

Meeting of the President's Advisory Commission on AAPI's

May 6-7, 2013

Melrose Hotel, Washington, DC

Attendance

- Daphne Kwok, Chair
- Sefa Aina, Vice-Chair
- Debra Cabrera
- May Chen
- Frances Francis
- Farooq Kathwari
- Hyeok Kim
- Ramey Ko
- Rozita Lee
- Tung Nguyen
- Sunil Puri
- Amardeep Singh
- Unmi Song
- Dilawar Syed
- Doua Thor
- Hector Vargas

Welcome and Review of Commission Business

- Commissioners approved September 2012 meeting minutes
- Daphne Kwok:
 - Welcoming remarks
 - Reviewed agenda and upcoming events for the week of May 6-10 including:
 - May 10: Mental Health Awareness Day in California. Tung Nguyen will represent Commission.
 - May 10: White House Mental Health and Suicide Prevention Briefing
 - Last official Commission meeting for most Commissioners
 - Asked for update on new Commission nomination process
- Kiran Ahuja:
 - Welcome
 - Will provide update on new Commission nomination process
 - WHIAAPI staff introductions
- Outside attendees' introductions

Commissioner Activity Review: Hyeok Kim

- Amardeep Singh
 - Civil rights identified as priority during first meeting with Muslim American community.
 - Three upcoming faith-based engagement sessions scheduled: Chicago, San Francisco, and New York.
 - Frame as engagement with AAPI faith communities
 - Commissioner presence at each session

- Deliverables include report of community feedback for Administration
 - Discussed how to transfer knowledge to new Commission.
 - Label of “White House” rallies communities and connects them with federal partners. Leverage this capital to bring and keep communities at the table with federal partners.
- Dilawar Syed
 - On November 7, participated in event in Austin, TX regarding the Jobs Act. Accountable to community, regardless of party affiliation.
 - Two large events in Houston and New York in February. Spoke at Columbia University to over 1,000 students.
 - Chicago engagement: Discussion with Asian American Alliance about economic issues. Over 1,000 individuals attended. Key takeaway: need to engage with community.
 - Still a lot of work to do, but amazing momentum over the past 2 ½ years. Commissioners better able to engage in outreach and have institutional knowledge.
 - Policy issue: immigration. Divide within community, particularly within tech sector, regarding immigration. Need to do more outreach and engage community on CIR strategy with roundtables or similar events.
- May Chen
 - Immigration campaign is a unique opportunity. Advocates get lost in provisions and need to focus on bigger picture to pass legislation.
 - Participated in AAPI town hall last month.
 - Conducted Queens listening tour in November with Amar. Diverse community involved and tour was constructive and educational. Attendance by local officials and groups made contact. Community interaction most interesting part of event.
 - ECAASU meeting: interest in internships, immigration, and health care
 - Tuyet Duong handled tension at immigration town hall by sharing her own immigration story and conveying that we are all part of the community.
- Sefa Aina
 - NHPI leaders who gathered last May in DC reconvened:
 - Discussed role in data/research and foreign policy
 - Partnering with APALC to develop demographics report
 - Surge in energy from NHPIs to participate because of WHIAAPI’s and Commission’s efforts.
 - Community assuming responsibility for third annual health and fitness event.
 - Priority: To create pipelines for NHPI youth and expose them to public service careers.
 - Las Vegas Convening: Over 40 people attended.
 - UC Berkeley AAPI Issues Conference: API Prisoners Project presented. Issue deportation of AAPIs due to past convictions. Discussion of immigration usually through DREAM Act and need to expand narrative of AAPI community.
 - Mission of WHIAAPI is to increase knowledge of federal agencies regarding AAPI issues. Conversation has moved since beginning of Initiative.
 - Deportation of Marshallese in Arkansas. Due to language barriers, civil rights violated.
 - Commission has enabled a national NHPI voice. Good momentum right now and community is excited to be part of the dialogue.
- Farooq Kathwari
 - Experience on Commission has been educational. Was not knowledgeable about the AAPI community before.
 - Atlanta event: Amazing substantive discussion and saw the strength of the community coming together.

