



**ASIAN AMERICAN QUALITY OF LIFE ADVISORY COMMISSION
REGULAR MEETING MINUTES OF TUESDAY, SEPTEMBER 15, 2015**

The Asian American Quality of Life Advisory Commission convened in a regular meeting on Tuesday, September 15, 2015 at City Hall in Austin, Texas.

Chair Richard Jung called the Board Meeting to order at 06:10 p.m.

Board Members in Attendance:

Aletta Banks, Nu Chanpheng, Vince Cobalis, Janki DePalma, Richard Jung, Sonia Kotecha, Thuy Nguyen, Richard Yuen (Commissioner Shubhada Saxena attending Cityworks Academy)

Staff in Attendance: Rey Arellano, Sarah Chen, Marion Sanchez, Taja Beekley

1. CITIZEN COMMUNICATIONS

There was no citizen communication at this meeting.

2. APPROVAL OF MINUTES

There was one change/correction to the September 1, 2015 Special Called meeting draft minutes. Recommendation to approve the September 1, 2015 Special Called meeting minutes as presented in draft form with correction to spelling of "Introduction" was approved on Commissioner Aletta Banks motion, Commissioner Richard Yuen second on a 8-0 vote.

3. OLD BUSINESS

a. Update on the AAQOL Initiative

Marion Sanchez presented draft engagement materials, poster, eZine (electronic newsletter), social media sites, and flyer (in last stage of design). Chair Jung asked about translations for the websites and materials, Marion responded the translation team would have products out in a week. Marion shared statistics gathered from the Facebook page. She also presented Dr. Yuri Jang's progress report on surveys, encompassing Vietnamese groups, AARC, Asian markets, Filipino community, collected about 2,500 so far. Chair Jung requested that Dr. Jang come to the next meeting to meet new Commissioners. Commissioner Cobalis inquired the number of surveys completed for each language group, Executive Liaison Arellano replied survey was still in early stage and language groups were being completed by schedule. Commissioner Cobalis proposed scheduled community events be used for survey, and Marion asked for event schedules to place on the Facebook page. Two traveling booths are almost complete for use by Dr. Jang's survey and community outreach. Interpretation team is trained by Asian Family Support Services of Austin (formerly Saheli).

Marion also asked Commissioners for their preferred time for media training. Commissioners suggested a combination of Computer Based Training and a face to face training outside of Commission meeting time. Marion will schedule both.

Commissioner Nguyen asked if Commissioners could participate in the community outreach efforts. Marion shared there would be Guided Conversation in a large group and small group

meetings. Commissioner Nguyen suggested her school's community support group as a meeting group and Marion asked for schedule.

Chair Jung moved agenda item 3c before addressing 3b.

c. Discussion and possible action on nomination of commissioners for joint committee assignments

Commissioners discussed pros and cons of nominations prior to Commission had full membership. Chair Jung proposed setting up structure and process for nomination in today's meeting.

Commissioners discussed terms of the committees, making decision after the Commission quorum problem is addressed or after the Commission is fully seated, or asking Commissioners with experience in these two areas to serve, and the need to review bylaws of the joint committees.

Recommendation to table this agenda item until the next meeting was approved on Commissioner Richard Yuen motion, Commissioner Vince Cobalis second on a 7-0 vote (Commissioner Aletta Banks abstained).

b. Discussion and possible action on community stakeholder commissioners

Commissioners discussed current applications and the need to define a process and timeline, as well as establishing a working group to process and interview candidates before making recommendations to the full Commission.

Recommendation to create a working group for Community Stakeholder Commissioner selection was approved on Commissioner Richard Yuen motion, Commissioner Nu Chanpheng second on an 8-0 vote.

4. STAFF BRIEFINGS

a. Briefing from the Austin/Travis County Health and Human Services Department on the Community Health Improvement Plan

Dr. Philip Huang, Medical Director, and Hailey Hale, Planner at the Austin/Travis County Health and Human Services Department, presented the process and structure of Austin/ Travis County Community Health Assessment (CHA) and Community Health Improvement Plan (CHIP); CHIP health priorities; next steps and opportunities for collaboration.

