CITY OF BELLEVUE

BELLEVUE DIVERSITY ADVISORY NETWORK

MEETING MINUTES

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| March 24, 2018 | Bellevue City Hall  |
| 6:00 p.m.  | Room 1E-112  |

MEMBERS PRESENT: Anthony Austin, Paulo Perez, Edilberto Flores, Jennifer Karls, Justin Daigneault, Haruka Kojima, Alaric Bien, Jingdong Yu, Margie Ye, Chinar Bopshetty, Aisha Kabani, Mohamed Bakr

MEMBERS ABSENT: Beabe Akpojovwo, Linda Whitehead, Mareth Flores, Andrew Kelly, Tom Brewer, Aleksandra Poseukova, Eloisa Tran, Maria Batayola

STAFF PRESENT: Mark Manuel, Cherry Cayabyab, CGC Consulting

RECORDING SECRETARY: Gerry Lindsay

1. CALL TO ORDER

Chair Austin called the meeting to order at 6:11 p.m.

 A. Roll Call of Members

Upon the call of the roll, all members were present with the exception of Beabe Akpojovwo, Linda Whitehead, Mareth Flores, Andrew Kelly, Tom Brewer, Aleksandra Poseukova, Eloisa Tran and Maria Batayola.

At the direction of Mark Manuel, Diversity Outreach and Engagement Administrator, the members each shared something positive going on in their lives.

 B. Adoption of the Agenda

A motion to approve the agenda was made by Mr. Bien. The motion was seconded by Mr. Yu and the motion carried unanimously.

 C. Adoption of the Minutes

A motion to approve the March 27, 2018, minutes as submitted was made by Ms. Karls. The motion was seconded by Ms. Ye and the motion carried unanimously.

2. BDAN Committee Work

 A. Engagement & Outreach – BDI

 i. Review and Finalize the Cultural Group Mapping Process

 ii. Community Feedback Strategy

 iii. BDAN’s Involvement

Cherry Cayabyab with CGC Consulting shared with the BDAN members the first iteration of the cultural group map. She reminded the group that the map was created in coordination with Arts Program Manager Joshua Heim and noted that the organizations highlighted by the BDAN and incorporated into the database were categorized and mapped, making it easy to query by category. The organizations mapped all are within the city limits of Bellevue, which meant that some organizations were not included. The list of groups that were not mapped was provided to the members.

Ms. Cayabyab stressed that the goal was to finalize the map by May 12. She urged the BDAN members to supply her with any corrections or additions by April 27.

Mr. Bakr pointed out that some organizations fall into both the cultural and faith categories. Ms. Cayabyab allowed that some organizations are shown in multiple categories and can be searched that way.

Mr. Manuel said the intent is to be able to share the map with others, and for that reason the desire is to make sure the list is exhaustive. He asked the members to look over the list to make sure it is complete. Ideally, groups should be able to add themselves to the list, but that would require constant management. He said he was working with Mr. Heim on a process to keep the list updated and viable.

Ms. Karls noted that some of the organizations excluded from the list by virtue of not being headquartered in Bellevue do in fact offer services and operate in Bellevue. She asked if there could be some sort of supplemental list showing those organizations. Ms. Cayabyab agreed that a supplemental list could be made available as an attachment.

Mr. Manuel said the map will be tapped for the next phase of the Bellevue Diversity Institute project. The list includes a healthy cross section of different groups and BDAN can use it in determining which groups to reach out to.

Ms. Cayabyab clarified that the information for each mapped group is public information that can easily be discovered by an internet search. No private information is included.

Mr. Bakr asked if addresses were included for cultural events such as the Strawberry and Ukrainian festivals. Ms. Cayabyab said the available addresses were included. Mr. Manuel allowed that those addresses can change, as do the dates on which the festivals are held. Ms. Cayabyab pointed out that clicking on the festivals takes the viewer to the associated website where the latest information can be obtained.