- Opportunity to shape the debate on a number of issues.
- Rozita Lee
 - May 1 immigration event in Las Vegas: 5,000 people gathered. Senator Reid was main speaker and is an advocate for immigration reform.
 - January 29 clutch with POTUS at CIR kick-off event
 - Has regularly spoken with the media and at events about CIR.
 - Regularly meets with coalition of 40 Vietnamese and Laotian young people.
 - Spoke at Filipino event on CIR - great opportunity to motivate people.
 - Will speak in Atlanta about CIR.
 - Fil-Vets: Community passionate and angry about this issue and demanding an Executive Order. Does not know if EO can resolve issue and may need legislation to address the issue. Keeping community informed about the process.
 - Bringing together AAPI communities in Nevada via festivals. Given growth of AAPI population in state, would like groups to connect.
 - Priority is to engage with ethnic press.
- Debra Cabrera
 - Speaking engagements:
 - Spoke at Third PI Congress/Payuta Conference in Guam with Audrey Buehring: Group appreciated access to White House and regularly keeps in touch.
 - Spoke at Saipan Rotary Club about education issues. Seeking access to Congress. Challenge balancing Commissioner and Advocate role.
 - Interested in data disaggregation based on gender. For example, differences in gender in high school graduation rates.
- Sunil Puri
 - Visited New Orleans WWII exhibit
 - Peace Plaza: Educated 6th and 7th graders about history of immigration
 - Shared AAPI one-pager with legislators
 - Discussed CIR with Bill Clinton
- Daphne Kwok
 - Along with Tung, attended roundtable in San Francisco with SSA Regional Administrator. 20 people attended. Need to share community contact list with agencies because SSA had limited outreach list. First time senior AAPI leaders met with SSA.
 - APAHE in SF: Don Yu attended and set up three meetings. 40 people attended. Community had not come together before and organized as a result of the meeting. Had post-meeting and will map out resources in Bay Area for NHPI communities. "White House" label played huge role in bringing people together.
 - Plans to hear concerns at local level and take up to Administration.

WHIAAPI's Strategic Plan Update: Audrey Buehring

- IWG: Courtney Chappell
 - Background: Considered how IWG operates, what more IWG can do, and what more WHIAAPI can do with IWG in pushing particular issues.
 - Result: Created sub-working groups. Assigned core IWG members to 4 sub-working groups:
 - Capacity Building
 - Language Access
 - Research and Data

- Workforce Diversity
 - Commissioner feedback on sub-working groups:
 - Ensure economic growth and policy represented, especially in Capacity Building subgroup.
 - Ensure each group does not become isolated and that each focuses on other issues as well.
 - Create broader space for IWG to tap into their potential. For example, replicate certain policies and procedures across agencies.
 - Not enough to create a structure. Need to ensure sub-working group members committed to tasks. Important to designate competent and compassionate individuals who are committed than to locate AAPIs in agencies.
 - Regional IWG:
 - WHIAAPI established RIWG to help coordinate community outreach with AAPI community across federal regions.
 - Goals:
 - Four conference calls throughout the year
 - RIWGs would convene regional roundtables to provide information and resources to community.
 - RIWGS would procure community input on agency plans.
 - RIWG has tremendous potential to better-connect the community to the various federal agencies.
 - First call scheduled for May 21 and will build out structure over the next year
 - Commissioner thoughts on RIWG
 - Potential issue: Some RIWG members may not know about higher-level issues or issues outside of their division. Need to think strategically about specific activities that need IWG engagement and to target those individuals with that knowledge.
 - Focus on connecting RIWG members to state/local commissions.
 - Twofold opportunity: Provides affirmation and opportunities for regional staff to engage with community and opportunity to expand community network.
 - Challenge: Commission has operated as individuals reaching out to community. Look for way to collaborate with IWG to offer more.
 - Look for ways that WHIAAPI staff and Commission can engage more regularly with IWG and RIWG.
- Language Access: Courtney Chappell
 - Engage IWG
 - Commission's thoughts on supporting possible EO on language access:
 - Yes: Post-Hurricane Sandy, large number of AAPIs without access to resources due to language barriers, especially in non-urban areas. Agencies sent some Chinese speaking staff and FEMA held convenings, but many issues remain. For example, undocumented workers unable to access services.
 - Question about effect of Bush's 2004 EO on disabilities and whether EO is the best way advance language access.
 - Considering alternatives to EO and agencies
 - Strategic plan regarding language access is good, but not incorporated into strategic plan on health.