Commissioner Cobalis asked about timeframe for assistance from the Commission. Hailey Hale responded there was no specific timeframe for the key informant interviews and community health assessment to occur March 2016-2017, and would put Commissioners on the mailing list. Chair Jung inquired on collaboration with Dr. Jang or working group. Executive Liaison Arellano recommended coordination with Marion Sanchez for the opportunity to work with current timeline and complete by July 2016. There is a need to carefully articulate these are two different initiatives in order not to confuse the community. Dr. Huang shared an event to occur October 1 and 2, 2015, PATH (Partners in Austin Transforming Health) Conference on Social Inequality and Health Organization Fair, and will email information to Sarah Chen to share with Commissioners.

b. Briefing from the City of Austin Human Resources Department on diverse recruiting strategies and proposed next steps

Joya Hayes, Acting Director, Rebecca Kennedy, Chief Administrative Officer, and Rod Crain, Talent Acquisition Manager of Human Resources Department, presented Demographics and Employment Outreach Efforts. Commissioner Banks inquired if the percentage of Asian employees should mirror the population, which Chair Jung stated is 6% per City Demographer. Director Hayes agreed with the percentage presented by the demographer. Rod Crain replied that jobs are posted and controlled by departments and they come to HRD with diversity concerns and

for information to reach out to the pool of candidates. Commissioner Cobalis asked to what extent is HRD coordinating and communicating with AAEN (Asian American Employee Network). Director Hayes replied that they don't reach out to employee networks but as a result of Council's desire for innovative ways to reach out and for better ways to connect with the community, first step is to reach out to affinity groups. Chair Jung stated that AAEN had reached out to HRD many times in the past, and asked what happened to the past attempts to engage HRD? Director Hayes replied typically HRD responded to specific requests for data or detailed information, but with the implementation of Municipal Civil Service (MCS), there were more mandates for recruitment thus strategies need to change. Chair Jung expressed concern with HRD's ability to effectively hire, train, and promote from within under the new MCS. Director Hayes stated the challenge is to reach the community to expose advertised positions, since internal process is in place for hiring, training and promotion. Chair Jung asked for the number and position of Asian employees in HRD, and stated it would be helpful to have Asian employees to help with the hiring process. He further stressed the Commission desires to work with HRD in a cooperative relationship to help with recruitment and retention. Commissioner Kotecha asked how HRD is building targeted resources for recruitment and if any of the 3 field employment specialists was Asian American. The reply was no. Director Hayes said HRD has met with affinity groups and plans to incorporate their ideas systematically into strategies, the goal is to create ongoing dialogues with all affinity groups. Chair Jung asked AAEN Chair Julia Joseph if there has been any improved communication. Ms. Joseph replied AAEN met with Mr. Mark Washington several years ago but not of late. Chair Jung expressed it seemed problematic that HRD was not reaching out to the people closest to the City such as AAEN and encouraged HRD to have an ongoing relationship with AAEN. Vice Chair reiterated the resolution the Commission passed was to "recommend that HRD work with AAEN on a plan to increase Asian American recruitment and promotion and report the plan to the Asian American Quality of Life Commission in 6 months.", and that was a direct request for HRD to work with AAEN and to ensure active and ongoing discussions. CAO Kennedy replied that was in the plan. Commissioner Banks expressed desire to see data indicating success rate, applicants vs. hires, including internal hires, to see if there's interest in City jobs; and placement of job ads in diverse Asian newspapers. She also expressed disappointment of SMBR's recent hire but not promoting from within. Director Hayes explained that in MCS there is no automatic placement and in a competitive process, the department's desired qualifications and what is available in the market need to be balanced.

Chair Jung proposed to create a working group to work with HRD and AAEN on hiring, promotion and retention, 1) with focus on the number of executive and upper management positions, as well as skilled jobs, since data suggested Asian American employees concentrate in the middle section; 2) ensure HRD is more proactive in reaching out to departments to help departments to balance their diversity numbers. Director Hayes stated the presentation did address some of the issues by 1) direct partnership with affinity groups and suggested HRD was more engaged since June to create a plan and address each group's individual concerns on recruitment and retention; 2) proactively assist departments on targeted recruitment sources. Chair Jung suggested producing an annual report card be issued for each department on efforts and numbers. Commissioner Yuen asked about the extent of diversity training for the three employment specialists and for HRD employees. Director Hayes replied that as part of the certification process, HR employees are required to take diversity training, and COA also has diversity programs facilitated through the City Attorney's office. As part of the budget, there is opportunity for a Diversity and Equity Office to address such concerns. Commissioner Yuen stressed the importance of having people in power being culturally empowered and sensitive.

Chair Jung indicated the presentation provided a lot information on recruitment but not much on retention and promotion, and asked who employees should go to for such issues. CAO Kennedy replied MCS has appeals procedures since it is a competitive process. Commissioner DePalma

asked if HRD asked hiring managers and get feedback on why they did not choose certain candidates. Director Hayes replied HRD did not have the capacity to engage departments on such detailed information. The discussions transitioned into item 5a, working groups.

