LcLBmU5Lc7TZ93FEYA%3D&reserved=0)**. The required training includes a pre-requisite 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)***,* available in the Washington State Learning Center to which you can sign up to watch. This prerequisite must be completed prior to registering for the DEI foundational training modules, expected to be available starting March 2023.**

If you have questions about the training or how to sign up to watch the pre-requisite, please contact staff.

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:** New Commissioner information, bill tracker daily updates

**Newsletter:** CAPAA’s newsletter is sent to an e-mail listserv of 2,980 contacts (+73) from June Staff Report). The newsletter was sent a total of 6 times to the full listserv.

**Facebook:** 2,931 follows (+37 from June). Highest performing post was Commissioner Phongsa’s Welcome Post @ 1,700 reach and 259 reactions.

**Instagram:** 278 followers (+48 from June). Highest performing post was Executive Director Hasegawa at the Muckleshoot Reservation during Protocol with 21 likes.

1. **UPCOMING EVENTS**

November Public Board Meeting

Saturday, November 18, 10:00 – 2:00

Together Center, 16305 NE 87th St. Redmond, WA 98052

CAPAA’s Golden Celebration

Date: TBD (***Saturday, March 16, 23 or 30th?)***

Location: TBD

**APPENDIX I: Commissioner Activity Reports**