- Issues not addressed across all plans do not mean that they are not being prioritized.
 - Data Disaggregation: Akil Vohra
 - Department of Education currently does not collect disaggregated AAPI education data. Nonetheless, ED issued an RFI and received over 600 responses from schools about their experiences and recommendations on data disaggregation. Results were mixed: California and Hawaii had good progress on data disaggregation, but lack of progress in other areas.
 - Goal is to replicate tried and tested practices.
 - Goals of June 6-7 data disaggregation convening:
 - PPP: Two key areas to focus on- health and education. Within education, opportunity for federal government to take action. Engage philanthropy to invest in these systems. Starting with education, and apply across sectors (health, immigration, etc.). Hone in on success and progress of community as first step in longer trajectory of achieving disaggregated data. Data disaggregation would capture national origin.
 - Comments/Questions from Commissioners:
 - Data collected on income and language. Movement in education to overlap data (for example, disabilities). Collected data will capture multiple barriers.
 - Question as to what ED can do regarding data given that ED does not control the states.
 - Convenings have focused on private sector applicability of data. Do not know where ED can push the scope of this work. Issues with cost. Focus on AAPI community because disparities within community are greater.
 - WA passed law about data disaggregation and will be attending June convening. Great model in terms of challenges and opportunities. Gates Foundation helped to fund effort.
 - Partnering with CARE for June 6-7 data convening.
 - Question regarding capturing data under fair lending laws. Is disaggregation part of CFPB's agency plan? Are there PPP efforts to support CFPB? Data can show communities what percentage of lending has gone to certain communities. Dilawar interested in assisting with this deliverable.
 - Education piece absolutely critical. All issues rely on education, similar to electronic health records in health. Education system needs to come online. 45 states putting together new teacher evaluation systems that will be tied to test scores so that data will come to the forefront. Umni interested in this issue.
 - College Board convening opportunity and need for data collection to be part of it. Affirmative action ruling from USSC will also impact data collection.
- Workforce Diversity: Carol Wong
 - Described barrier analysis
 - Considering ways to track SES outcomes from AAGEN program
 - Presentation on Challenge teams. Involve agencies with FAPAC.
 - Overall vision is to increase capacity of AAPI federal workers so they can obtain positions that enable them to make decisions affecting the AAPI community.
 - Commissioner comments and questions:
 - Question about who is making decisions regarding previous barrier analysis reports. OPM mentioned language access as an issue. Indicated applicants had

- issues that prevented them from submitting competitive applications. Need to open training to AAPI community.
 - Suggestion for Commission to have conference call with AAGEN and FAPAC to hear about their work.
 - FAPAC currently having their conference and Commissioners interested in attending in the future.
- Capacity Building and Community Engagement
 - PPP Effort: Update on various internal efforts.
 - Technical assistance webinars on hold
 - Compiling list to track federal grants and identify opportunities for AAPI communities
 - Working with OMB to collect data on investment in minority communities
 - Working with AAPIP on a blueprint to guide PPP effort in 5-10 years
 - Community Engagement:
 - Moving forward, would like to streamline lists, focus technical assistance efforts, and focus on PI and refugee communities.
 - Moving forward with faith-based roundtables across the country.
 - Need to educate community about sequestration.

Conversation on Affordable Care Act (ACA): Kate Moraras, Juliet Bui, and Lisa Wilson (HHS)

- WHIAAPI's Work on the ACA: Juliet Bui
 - Two approaches: Outreach and Policy
 - Outreach:
 - Obtained feedback for HHS
 - Outreach to gauge community concerns
 - Conducted in-language webinars
 - Developed info-graphics
 - New resource page on WHIAAPI ED blog page
 - Drafting marketplace page, how-to-apply, and link to navigators page
 - Conducted webinar on small business administration
 - Questions on how in-language access determined and how to bridge the digital divide for LEP communities. Suggestion for more in language webinars on ACA.
 - Policy:
 - Issue with meaningful language access
 - Paper: LEP communities differ from state to state
- Implementation: Lisa Wilson
 - Overview:
 - October 1, 2013: access to coverage
 - January 2014: planned coverage starts
 - Navigators: access to in-person assistance
 - Certified application counselors - similar to those for Medicaid enrollment. They will assist ACA enrollers with application.
 - Navigator Program:
 - Provide cultural and linguistically appropriate assistance
 - Two types of Navigators: consumer and non-profit
 - Federal marketplace: federal government will provide information and oversight

