ASIAN AMERICAN QUALITY OF LIFE ADVISORY COMMISSION
REGULAR MEETING MINUTES OF TUESDAY, OCTOBER 20, 2015

The Asian American Quality of Life Advisory Commission convened in a regular meeting on Tuesday, October 20, 2015 at City Hall in Austin, Texas.

Chair Richard Jung called the Board Meeting to order at 06:17 p.m.

Board Members in Attendance:
Aletta Banks, Nu Chanpheng, Vince Cobalis, Richard Jung, Thuy Nguyen, Shubhada Saxena, Kirk Yoshida, Richard Yuen (Commissioners Janki DePalma, Sonia Kotecha absent)

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

1. **CITIZEN COMMUNICATIONS**
   There was no citizen communication at this meeting.

2. **APPROVAL OF MINUTES**
   There was two changes/corrections to the September 15, 2015 meeting draft minutes. Recommendation to approve the September 15, 2015 meeting minutes as presented in draft form with corrections as redlined in supplemental page was approved on Commissioner Richard Yuen motion, Commissioner Vince Cobalis second on an 8-0 vote.

3. **OLD BUSINESS**
   a. **Update on the AAQOL Initiative**
   Commissioner Richard Yuen, Chair of the Community Assessment Working Group, stated that the rollout of community assessment was eminent, and proposed media training options for Commissioners: 1) an hour before or after the next Commission regular meeting or, 2) using the quarterly special called meeting to schedule a different date. Commissioners discussed the pros and cons of the options, as well as concerns of timing and quorum. Chair Jung suggested two training sessions outside of regular meeting time, each with less than 8 Commissioners. Recommendation to schedule two media training sessions, one at lunch time and the other before the next regular meeting, with no more than 7 Commissioners participating in either session was approved on Commissioner Vince Cobalis motion, Commissioner Shubhada Saxena second on an 8-0 vote.

   Marion briefed the Commissioners of the visioning process and results from last November (2014), discussed the 5 pillars and the common themes for the Guided Conversation in community outreach. Dr. Yuri Jang presented project progress, composition of her 18 team members which included volunteers, list of survey sites which captured populations including South Asians, and reported that as of 10/21/2015, 2,141 surveys were completed, with young Chinese constituting a significant number. Age wise, enough younger generations participated in the survey. Therefore, Filipino would be the target population for future surveys. Commissioner Yoshida asked about the "Other" checkbox on the survey, and whether respondents fill in the population. Commissioner

Yuen stated that other population would be special projects. Commissioners discussed the ratio of the 5 target populations and the fact that Filipino was smaller compared to the others, and were concerned if the survey did not reach 500 Filipinos whether the mandate would still be met, or statistically acceptable if 300 Filipinos completed survey. Dr. Jang replied 300 would be statistically acceptable. Commissioners further discussed the correlation between survey results and service delivery. Dr. Jang stated the survey identified major problems and populations, and Marion's community engagement piece can fill in the gaps. Commissioner Yuen stated that the 5 major groups were chosen based on US Census, not representations in the City, however, the Community Assessment Working Group could review data and ensure the survey was on target and meeting mandates. He asked Commissioners to email Staff Liaison Sarah Chen any input regarding the survey.

Chair Jung asked about additional funding request. Dr. Jang stated the momentum was strong and was considering adding 100 per group to reach 3,000 surveys. Commissioner Yuen asked if UT was set up to receive additional funding from the community. Dr. Jang replied accounting has been set up for charitable donations. Chair Jung clarified with Executive Liaison Arellano that Tea-in-a-Box (community engagement) is funded by City of Austin, and asked Sarah Chen to forward the UT donation account information to all Commissioners to share with the community.