Mr. Manuel asked Ms. Cayabyab if she had any takeaways from the mapping exercise compared to the mapping work she had done in Seattle. She said Seattle has a variety of non-profit and social service organizations, but also has more ethnic or race-based cultural centers. There is also a higher saturation of organizations operating in Seattle. She said the Bellevue mapping project makes it clear that there is an amazing breadth of organizations, different activities and events happening in Bellevue. She added that she would like to share the map with contacts at the King County level to increase awareness of the organizations operating in the city and the activities happening in Bellevue.

Ms. Cayabyab pointed out that there were a number of groups relative to BDAN that were on Mr. Heim’s list that were not on the BDAN list.

Mr. Manuel asked if it were premature to talk about the strategy of engaging people. Ms. Cayabyab said she would open to having that conversation either at the subcommittee level or with the entire group.

Mr. Yu suggested it would be good to have the conversation the entire group.

Ms. Ye said she recently met and spoke with a woman with the Ethnic Heritage Conference. She said the conversation made it clear that their initiative is aligned with that of the BDAN. They have a new project called BH Connect that involves an online portal that will connect ethnic communities in the Northwest, making contact between groups much easier. The group has been offering a workshop called History Keepers in conjunction with the University of Washington library, and the next one will be in Tacoma on September 8.

Ms. Ye also said recently there was a data scientist conference at the University of Washington. The conference featured a speaker who talked about clinical data collection and how it is often skewed. One example she gave was that autism was always thought to affect boys more than girls, but in fact girls behave differently from boys and the questions catered to detecting autism in boys. In doing data collection, it should always be kept in mind who is writing the story, who will benefit from the story, and who is missing from the story. Stories that are not inclusive are wrong.

Mr. Manuel suggested that information feeds directly into how the list should be reviewed as part of finalizing the mapping work. Specifically, the focus should be on who is missing. He said the same level of thinking applies to the city doing its work around outreach and engagement.

Ms. Cayabyab said one classic example is the upcoming 2020 census. The census data is used at all levels of government nationally and locally and there is a clear need to contact every single person. There are a number of problems facing the rollout of the 2020 census, including the current administration not wanting to count all communities, and the fact that the work has been impacted by largely defunded the census work leading to staff turnovers at the federal level. There is a lot of work happening locally, including in King County, that is focused on hard-to-count communities.

Mr. Manuel reminded the BDAN members that the Bellevue Diversity Institute is a concept that encourages groups to retain, pass down and share traditions among themselves, and to engage cross culturally with each other in a meaningful fashion. He said the city is looking to see if there is sufficient information to look at the second phase of a potential multicultural center, and minus that, if there is enough information to provide a good starting point to nurture cross-cultural engagement. Regardless of whether or not the process results in a multicultural center, the information gathered should be usable relative to understanding the individual group needs and the collective needs, along with the opportunities for people to be engaged. The cultural group mapping is part of the Bellevue Diversity Institute.

Ms. Cayabyab said she was seeking recommendations for implementation, whether it be programs or space. She provided the BDAN members with copies of a list of questions for stakeholders and asked for input on how to help the community explore and respond to the questions.

Mr. Bien suggested the language level used in the questions is quite high and may need to be made more understandable to those who do not speak English as their first language. Ms. Cayabyab agreed and pointed out that work is under way to simplify the language and to make it more translatable. She said she plans to employ specific engagement strategies, including tapping trusted folks in the community who are culturally competent to get the word out. She said she has a budget that will allow for hiring some seven community members to do culturally relevant outreach to certain communities. The other strategies involve the use of focus groups; a survey administered online, over the phone or in person; and community listening sessions.

Mr. Manuel one possible idea for moving into the future is to be in a position to provide some consulting in the form of sharing ideas. The outreach efforts will provide some practice in that arena.

Ms. Haruka said the folks she interacts within the Japanese community would not be likely to participate in a large group. She said they would be far more willing to visit a Japanese library and visit one-on-one with someone. They would be likely to question the purpose of a large community forum, and are not overly willing to associate with a stand-out group. Mr. Manuel suggested that might argue in favor of going to them and taking 15 minutes or so of an agenda for a meeting they are going to attend anyway.