- State-based marketplace
- Navigator v. in-person personnel: If states cannot find or provide Navigators, in-person personnel will be provided until funding is available for Navigators.
- Access to grants at grants.gov, CFDA 93.750
- Comment that difficult for LEP individuals to understand technical jargon.
 - Terms mainly for organizations that need in-depth knowledge and individuals can seek assistance from organizations to further understand these terms.
- Conducted webinar with Office of Minority Health.
- Transcripts for applications placed on the phone
- Outreach:
 - Resources: heathcare.gov; marketplace.cms.gov; and cciio.cms.gov.
 - Healthcare.gov: most important and user-friendly site.
 - Marketplace.cms.gov:
 - Provide partners with information
 - Small business program
 - Provide training/slides
 - Research data and info-graphics
 - Cciio.cms.gov: public policy operation site and provides regulations
 - Access: left tab, click in person assistance.
 - New page with charts and grants.
 - Email navigatorgrants@cms.hhs.gov.
 - Commissioner Comments/Questions:
 - At policy level, what is the federal role of government in implementation of ACA in states? Most states do not take minorities into account.
 - HHS has blueprints showing efforts to engage the AAPI community.
 - How is CMS held accountable for language access?
 - Campaign to address language access at different stages. Currently at education stage. Next stage is action.
 - For federally facilitated exchange in states with low AAPI populations, how are issues faced by these communities addressed? Ensuring community providers guided and partner with insurance organizations.
 - How Commissioners can assist:
 - Focus on health literacy and raise awareness, and not just on application.
 - Spread the word to ethnic groups. Federal government trying to reach these communities.
 - Use available resources, mainly websites.

Conversation on Common Sense Immigration Reform (CIR): Tuyet Duong

- Original vision: Nine summits over three months
 - Recalibrated efforts due to sequestration and optics
 - New York and Florida town halls
- Communications piece: immigration stories illustrate policy
- Unprecedented level of engagement from community and role to engage communities.

- Bi-weekly calls regarding CIR with Commissioners
- White House taking behind the scenes approach to bill and selective on how to engage issue.
- Commissioner Needs:
 - People organizing their own town halls
 - Discussion as to whether helpful to speak about immigration - White House platform draws more people, but need clearance from White House and ED several weeks in advance.
 - Religion excluded from racial profiling; exemption for national security; detainer guidance from DHS stricter than bill; due process protections in bill
 - Commissioner cannot advocate legislation. Need to be clear on areas where there is no agreement.
 - Business groups dislike “comprehensive” label. Need to bridge gap between skilled and non-skilled immigrants. Different voices across different ethnic groups. House Business Council doing outreach for immigration. Close hold events for tech community. Need AAPI business face for immigration.
 - White House publicly involved. Met with faith leaders on immigration.
 - Fill in outreach gaps to AAPIs in states like Louisiana.
 - Refugees: PPP educating funding communities on issue
- State of CIR:
 - Bill introduced
 - Accepting amendments until May 7
 - Senate bill to Floor throughout June
 - House will introduce bill in summer
 - Attempt to align bills
 - Bill is 800 pages, but summaries available
 - Compromise bill: clear backlog, earned path to citizenship, and immigrant integration primarily at the state and local level. Domestic Policy Council issuing report on integration.

Commissioner Activity Plans: Tung Nguyen

- Kiran Ahuja:
 - Current EO remains in place, but Commissioner terms expire September 30. Discussed possibility to extend current Commissioners’ terms.
 - To select new Commission, created open nomination process:
 - Field names
 - Past nominations process: PPO and attorney vetting. List of names evaluated based on variety of factors such as region and expertise.
 - More work needs to be done: need for diversity at cabinet level and interest to work with IWGs and cross-cutting area subgroups.
 - Commissioner Question/Comments:
 - Would like to ask for bigger budget
 - Ensure work done by Commission and Initiative is covered by report and taken into account by new Commissioners.
 - After term ends, what will role be in supporting new Commission?
Opportunities to serve on other Commissions.
- Akil Vohra: Ten additional Initiative interns this summer to help update contacts and engage in social media.

