

The State of Washington

**CAPAA**

COMMISSION ON  
ASIAN PACIFIC  
AMERICAN AFFAIRS

Improving the lives of Asian Pacific Americans



## **Executive Director's Report**

March 20, 2010  
Spokane Downtown Public Library  
906 West Main Avenue  
Spokane, WA 99201

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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 financial report provided by Small Agency Client Services (SACS), the Commission ended the eighth fiscal month (Month of February) with a savings of \$29,420. The increase in savings is due to the Executive Director's vacancy during the month of October and will help offset the cost incurred from the scheduled audit of CAPAA and the Governor request for a 2% reduction for all agencies that will go into effect at the conclusion of the 2010 special legislative session.
- **Audit:** The State Auditor's Office completed an audit for the period of July 1, 2007 through June 30, 2009 for the Commission on Asian Pacific American Affairs. The auditor evaluated the agency's accountability of public resources and compliance with laws and regulations in the areas of: assets, disbursements, and payroll. Action was taken by staff to resolve outstanding recommendations that were not addressed from the previous audit by developing a policy and process on fixed assets, a policy on risk assessment, and filing meeting notice with the Code Reviser's Office.

An exit interview was conducted on February 16, 2010. The exit interview concluded the Commission had resolved all outstanding items with the exception of one item involving a transaction processed during the audit period of the previous director of the agency. The audit reported no findings or management letter items and that the Commission was in compliance with state laws, regulations, policies, and procedures. This is the fourth consecutive audit in which the Commission has been free of findings. A copy of the final report was issued on March 1, 2010.

**2. MANAGEMENT AND ADMINISTRATION:**

- **Policy and Procedure Manual:** The agency created, developed, and adopted a new policy and procedure manual. Over sixty pages long, this manual provides guidance for the Commission by outlining policy in the areas of: general administrative, commissioner duties and responsibilities, personnel, travel, meetings, public records, public response, information technology, and inventory.

- **Infrastructure:** The agency successfully launched a new Web site, database, e-newsletter, e-legislative update, and an informational alert in January 2010. The purpose of the redesign of the agency's Web site is to provide the community greater access to information, state resources, and to strengthen the public's understanding of the agency's mission, role, and priorities. There is a 21% increase in visitors to the new Web site.

An operational database was implemented in January 2010 and has undergone several internal and external enhancements. The agency's database is now linked to the Web site with new features allowing users to denote their interests by issue area and optionally self-identify their ethnicity. These enhancements enable the agency to be in a position to more effectively target communication and information to particular audiences.

Electronic templates for the agency's e-newsletter, e-legislative update, and informational alert were successfully created, developed, and implemented. On January 11, 2010, the agency's first electronic newsletter was disseminated. To coincide with the beginning of session, the agency also launched its e-legislative update on the first day of session. Over 10,000 community members have received this weekly update during the legislative 2010 session. Positive feedback from the community and several state agencies is widespread.

- **Compliance:** The Executive Director and Executive Assistant have completed or are currently enrolled in all mandatory trainings to be in accordance with the law.

### 3. UPDATE ON UPCOMING PROGRAMS AND PROJECTS:

- **Asian Pacific American Heritage Month:** At the request of Commissioner Takamura, staff has requested and secured a proclamation from Governor Gregoire for APA Heritage Month. All Commissioners are strongly encouraged to attend the API Heritage Month Celebration taking place on Sunday, May 2, 2010 from 12 to 5 p.m. at the Seattle Center.

To fulfill the duties of the Commission in coordinating and assisting with statewide celebrations during the fourth week of Asian Pacific American Heritage Month, the Commission staff is developing a plan targeting state agencies and municipalities to encourage their participation in celebrating Asian Pacific American Heritage Month. This plan builds off the agencies' past work in developing resources for educational institutions and businesses to recognize the month. The agency Web site will continue to serve as an informational hub for the state-wide community to post events and provide

tools to participate in Asian Pacific American Heritage Month. Implementation is set for May 2010.