Ms. Cayabyab commented that any outreach effort to undocumented communities will need to be sensitive to the fact that they may not want to provide information to a government they may not trust. The tactical strategy of working through someone who has their trust may need to be utilized.

Ms. Bopshetty suggested that regardless of the method used, it will be necessary to be clear about the purpose behind asking questions and how the information will be used. Mr. Manuel agreed and said part of what the process will try to solve for is not jumping towards investment in a capital campaign for a new building if it is not known the community wants such a facility. If the outreach efforts are hindered by a lack of people showing up, another direction may need to be taken.

Mr. Yu asked if the process will be ongoing over time once it ramps up. Ms. Cayabyab explained that the report is due by the end of July. It will contain a set of recommendations around what diversity programming could look like. The recommendations in the report could help to inform how resources should be allocated. Mr. Manuel added that there is a clear desire to be able to support individual groups in the community. It is also recognized that individual groups want to work with others but are having a hard time doing so. He said what he was hearing was that the outreach needs to be relevant, concise and have a clear purpose.

Ms. Cayabyab said managing expectations will be a big part of the outreach process, and that will require shaping the message. She allowed that references to an institute can be confusing.

Mr. Bien suggested a better term would be the Bellevue Diversity Initiative. Mr. Manuel said use of the institute term predates his work with the city. He allowed that it is confusing. Mr. Bien noted that native English speakers and non-native English speakers alike were confused by the term.

There was general agreement that using the term initiative would be better and would help to promote understanding.

Ms. Cayabyab said the report will end the first phase if the initiative. Beyond that there will continue to be opportunities to plug in and be involved, particularly in implementation of anything that gets funded. The report will likely have both short- and long-term recommendations. The budget will allow for engaging with about seven communities, possibly more, probably based on the top demographics. She said she was looking for recommendations and identifying those interested in being involved.

Ms. Kojima noted that many in her community who do not speak English well are reluctant to speak in groups where there are native English speakers.

Mr. Manuel commented that the Indian and Chinese communities are emerging as engaged communities. It would be good to tap into those communities to gauge the level of interest in getting involved. Mr. Yu said technology would be the best way to gain the best response.

Chair Austin said he has often found that people need to be encouraged to fill out surveys, something that can be done during regularly scheduled meetings.

 B. Culturally Responsive Government – BDAN City Team

 i. Expand on Ideas

 ii. Develop Any Asks for City Team to Complete Prior to Next Meeting

Ms. Karls said the last subcommittee meeting was only sparsely attended so it was difficult to reach a consensus. She reported that there has been some effort made to develop some checklists within the city for outreach. The group decided to review what is available and to provide input.

3. SHAREPOINT CHECK-IN

Mr. Manuel said information including documents and calendars have been uploaded to the Sharepoint tool. He urged anyone still unable to get onto the site to email him and he would work with the tech team to get the access issues resolved.

5. 2-3 YEAR TERMS AND NOMINATING COMMITTEE

Chair Austin distributed a list of members with two-year terms and asked them to indicate on it whether or not they were interested in extending their term by another year.

Mr. Bien asked if adding a year would mess with the fact that the terms are staggered. Chair Austin said there was a plan in place to address that issue. Mr. Manuel said two issues will need to be given attention, namely the composition of the group and who is currently missing, and attendance. The fact that there are slots currently available on the BDAN, combined with the fact that lack of attendance on the part of some may open additional slots, should adequately address the staggering issue.

With regard to the nominating committee, Ms. Kabani noted that Mr. Bien and Mr. Brewer had previously volunteered to serve. Mr. Manuel said the committee does not need to have a lot of members; a committee of three would be sufficient. He explained that the committee will outreach, interview, score and provide recommendations to the City Manager around who to select for the BDAN. The nominating committee members will serve for only one year.