- Frances Francis
 - Work on women's issues, and state and local commissions
 - Finish Commission report on-time
 - Asked if local groups trying to work with groups from the South
- Hyeok Kim
 - Increase capacity in community and as board member and connect with staff
 - Connect with regional representatives of Regional IWG and community-based AAPI directors
 - Focus on importance of data trends and how to interpret data not as deficits, but framing it in way to encourage partners.
- Dilawar Syed
 - Outreach to small businesses and entrepreneurs
 - Should have teamed up with members of Congress
 - 2/3 of events in Silicon Valley
 - Doing forum for South Asian business organizations
 - Engage AAPI business CEOs
- Ramey Ko
 - Work on health issues - May 10: AAPI Mental Health Day
 - Putting together session with federal panelists on mental health issues
 - Working with grant navigators in Texas. Only Houston has worked on it and will push more local Texas partners to get involved.
 - Will establish full time advocacy group in Texas
 - Looking for new candidates to represent Texas on new Commission
- Hector Vargas
 - Fil-Vets issue
 - Work with Frances on Virginia Beach commission
 - Organizing a regional summit
 - LGBT issues
 - Data and new statistics from NS on data disaggregation for AAPI communities. Will work with NS on developing policy issues for AAPIs. Maybe next Commission can steer this.
- Debra Cabrera
 - Address some of the barriers faced by high school students
 - Speaking to educators, parents, and students of PI community. Link up education needs with immigration.
 - Work more on women's issues
- Doua Thor
 - PPP: leveraging foundations
 - Refugee integration
 - Help staff secure better outreach list
- Amardeep Singh
 - Interfaith community outreach
 - Populating list for outreach
 - Contribute to report/whitepaper
 - What was not done: leveraging more with DOJ and ED on school bullying and employment discrimination
 - Next Commission should take action in the community
 - Connect EEOC with specific communities

- Should have at least one civil rights specialist on the next Commission.
- Sefa Aina
 - Pipeline issue: Get younger people to be active
 - Work on education-related issues: Early childhood education
 - Assist Utah group
 - Pick-up conversation and help tie up loose ends if stalled
- Rozita Lee
 - Continue current work
 - Cultivate NHPI representation in Nevada
 - Education: need more education supervisors to elevate its status
 - More effort to activate AAPI commission in Nevada (past efforts failed due to funding)
 - Work on immigration and Fil-Vets
- Sunil Puri
 - Chicago program
 - Refugee resettlement issues
- May Chen
 - Continue helping other Commissioners and staff on interfaith and immigration piece
 - Work with ethnic press
 - Assist with Regional IWG in New York
- Farooq Kathwari
 - Help Amar in New York with interfaith convening
 - Continue to project Commission work in future events
- Unmi Song
 - Build up regional networks
 - Have more roundtables
- Daphne Kwok
 - More faith-based events
 - Facilitate NHPI convening
 - Help all of the other Commissioners complete their tasks
- Tung Nguyen:
 - Mental health event in San Francisco
- Advice for next Commission:
 - Use our current templates to have more summits and engagement
 - Have OPE engage in robust conversations with local communities, like Sikh community
 - OPE has strict protocols. If want to revisit engagement with ethnic press, consider looking beyond OPE.
 - Co-sponsor local groups for AAPI Heritage Month to expand awareness of Commission's and Initiative's work.
 - Have more robust conversations with local groups during Heritage Month.
 - Showcase immigration success stories
 - Provide more resources to Commissioners to expand engagement.
 - Look through current agency plans and request agencies to complete/provide missing data.
 - Improve engagement with AAPI communities by eliminating layers between Commissioners and groups.
- Immediate future:
 - Link state and local commissions with IWG

- Help transition new Commission and staff
- Transition wish list to new Commission

Presentation on TX Regional Conference: Rogene Calvert and Ramey Ko

- Overview:
 - Morning plenary with overview by Kiran Ahuja and Chris Lu
 - 11 sessions
 - Almost 50 speakers, moderators, and panelists scheduled.
- Community response and engagement: over 500 people attended
 - Attendees bused in from other cities in TX including Austin, San Antonio, DFW, College Station, and Longview.
 - Large contingent of seniors attended.
- Connected public with regional staff
 - For example, Austin Vietnamese community trying to get Section 8 housing, but did not have birth certificates. Spoke with Regional HUD representative and received guidance on alternative documentation. Properties changed policies regarding documentation for Section 8 housing.
- Attendees wanted convening every year: Encouraged community to put together own events along Regional Conference model. Hope that Initiative will remain engaged.
- AA Resource Center opening in Austin in September: Space for meetings and classes. Funded by bond, community, and city. \$500K budget from the Austin. Pushed for by AAPI organizations and AA councilwoman.
- Regional Conference:
 - Planned for December 2012, but postponed to 2013
 - Planning began in Fall of 2012 with 12 core organizers
 - Attendees could choose two panels to attend (each panel held twice).
 - Diverse attendees in terms of ethnicity and age
 - Lessons learned: Restrict vegetarian lunches to those who are vegetarian, provide extra food, and give clear instructions to buses.
 - Provided simultaneous language translation.
 - Working lunch: Presentation on AAPIs in TX
 - Panels:
 - Immigration:
 - Recommendations: Build coalitions of all groups, have bilingual staff, create healthcare worker visa, promote employment in priority areas like STEM, and make public resources available.
 - Health Disparities:
 - Recommendations: Need more outreach by federal programs, more funding for mental health, more culturally competent ways to deliver services, insurance reimbursement for mental health treatment, holistic integration of health services, and address lack of data and research on AAPI health issues.
 - Seniors:
 - Recommendations: Provide affordable transportation for seniors, activities in nursing homes and assisting living communities, accessible and affordable housing, and raise awareness about Medicaid.
 - Civil rights:

- Recommendations: Raise awareness via press releases, in language materials, education about HHS certificate that allows refugees to access public services, and education about trafficking resources.
 - Labor and Employment: Two Panels- one for employees and one for employers
 - For employees, be present at community events, build trust, and get more information.
 - For employers, seek a network on partnership to provide information on employment, convince community that functions are not traps, have translated materials at outreach events, and reach out to chambers of commerce.
 - Economic Development: Lower attendance given that small business owners cannot take off time for meetings. However, chambers of commerce well represented.
 - Recommendations: Long process for HUB and EB regional center, speed up Visa process for investors, emphasize importance of certification to minority-owned businesses, and look into coalition of chambers of commerce.
 - Housing and Community Development: Well attended
 - Recommendations: Have plan and form successful partnerships, ask and act to get funding, build strong support in community, and build support with government leaders outside the community.
 - Educational Resources and Challenges
 - Implementing the ACA
 - Closing: Open microphone
- Texas does not have a statewide AAPI coalition.
 - Get core group to organize meeting each year around the state. Use technology like webinars.

IWG Meeting

- Welcome and introductions
- Tina Tchen: Opening remarks acknowledging the Commission's work for the AAPI community.
- Kiran Ahuja:
 - Two years since the IWG and Commission came together
 - Last meeting of this Commission
 - Released 22 updated and streamlined agency plans website. Plans incorporate department and community goals.
 - Initiative published report of accomplishments. Accomplishments sent every week to 30,000 people on list serv.
 - Meeting will discuss Regional IWG and IWG sub-working groups. Agency regional offices uniquely positioned to connect with community. Important to build relationships with community and want to improve those relationships.
 - New offices working with Initiative: Census, FEMA, FSA, and White House Council on Women and Girls.
 - Jeopardy regarding four cross-cutting areas: Asked agencies to disaggregate AAPI data and collect language proficiency of staff. Told agencies of interagency professional development program by FAPAC and to consider capacity building/PPP.
- Courtney Chappell on Regional IWG:

- Through community engagement program, connected with regional staff and invited them to participate in local events.
- Regional offices selected connected or potential to connect to AAPI communities, and/or currently doing outreach and training.
- Impact of federal programs through regional offices
- Headquarters do not have funding to participate in community outreach events and regional offices can fill this role.
- RIWG can coordinate outreach and information sharing across offices.
- In the long term, each region will have a Vice-Chair who will coordinate outreach in the region.
- RIWG Co-Chairs will report to IWG and Commissioners. Co-Chairs are Renard Murray, CMCS- Atlanta, and Diana Chen, EEOC ALJ- Phoenix.
- Currently, RIWG members represent areas with higher AAPI populations or contacts with AAPI populations.
- Diane Chen on Regional IWG:
 - RIWG made up of 40 individuals across the country; cross-sections from all levels and backgrounds
 - Mission is to facilitate information-sharing and community engagement with AAPI community across agencies.
 - Four conference calls/year to share information
 - Smaller regional roundtables to provide education, technical assistance, and to hear about community needs
 - Report at the end of the year with recommendations
 - Partner with regional offices and Commissioners, and coordinate with state/local commissions
 - Next steps: May 21 first RIWG call to set goals and expectations for the year. Still building RIWG membership and gap in the middle of country and need recommendations for members. When revising agency plans, add benchmarks and goals relating RIWG.
- Daphne Kwok:
 - Past three years, Commissioners have been ambassadors in the AAPI community. Important for agencies to meet with communities. Need increased LEP access and funding for AANAPISIs.
 - IWG sub-working groups: Purpose is to share best practices and information and respond to community recommendations. Three to four benchmarks should be incorporated into agency plans.
 - Four IWG sub-working groups: LEP access, research and data, capacity building, and workforce diversity.
- Language Access: Doua Thor and Seema Nanda
 - Sub-working group includes DOJ, Energy, DHS, HUD, DOL, DOT, FEMA, and SSA.
 - 1/3 of AAPIs speak limited English
 - LEP individuals are less likely to access government services.
 - SSA has nine field offices providing language services.
 - Nail Salon IWG report is available in Korean and Vietnamese.
 - Goal is to increase government access for LEP individuals and to protect them during disasters.