- **Report on the State of Asian Pacific Americans in Washington:** In February 2010, the Commission entered into a partnership with the Fred T. Korematsu Center for Law and Equality at the Seattle University School of Law to develop a report on the state of Asian Pacific Americans in Washington. Four Fellows are working on this project, three Fellows at the law school and one CAPAA/ACLF Fellow in Olympia. The draft report including policy recommendations will be presented in two state-wide outreach events to be held in Western and Eastern Washington to gather community feedback prior to submission to the Governor, state legislature, and state agencies. This report is scheduled for completion in 2010.
- **Ethnic Commission Partnership:** Nominated by the executive committee, Commissioner Takamura has been representing our commission and working on a collaborative endeavor with the other ethnic commissions. A decision to move forward and submit a proposal for funding from the Bill & Melinda Gates Foundation to work with the other ethnic commissions to build more awareness on the achievement gap issue and to unify our communities is currently in progress. To be in a position to receive funding, the ethnic commissions are establishing a joint ethnic foundation.

#### 4. LEGISLATIVE SESSION:

- **Asian Pacific Islander Legislative Day:** The Asian Pacific Islander legislative day was held on February 4, 2010 in Olympia. More than 1700 people attended from across the state. Commissioners and community leaders met with the Governor and the House and Senate leadership to discuss the budget and the priorities of the community. Speaker Frank Chopp was joined by Reps. Bob Hasegawa, Lynn Kessler, Sharon Tomiko Santos and Sens. Chris Marr and Paull Shin. Recognition to the Asian Pacific Islander Coalition and Commissioner Pritchard for their hard work on making this event a success.
- **2010 Legislative Session:** The legislative session officially concluded on March 11, 2010. Immediately following the conclusion of session, Governor Gregoire called for a special session which began at 12:00 p.m. on March 15, 2010. Thanks to the contributions of our legislative liaison, Commissioner Aragon, CAPAA was able to produce a weekly e-legislative update that was disseminated state-wide to keep our community informed on legislation impacting their lives. A comprehensive document highlighting bills of interest to the community for this past legislative session will be circulated state-wide in the near future.

- **Filipino American Heritage Month:** On March 3, 2010, under the leadership of Commissioner Pascua, the House and Senate passed a resolution to recognize October 2010 as the inaugural Filipino American Heritage Month. This resolution was endorsed by the Commission. Following the successful passage of the resolution, a reception was held in the John A. Cherberg Building.

## 5. OUTREACH:

- **API Community Meeting with Governor:** On February 4, 2010, CAPAA organized a meeting between community stakeholders, the Governor, and her senior staff members. The meeting focused on the current revenue situation and the legislative priorities of the community.
- **Statewide Outreach:** Outreach to new groups while maintaining relationships with longstanding stakeholders remains a priority for the agency. Staff outreach was limited during the past few months because of the legislative session. Despite this, staff attended over 35 meetings and events since the last board meeting. Commissioners have also substantially increased their presence at community meetings and events and are currently recording their outreach activities on an intranet system.
- **Agency Outreach:** Staff met with the following state and federal agencies:
  - **Department of Early Learning:** The Education Committee and staff met with the Director of the Department of Early Learning to discuss and provide feedback on the draft plan of the Washington Early Learning System 2010 – 2020, the Early Learning Recommendations to the Governor for Action in 2010, and the Washington Kindergarten Inventory of Developing Skills (WAKids) which is a pilot kindergarten readiness assessment for Fall 2010.
  - **Department of Veterans Affairs:** Staff met with the Deputy Director to discuss concerns that the Asian Pacific American community may not be fully accessing or utilizing programs and services provided by their department. A request and commitment was obtained to provide informational pamphlets in different languages. Two pamphlets are currently being translated into Korean and Tagalog, as Korean-American and Filipino-American veterans make up the highest percentage of Asian Pacific Americans in this area.
  - **Department of Commerce:** Staff secured the participation of Terry Lawhead from the Washington State Department of Commerce to speak at the next board meeting about business opportunities for small businesses, services, and access to capital. Mr. Lawhead will also participate in an

economic development forum organized by the Economic Development Committee in Eastern Washington.

- **U.S. Small Business Administration:** Staff met with the regional administrator, Calvin Goings, and requested that the Small Business Administration provide their materials in Asian languages to increase access and understanding of the opportunities and services available to the small business community.
- **Youth Outreach:** To engage and connect with Asian Pacific American youth and those who are active in new media, the agency created and launched a Facebook page on February 25, 2010.
- **Development of Comprehensive Outreach Plan:** CAPAA is in development of an outreach plan to raise the awareness of the agency in the community and with state agencies. Coordinated outreach efforts with the Governor's Office, staff, and Commissioners will continue. Completion of the plan is expected in 2010 with implementation prior to 2011.