5. NEW BUSINESS

a. Discussion and possible action on working groups formation

Commissioners discussed the need for various working groups.

Recommendation to create Community Stakeholder Commissioner Nomination Working Group was approved on Commissioner Richard Yuen motion, Commissioner Aletta Banks second on an 8-0 vote. Chair Jung appointed Commissioners Aletta Banks, Vince Cobalis and Nu Chanpheng to this working group.

Recommendation to create Community Assessment Working Group was approved on Commissioner Richard Yuen motion, Commissioner Aletta Banks second on an 8-0 vote. Chair Jung appointed Commissioners Richard Yuen and Shubhada Saxena to this working group.

Recommendation to create AARC Oversight Working Group was approved on Commissioner Vince Cobalis motion, Commissioner Richard Yuen second on an 8-0 vote. Chair Jung appointed Commissioners Vince Cobalis, Thuy Nguyen and Nu Chanpheng to this working group.

Recommendation to create Human Resources Diversity Issues Working Group was approved on Commissioner Richard Yuen motion, Commissioner Sonia Kotecha second on an 8-0 vote. Chair Jung appointed Commissioners Aletta Banks, Janki DePalma, Sonia Kotecha and Thuy Nguyen to the working group. Vice Chair Cobalis recommended that this working group should oversee the recommendations the Commission made in June 2015.

Chair Jung stated that there will be no staff support for working groups and that each group should provide support internally, and non-Commission members are allowed. Commissioner Yuen requested that the working groups communicate with Staff Liaison Sarah Chen for documents distribution and communication.

b. Discussion and possible action on proposing names of Asian Americans for AISD school renaming

Chair Jung will send the list of names to Commissioners. Recommendation to table this item until the next meeting was approved on Commissioner Richard Yuen motion, Commissioner Vince Cobalis second on an 8-0 vote.

c. Discuss town hall meeting for refugee populations, Iraqi and Nepalese

Commissioners discussed the purpose of inviting representatives of underserved populations serving as advisors, creating dialogue, and folding them into special projects and making the Initiative transparent. Chair Jung summed up the two points: 1) engage communities that are not engaged, and 2) relationship building with communities. Commissioners asked Staff Liaison Sarah Chen to check with the City Clerk's Office regarding having non-voting Advisory members in the Commission.

d. Information Sharing (Standing Agenda Item)

Commissioner Kotecha shared 10/3/2015 Be the Change, kickoff at City Hall 8:30-10:00 AM.

Chair Jung announced 11/6/015 AARC Non-Profit Gala and invited Commissioners. He advised Commissioners to let Sarah Chen if going to the event.

Commissioner Nguyen shared 9/25/2015 Mid-Autumn Festival at Summit Elementary.

Commissioner Banks distributed Asian Contractor Association quarterly newsletter.

Taja Beekley shared AARC Special Event “I Want A White American Earth” on 10/3/2015 at 10:30 AM, with AARC two-year anniversary activities through 4PM. On 10/1/2015, AARC will receive Council Proclamation at 5:30 PM, acknowledging two-year anniversary.

Chair Jung announced that PARD received supplemental budget of \$32,000 for senior meals program. He stated the AAQOL survey is key to next year’s budget process and lessons learned from this year’s budget is that City Council does take notice on issues. Taja added that AARC also received one new FTE, a Recreation Program Specialist.

Commissioner Kotecha shares 9/16/2015 KLRU Studio 6A taping of panel discussion, door opens at 6:30 PM. Information will be sent to Sarah for distribution.

6. FUTURE AGENDA ITEMS

Commissioners discussed agenda items for the October 20, 2015 meeting. Two new items have been tentatively placed on the agenda:

- 1) Community Advisory input**
- 2) Working groups reports**

Staff Liaison Sarah Chen will send separate emails the members of four working groups. She will also poll Commissioners on a date for dinner.

Executive Liaison Arellano stated clarification was needed for by-laws to move forward to the Audit and Finance Committee. Chair Jung stated some language was not consistent with City Charter. Commissioners discussed and would like to move forward in current draft form. Executive Liaison stated we would communicate with City Clerk’s Office that the Commission would like to calendar the by-laws.

7. ADJOURN

Recommendation adjourning the meeting was approved on Commissioner Richard Yuen motion, Commissioner Thuy Nguyen second on an 8-0 vote. Chair Richard Jung adjourned the meeting at 8:57 p.m.