- DOJ has led EO 13166 implementation. DOJ also enforces Title VI, which requires state courts to provide more language access. DOJ is also filming video vignettes on language access.
- Sub-working group will focus on best practices, challenges, and efficiencies for language access, and determine what the overarching goals should be.
- Data and Research: Tung Nguyen and Enrique Lamas
 - Data available on AAPI subgroups regarding health and unemployment.
 - Census information important because it determines proportion of congressional seats, redistricting, and where to build new roads and schools.
 - Report: Demographic breakdown on language access, educational differences, college graduation, income, poverty and participation in federal programs.
 - IWG goals: Determine how to do data disaggregation, recommend steps for data collection, identify data sets that agencies can target for disaggregation, and ensure data accessibility.
- Capacity Building: Hyeok Kim and Isra Pananon
 - Goals include immigration integration.
 - Federal resources maxed so looking at ways government can innovate using available resources.
 - Capacity building important to providing access to AAPIs.
 - DOI oversees 5 million acres of land and US national and natural treasures. Also regulates gas and coal for energy.
 - Recent AAPI theme study investigates the AAPI stories and landmarks that are missing in US history.
 - DOI has diversity programs such as one where youth learn about US cultural and natural history.
 - DOI and Energy awarded 2 million dollars for innovation on renewable clean energy projects.
 - Economic opportunities through tourism in low economic areas.
- Workforce Diversity: Amardeep Singh and Veronica Villalobos
 - Administration has made efforts to increase representation of AAPIs in the government: doubled number of AAPI judges and appointed unprecedented number of AAPI senior officials.
 - Worked with other agencies/groups like AAGEN and OPM to increase AAPI representation.
 - During Oak Creek tragedy, federal agent knew place of worship and was able to obtain floor plans. Diversity allows the government to build trust and understanding in the community it works in.
 - Number of AAPIs in SES low
 - Talk to agencies to ensure they are implementing diversity and inclusion plans
 - Implement hiring analysis of AAPIs in agency
 - Interested in learning about best practices, including those outside of the federal government.
- Kiran Ahuja: Closing
 - Score cards to motivate ourselves and agencies to do better
 - Subworking groups opportunity

- Ignatius Bau: Background of Commission and prior report
 - History of WHIAAPI:
 - Originated from HHS during Clinton Administration:
 - March 1998: Language for an EO to institutionalize WHIAAPI
 - June 7, 1999 Clinton signed EO
 - Norman Minetta - first chair and Martha Cho - new chair
 - WHIAAPI convened several town halls
 - Bau worked on first Commission report -published January 16, 2001
 - During Bush Administration, WHIAAPI released report on economic development. EO lapse of three years between 2001 and 2004 under Bush Administration. Priorities shifted from health to economic development.
 - Initiative re-established in 2009.
 - Even if slow, progress and moving in the right direction on language access, data and workforce diversity.
 - Report legacy for this Commission, but also what the Commission can institutionalize over the next three years for WHIAAPI: RIWG and connecting with the community; continuing pipeline for Commissioners for other advisory bodies; and considering whether grants and programs responding to needs of community and thinking creatively of how communities can take advantage of them. Report less about WHIAAPI and focused on Commission.
- WHIAAPI Staff: Report Logistics
 - Open bid process to draft report. Bid request went out last week.
 - Report would document current accomplishments, guide future Commission, provide guidance and suggestions to federal agencies, and incorporate resources for community.
 - Timeline aggressive:
 - June: Writer obtains necessary research, information and resources.
 - July: Rough draft for WHIAAPI and Commissioner review
 - August: Final draft
 - Late October: Publication (earliest publication ate given lengthy federal clearance process)
- Commission: Report Brainstorming Discussions
 - Structure
 - Think through communications roll-out. Purpose of report is to communicate: must be smart in message and techniques to deliver message.
 - In addition to report, consider different modes of delivery such as video.
 - Report must be short, plain-spoken, action-oriented, and thematic.
 - Include brief executive summary aimed at community members:
 - Summary should be translated, highlight four cross-cutting areas and include examples of progress and accomplishments with challenges that remain.
 - Include clickable table of contents for online version of report.
 - Include voice of community through side-bars with profiles, quotes, and stories.
 - Audience:
 - Discussion about whether report should speak to AAPI community-at-large, engaged community members, AAPI community leaders, serve as technical

report for federal agencies, go beyond the AAPI community, or target multiple audiences.