## 6. CAPAA COMMISSION:

- **Retreat on Strategic Plan:** On February 12, 2010, the Commission participated in a retreat facilitated by Barbara Burgener, a Management Consultant with the Office of the Governor. The retreat focused on hearing about the reasons why Commissioners joined the Commission, evaluating the strategic plan, and developing elements of a new strategic plan. Work plans with timelines for each of the standing committees were developed during the retreat and will be incorporated into this year's strategic plan which will be submitted to the Governor's Office.
- **Joint Ethnic Luncheon:** A joint ethnic luncheon involving the Commission on African American Affairs, Hispanic Affairs and Asian Pacific American Affairs occurred on February 12, 2010 in the Legislative Building. At the luncheon, the Commissions discussed the topic of "How to build bridges for our communities?" and heard speakers from an education panel. At the conclusion of the luncheon, Commissioners agreed that the ethnic Commission Chairs would discuss ways to partner together on issues in the future.
- **Board Meetings:** Slight adjustments to the meeting schedule were made at the beginning of the year. Dates for the remaining board meetings are as follows and further details can be found on the Commission's Web site: June 19, 2010, September 18, 2010, and November 20, 2010.

- **Intranet Site for Commissioners:** CAPAA launched an intranet site in January 2010 for Commissioners to document, report, and share their state-wide outreach efforts. Each Commissioner is provided with their own profile.

## 7. UPDATE ON ISSUE AREAS:

- Standing committees focusing on the Commission's three priority areas of education, health care/ human services, and economic development were populated in February 2010. Acknowledgments to the hard work of Education Chair Takamura, Health Care and Human Services Chair Pritchard, and Economic Development Chair Dash. The Commission also developed a strategic plan which includes detailed work plans for each committee. Each committee has met or has a scheduled meeting to convene their membership.
- **Education:**
  - **Achievement Gap Oversight and Accountability Committee:** The committee published an Achievement Gap report for the Legislature in January 2010. The report found an increase of 25.7% in Asian Pacific American students and 63.3% in bilingual/English language learners in the Washington State K-12 education system over the past decade. The report also identified ten priority areas from the 2008 achievement gap studies to drive the work and recommendations of the committee. Recommendations to close the achievement gap were provided to the State Legislature, Office of the Superintendent of Public Instruction (OSPI), Professional Educator Standards Board (PESB), State Board of Education (SBE), Data Governance Group, and the Quality Education Council. Commissioner Takamura currently serves as a member of this committee.
  - **Partnership with South Seattle Community College's AAPIHERC:** The Commission has partnered with South Seattle Community College to link the Asian American Pacific Islander Higher Education Resource Center (AAPIHERC) to the agency Web site as a portal to disseminate a variety of tools that students, families of students and college/university faculty, and staff can use to improve student success. The education tools aim to help under-served AAPI students succeed and graduate from college.
- **Health Care and Human Services:**
  - **Governor's Interagency Council on Health Disparities 2010 Progress Report:** The council published a progress report on eliminating health disparities in Washington State to the Governor and members of the legislature in January 2010. The report identified the top five priorities to be addressed in the State Action Plan, including education, health

insurance coverage, health workforce diversity, diabetes, and obesity. Commissioner Pritchard currently serves as a member on the council.

- **Economic Development:**
  - **Economic Development Forum:** On March 20, 2010, the Economic Development Committee hosted a forum with small business owners and community leaders in Eastern Washington to discuss the economic climate and potential areas of economic development for Asian Pacific American business owners in Washington State.
  - **Partnership with National Council of Asian American Business Association (NCAABA):** The NCAABA Supplier Academy provides the Asian Pacific American business community training to enhance supplier development and improve the success of the community in securing corporate or public sector contracts. The Commission and the Office of Women and Minority Business Enterprises partnered with NCAABA. This partnership resulted in scholarship slots for Washington State businesses to attend the NCAABA 2010 Supplier Academy in March 2010.
- **Immigration:** Commissioners and staff attended a community forum hosted by the Asian Pacific Islander Coalition on federal comprehensive immigration reform. The meeting focused on the priorities of the coalition group in family reunification, reducing the backlog in immigration courts, creating a pathway for citizenship for current undocumented workers, and providing discretion to judges in immigration cases. One America and other community groups are organizing an immigration reform rally on April 10, 2010 in downtown Seattle.