Commissioner Cobalis asked about timeline. Dr. Jang stated that report would be out by early spring. Commissioners discussed budget process and strategy for implementation, Executive Liaison Arellano delineated the various stages of the budget process, business planning which departments are currently conducting, followed by financial forecast and budget proposal in July. Commissioner Cobalis said January through March would be when departments structure their projects. Executive Liaison Arellano stated PARD and HHSD budgets can be reviewed then. Commissioner Chanpheng would like a copy of the survey, which Dr. Jang would send to Sarah Chen for distribution. Commissioners would also like to know the additional sites for the survey to ensure target population is reached and underserved are covered.

b. Discussion and possible action on community stakeholder commissioners

Commissioner Aletta Banks presented the selection criteria and scoring matrix of 10 candidates recommended by 6 Commissioners. Each of the Community Stakeholder Commissioner Working Group members scored independently then the scores were entered into the matrix. She presented recommendation of 4 candidates. Commissioners discussed the limited number of candidates and concerns about diversity and community representation as well as quorum, term of service (which Sarah Chen confirmed would be 4 years).

Recommendation to put forward the top 4 candidates (amended 12/15/2015: Pramod Patil, Rajani Ramachandran, Charles Lu, Kara Takasaki) to City Council with the understanding that if any of the top 4 withdrew or declined, that the rank ordered second 4 be considered for appointment was approved on Commissioner Kirk Yoshida motion, Commissioner Shubhada Saxena second on an 8-0 vote.

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

Commissioner Cobalis stated not knowing when the Joint Cultural and Joint Inclusion committees would meet. Chair Jung asked if any Commissioner present would be interested to serve on the joint committee and there was no show of interest. Chair Jung tabled this agenda item until the next meeting.

d. Discussion and possible action on working groups formation

Recommendation to create Community Outreach Working Group was approved on Commissioner Jung motion, Commissioner Richard Yuen second on an 8-0 vote. Chair Jung appointed Commissioners Kirk Yoshida and Shubhada Saxena and will chair this Working Group.

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

Chair Jung stated that the KUT interview with him today was slightly skewed and that Lanier had not been picked to be renamed by an Asian American. He asked Commissioner Chanpheng to obtain data on Asian population in AISD and the 4 schools to be renamed. Commissioner Chanpheng will email the student population data to Sarah Chen for distribution. Chair Jung previously asked the community for information on recommended names and compiled a list suggested which he shared with the Commissioners. This is a learning process and there was recommendation to send the entire list to AISD. Chair Jung will send a Survey Monkey link to Sarah Chen to forward to Commissioners to vote for the top 3.

Commissioners Cobalis suggested selection based on connection to education and with Austin. Chair Jung shared the two schools of thought: local connection, and important in Asian American history. Chair Jung will email the list. Commissioner Nguyen asked about timeline, Chair Jung stated AISD had not decided on time to rename schools, but we need to join the effort and petition letter to change school names and change one of the schools to Asian American name. Commissioner Chanpheng said the Board of Trustee will not decide until January and asked if Commissioners could speak at AISD Board meeting on behalf of the Asian American Quality of Life Advisory Commission. Sarah Chen will clarify with the City Clerk's Office and will post as Community Interest.

Action items from Chair Jung:

1) **Send Survey Monkey link to vote on names**
2) **Forward link to petition to change names of schools and with Asian American name**
3) **Vote for Commission to write letter in support of school name change**
4) **Go to AISD Board meeting**

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

Commissioner Yuen stated the new Working Group was set up to independently obtain input and Chair Jung agreed to leave the decision to the Chair of the Working Group.

4. STAFF BRIEFINGS

There was no staff briefing.

5. NEW BUSINESS

a. Discussion and possible action on bylaws

Chair Jung asked if the Commission passed a resolution would it have to go to Council. Executive Liaison Arellano replied it would go to the Audit and Finance Committee then forwarded to City Council. Chair Jung suggested sending the bylaws through and Commissioner Cobalis requested that the Commission be notified when sent.

b. Community advisory input and formation of new working groups

This item was completed.

c. Working Group Reports

Human Resources Working Group – Commissioner Nguyen reported the following:

1) The focus was to increase Asian employees and request recruitment data of applicants (numbers applied, interviewed, rejected) to gain insight

2) Work with employee group on retention and promotion

3) Training on cultural factors that affect Asians

4) Work with other Asian groups to help Asians make connection to City and help find potential Asian American candidates.