- Mode of communication and content may change depending on audience. For example, if report targets thought leaders, include broader policy issues.
 - Some techniques to address multiple audiences include summaries, profiles, pull-outs, or sidebars
 - Have separate recommendations section for federal agencies, community organizations, and partnerships.
 - Report should be drafted in a way that is accessible to everyone v. report about leaders and should be addressed to them.
- Purpose:
 - Message of report should be that Commission exists, conveys on the ground needs to the federal government, and the reader can help his or her community
 - Include empowerment part to inspire readers and use as community organizing tool.
 - Commissioner perspective:
 - Highlight personal stories and what it meant to be on Commission.
 - Report should address why the Commission makes a difference and how it improves the lives of the community. Share how the Commission was a multiplier. Commission serves as connectors and information sources. Report should capture useful information and resources, and serve as a practical guide. Explain how Commission created connections between federal government and community.
 - Provide strong sense of continuity and link to future Commissioners/Administrations.
 - Content:
 - Include request for further disaggregation of data regarding AAPIs and information on Regional IWG.
 - Document and snapshot of AAPI community. Show how AAPIs contribute to society through asset-based approach.
 - Highlight Commission's and Administration's work on nail salon work, civil rights, mental health, assistance with Oak Creek, Fil Vets, Affordable Care Act, and Commonsense Immigration Reform.
 - Provide examples where the federal government connected with the community.
 - Provide feedback to federal government on summits and outreach: events on Saturday and did not receive best federal representatives. Need to change culture so federal government realizes important engagement. Federal government needs to learn how to talk to the people it serves. Use AAPIs as a new political force.
 - Include section with lessons learned:
 - For example, large events may not necessarily be the most effective and need further data disaggregation for NHPs.
 - However, is the report the proper vehicle to pass along lessons learned to new Commissioners?

- Suggested having each Commissioner contribute to a memo or orientation for incoming Commissioners.
 - Further discussion regarding what information to publicize v. what information should remain internal.
- Marry successes with areas that need improvement:
 - Include stories of success and recommendations on how to move forward. Should be aspirational and forward looking as opposed to “Guide to Federal Agency Resources.”
 - Use report to leverage accountability of the federal government and convey sense that the Commission is not completely satisfied. More work needs to be done to address needs of community, and challenges and gaps remain. Report should serve to hold federal agencies accountable: show successes, but also highlight gaps where there is room for improvement.
- Overall Objectives:
 - Have report speak to the AAPI community:
 - Make sure report captures things that are useful to the community: show connectivity between the federal government and community and be a practical guide of how involvement can affect lives.
 - Link past and future as opposed to “this Commission’s” report
 - Report as snapshot of this particular Commission’s time
 - Share goals, accomplishments, and objectives of Commission
 - Keep report simple, show how Commission was a multiplier that helped connect agencies to the community.
 - Share cross-cutting and substantive issues
 - Tell stories of success: nail salon work, mental health summit (CA designated specific AAPI mental health day and moving towards a federally designated day), response to Oak Creek, FilVets, and legislation like the ACA.
 - Assets-based approach in writing report: show how AAPI community is a vibrant one and how it is contributing to society so that it can achieve more.
 - Innovative channels of sharing report: executive summaries, clickable table of contents, etc.
- Commission should forward input to members of report working group who will work with staff and writer on report.

Closing

- Meeting with OPE:
 - Daphne Kwok will schedule follow-up meeting with Valerie Jarrett to discuss some issues that were not addressed.
 - Next Commission will need one to two issues that everyone can rally around.
 - Figure out what message is important for communities
 - Need both Commission and other WH councils
- IWG meeting
 - Convene meeting of RIWG in certain regions
 - Provide directory of RIWG
 - Regional offices unable to provide policy change like DC-based offices
 - Possible tension between some regional and federal offices

- With building out of RIWG, focus on latching onto the passionate “champions” at the agencies, even if it’s just a few key agencies.
- Next Commission meeting
 - May 7-8, 2014 in Washington DC.

Follow-up Items

- See generally Commissioner Activity Plans: Commissioners
- Set-up call with Commissioners and AAGEN: WHIAAPI
- Forward input on Commission report to members of report working group: Commissioners
- Follow-up meeting with Valerie Jarrett: Daphne Kwok

**Read and certified by Daphne Kwok
Chair, President’s Advisory Commission on AAPIs**

Daphne Kwok May 15, 2013