6. REVIEW AND RATIFY BY-LAWS

Ms. Kabani provided the BDAN members with the final draft of the by-laws. She called attention to Item 12 which states that all members are expected to regularly attend meetings, and that in order to remain in good standing no one should miss more than four regular and committee meetings total per year, noting that that provision was revised since the last review.

Ms. Karls noted that the Culturally Responsive Government subcommittee is currently having two meetings per month, which makes three meetings per month for those members when the regular meeting is added in.

Chair Austin proposed highlighting the issue of attendance and coming back to it. He said the intent is to assure participation on the part of all members.

Ms. Karls referred to the paragraph regarding non-voting members and suggested it needs to be clarified. Mr. Manuel noted that the Chair is currently the only non-voting member, unless there is a tie vote.

Ms. Kabani said according to the proposed by-laws, a new nominating committee is to be formed annually, and the members will also select a new board. Each year at the retreat the committee structure for the year is to be determined, and each committee will individually determine its meeting schedule and its chair.

Reading from the by-laws, Ms. Kabani said voting members serve either two- or three-year terms. Members completing a two-year term can reapply to serve for an additional two years, for a total of four years.

Mr. Bien said it was his understanding that the two- and three-year terms were initially established to stagger the new members coming on board, and that after the first round of two-year members, all members would serve a three-year term. Ms. Kabani said it was her understanding that someone could serve a single two-year term and be out, or be seek reappointment to a second two-year term, making a total of four years. Someone could also serve one three-year term and be out, or seek reappointment to another two-year term for a total service of five years.

Mr. Manuel offered to research the practices of other city committees regarding terms and repeat terms. He said he did not want to overcomplicate the issue.

Ms. Kabani said the by-laws include termination of membership for too many absences or not meeting the requirements.

4. NEW PROPOSED OFFICER POSITION: SECRETARY

Ms. Kabani said the group proposed defining the responsibilities of the Chair and Vice Chair and adding in the position of Secretary. As envisioned, the Secretary would be responsible for keeping meeting notes, producing meeting minutes, and maintaining regular communication with BDAN members. The Secretary would also participate in monthly leadership team meetings, coordinate with diversity outreach and focus on logistics and planning. The Secretary would also maintain the database, the digital information, collect all notes from the committees, and archive all relevant information, and would be responsible for tracking attendance.

Chair Austin explained that there would no longer be an official minutes taker, which necessitates the need for establishing the Secretary position prior to electing new officers. Until the elections, there will need to be an acting Secretary appointed.

Mr. Manuel said he had been advised that the BDAN does not need to have a professional minutes taker. There is a cost, however, to having professional minutes produced that could be applied in other ways. The minutes produced by the Secretary will not be verbatim or as detailed as they have been but they will need to be good enough to post.

Ms. Kabani said the by-laws continue the practice of holding BDAN meetings on the last Tuesday of every month from 6:00 p.m. to 8:00 p.m. The by-laws can be revised by the Committee, though any changes must be submitted 21 days in advance of approval.

Mr. Bakr asked if there should be a committee formed to proposed changes to the by-laws. Mr. Manuel said that task falls to the leadership team. Chair Austin noted that the leadership team currently meets the second Tuesday of each month at Top Pot Donut at The Landing in Renton from 8:00 a.m. to 9:30 a.m. He said he would welcome anyone attending.

Mr. Bakr proposed setting the term for Chair and Vice Chair at one year. Mr. Manuel asked the members to review the proposed by-laws and to shoot him an email with any proposed revisions.

Chair Austin said he would put ratification of the proposed by-laws at the next meeting.

7. ANNOUNCEMENTS

Mr. Bakr reminded the members about the Meet Your Muslim Neighbor program the first Saturday of every month.

8. ADJOURNMENT

A motion to adjourn was made by Ms. Karls. The motion was seconded by Mr. Bakr and the motion carried unanimously.

Chair Austin adjourned the meeting at 8:09 p.m.