Working group will invite Human Resources Department for questions.

Chair Jung suggested building on the momentum and to call HRD to the Commission meeting and ask them to work with AAEN. As an accountability measure, he recommended designating an HRD representative and AAEN representative appointed to meet in the working group, be cooperative with HRD and provide assistance, and have a permanent feedback loop between HRD, AAEN and the working group. Commissioner Banks stated that the working group should identify the problem and need all the facts and key issues. Chair Jung suggested that AAEN could help with reviewing data and provide history. Commissioner Nguyen said the group would study the data the next month. Commissioner Banks expressed the desire to be objective and independent, to provide best solution for the City and the employee network.. Commissioner Cobalis asked if the working group had an HR contact for data. Commissioner Nguyen said the data referred to the data received in the last meeting during the presentation. Chair Jung agreed to stay objective and be partners to the City to improve the situation, but not to ignore that there had been no improvement for a long time. He expressed that taking an absolutely neutral position was to ignore the history of the situation and that having some interaction with the employee network would help since part of the function of the Commission was to provide access for the Asian community members to the City for problem solving.

Commissioner Banks listed two issues: 1) lack of Asian American employees, 2) lack of promotions. She stated that AAEN could demonstrate leadership by helping with the recruiting process of Asian Americans, and this being a sensitive issue we need to work smart in partnership with HRD to bring Asian Americans thus justify promotions. Chair Jung would like the working group to begin dialogue with the employee network and pointed to the history of AAEN not getting responses from HRD. Commissioner Yuen asked if the working group could identify point of contact of AAEN and HRD, and communicate the contact information to each group, in the next meeting to move forward.

AARC Working Group – Commissioner Cobalis reported that the group met prior to the Commission meeting, giving orientation to Commissioner Chanpheng of the AARC facility and reporting structure. AARC had numbers but still no idea of utilization. Kitchen expansion started this month, and all of the Commissioners' suggestions for improvement were taken. Conversational English language and ESL classes will begin. Foundation Communities rented space for ACA enrollment and tax assistance. A new Education Coordinator position was posted for one month and the job description will be sent to Commissioners to encourage people to apply. Another new position will be filled soon. Commissioner Nguyen stated that participants increased from 8,000 to 10,000.

Commissioner Yuen asked about status of the APD Booking Center adjacent to the AARC. Executive Liaison Arellano replied that was not being considered. Commissioner Cobalis suggested working groups submit minutes so the Commission could have the reports. Commissioner Yuen suggested summaries.

d. Confirmation of 2016 Meeting Time

Commissioner Yuen stated he requested this item due to concern for budget input. Chair Jung suggested keeping the same day of month (third Tuesday) and time (6PM) and consider moving

location if City Hall is not available. Sarah Chen was still waiting for the City Clerk's Office to confirm location, and will send the Commission meeting time to Deena Estrada to be included for candidate information packet.

e. Information Sharing (Standing Agenda Item)

Commissioner Saxena shared Foundation Communities will provide training to volunteers to (amended 12/15/2015: to enable people to get health insurance) ~~ask people to vote~~. She will send information to Sarah Chen to disseminate.

Commissioner Cobalis shared Light and Salt is doing ACA enrollment, and Latino Healthcare Network's ACA enrollment is focused on new enrollments and looking for Asian language navigators to help with the program.

6. FUTURE AGENDA ITEMS

Commissioners discussed agenda items for the November 17, 2015 meeting. One new item has been tentatively placed on the agenda:

1) Business Plan and Budget timeline

Chair Jung suggested keeping the agenda to a minimum due to a short meeting and dinner next time.

7. ADJOURN

Recommendation adjourning the meeting was approved on Commissioner Kirk Yoshida motion, Commissioner Vince Cobalis second on an 8-0 vote. Chair Richard Jung adjourned the meeting at 9:00 p.m.