

## **AARC Workgroup Minutes**

Wednesday 2/8/2017 from 11:30 - 12:30 at Summit Elementary

### **Agenda**

- Preview AARC Facility Strategic Plan presentation to Commission 2/21(Taja Beekley) -
  - Edits to Vision, Mission and Values
  - Add slide for Community Engagement Process
  - **Final version forwarded directly to Joe Silva**
- Review draft demographic breakdown
  - Postponed discussion
- Review/discuss HR December and January reports
  - (Attached Pages 3-6)
  - Request that number of hours at AARC added to future reports.
  - Contact: Sonya Alexander-Harry, MPA., PHR, SHRM-CP  
City of Austin/Human Resources Department  
Senior Business Process Consultant  
512-974-3228 (Office)
- Review Kitchen Renovation update
  - [See report on page 2](#)
- Performance Reports
  - Performance Reports shared

### **Kitchen Renovation Update February 2017**

We are making good progress on the AARC Commercial Kitchen project. Several items on the schedule have been swapped around but we are a little over half done and close to the critical path timeline. All submittals are complete and reviewed (accepted).

The plumbing and electrical are all roughed in under slabs, walls and ceilings. Mechanical systems (vent hood and air conditioning units) were placed last week and ductwork should be completed this week. The gypsum board walls should be in place this week as we prepare to put the floor down next week.

As expected there have been a few, mostly small, problems (e.g. relocating water lines, reconfiguring cabinets and associated plumbing and electrical changes) which have been resolved promptly and with little additional costs.

Please let me know if you need additional information. I will be at my desk during your meeting if any of the Commissioners wish to discuss further.



David Kim Taylor  
Office 512/974-7132

## WEDNESDAY EMPLOYMENT ASSISTANCE AT ASIAN AMERICAN RESOURCE CENTER (AARC) –MONTHLY REPORT December 2017

### **Outreach at AARC**

- Seven individuals were assisted in December.
  - One temporary City employee received an interview but was not hired.

### **Advertisement/Marketing**

- Advertised in the Austin South Asian Monthly.
- The Epoch Times did not run our monthly ad for December because of space limitations.
- Posted flyers at ACC Eastview Campus.
- Talent Exchange and Mini Job Fair Eastview Campus; passed out flyers
- Facebook and Twitter Posts each Wednesday throughout the day.
- Flyers were hand delivered and distributed to businesses in the shopping strip off Lamar with a high level of Asian patrons.
- Sent translated flyers to Leonor Vargas with AISD's Parent Support Program to distribute.

### **Achievements**

- Danyale has been temporarily relocated to the AARC non-profit office. This temporary location is an office that provides privacy; it includes a computer and phone for use by Danyale
- Community Foundations will be occupying an office at AARC starting January 25. This may increase traffic.
- Continued engagement with AISD Parent Support Specialist Program.

### **Challenges**

- Facilities - Danyale will relocate back to the AARC Computer Lab/Library when a desk arrives for office; to date the desk has not been ordered per Taja Beekley. HRD has requested that PARD install a dedicated phone line for this area prior to relocation.
  - This office will not have any privacy as it will be shared with patrons visiting the computer Lab/Library
- Outreach Strategy
  - Traffic to visit AARC for employment services is minimal
- Translation Strategy
  - Need assistance to identify individuals who can assist with verbal and written translation services for flyers and for visits with Danyale.

### **Future activities**

- **February 20** – Meeting with Gina McKinley from City of Austin, Corporate Public Information to discuss strategies for outreach and obtaining translation services.
- **June** – (Tentative) - Community Job Fair Event. Austin Public Health is planning a community event targeting the Asian Community; Binh Ly has been designated from Austin Public Health to work with the Asian Community. Danyale is partnering with Austin Public Health to include a job fair as a part of the event.
- The Human Resources Department is exploring the cost of using a distribution service or direct mailer service to disseminate flyers to residential areas (neighborhoods and apartment complexes) in zip codes with a higher Asian population.

## WEDNESDAY EMPLOYMENT ASSISTANCE AT ASIAN AMERICAN RESOURCE CENTER (AARC) –MONTHLY REPORT January 2017

### **Outreach at AARC**

- Three individuals were assisted.

### **Advertisement/Marketing**

- Facebook and Twitter Posts each Wednesday throughout the day.
- Austin South Asian Monthly
- Epoch Times

### **Achievements**

- Foundations Communities will be occupying an office at AARC January 25 – mid April doing tax prep for AARC patrons. This has increased traffic significantly,
- Continued engagement with AISD Parent Support Specialist Program.

### **Challenges**

- Facilities - Danyale will relocate back to the AARC Computer Lab/Library when a desk arrives for office; the desk has been ordered per Taja Beekley. HRD has requested that PARD install a dedicated phone line for this area prior to relocation.
  - This office will not have any privacy as it will be shared with patrons visiting the computer Lab/Library.
  - The AARC Non-profit that assists with health and social services to different Asian communities will be expanding Healthcare Navigator Program. They will need their office more frequently to include the Wednesdays when Danyale is there.
- Outreach Strategy
  - Traffic to visit AARC for employment services is minimal
- Translation Strategy
  - Need assistance to identify individuals who can assist with verbal and written translation services for flyers and for visits with Danyale.

### **Future activities**

- **February 16** – Meeting with Gina McKinley and Marion Sanchez from City of Austin, Corporate Public Information to discuss strategies for outreach and obtaining translation services.
- **June** – (Tentative) - Community Job Fair Event. Austin Public Health is planning a community event targeting the Asian Community; Binh Ly has been designated from Austin Public Health to work with the Asian

Community. Danyale is partnering with Austin Public Health to include a job fair as a part of the event.

- The Human Resources Department is exploring the cost of using a distribution service or direct mailer service to disseminate flyers to residential areas (neighborhoods and apartment complexes) in zip codes with a higher Asian population.
- Two back-up resources are being trained/oriented to provide assistance at the Center when Danyale, our primary support person, is off work or has a scheduling conflict.