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| COMMISSIONERS

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| **Meeting Minutes**November 17, 2020, 6:30pm – 8:00pmRegister in advance for this meeting:[https://us02web.zoom.us/meeting/register/tZIoc-2uqTIrHNHdjfoF6ynV4IYw5G5MmvqR](https://www.google.com/url?q=https://us02web.zoom.us/meeting/register/tZIoc-2uqTIrHNHdjfoF6ynV4IYw5G5MmvqR&sa=D&source=calendar&ust=1605488513929000&usg=AOvVaw2l6YHCe0R89xDm-8aspfB5)\*Please note this meeting will be recordedMeeting will be held via teleconference in compliance with the Governor’s Executive Order on the Open Meeting Law and COVID-19Absent Commissioners are highlighted and remote participated are indicated by an asterisk\*. Quorum was reached by attendance.Attachments:* Executive Committee and Staff Reports
* Nonprofit and State Budget
* Interim Executive Director Job Description
* AAC Elections Policy
* AAC FY21 Budget Priorities

Staff Present: Jenny Chiang, Jay Wong, Brooke Yuen, Sheila Vo, Lily TangVira calls the meeting to order at 6:34pm1. **Minutes to be approved: 10/20/20 – VOTE**
* Betty requests the following corrections:
	+ Jonjy Ananth was incorrectly marked as in attendance
	+ Vanna Howard left the meeting
	+ Strike out “Betty proclaims” and replace with “Betty said” (pg. 2).
	+ Strike out “States that hiring an attorney is a form of suppression - a violation of OML” (pg. 2).
	+ Strike out “not a civil matter where she’s using her personal attorney to sue the Commission” and replace with “my personal lawyer can sue the Commission” (pg. 2). “If it’s a civil matter of slander, my personal lawyer can sue the Commission”
	+ Strike out “Betty defers to her corrective actions” and replace with “the Commission has to address the corrective actions” (pg. 3).
	+ Strike out “Betty alleges” and replace with “Betty said” (pg. 3).

Danielle motions to approve the minutes as amended by Betty. Meena seconds. * Mabel states she is not comfortable with the amendments and feels more comfortable deferring the approval until we listen to the recording to confirm.
* Vira asks for further comments. None heard.
* Sam proposes changing the words that may be subjective (striking out “proclaims” and replacing with “said”).

Vote: Yes: Betty, Danielle, Philjay, Sam, Mary L., PralhadNo: MabelAbstain: Bora, Meena, Ying, ViraMotion passes1. **Open Meeting Law Complaints Response – VOTE**
* Vira states that AAC retained an attorney and asks if they got in touch with Betty
* Betty states she has not heard back
* Vira states 2 out of the 3 complaints were not submitted in compliance with the requirements of the OML. The forms were also not signed and dated.
* Pralhad shares he wished Vira would have informed the Commission about the status of the lawyer
1. **Executive Committee & Staff Reports**
* Jenny shared an overview of the Executive Committee report
* Vira shares Jenny has been helping with problem gambling work and asks Jenny how we should proceed when she transitions
* Jenny states that the Boston Chinatown Neighborhood Center will be taking the lead in convening everyone and able to continue keeping AAC in the loop
* Meena shares appreciation for the Breast Cancer Awareness social media visuals. She asks how we can highlight different cultural events in the AAPI community.
* Mabel shares that may be within the Health and Human Services committee. She shares that Haniya proposed the idea of a possible culture committee.
* Jay, Brooke, Sheila, and Lily shared an overview of their staff reports
1. **Annual Election Procedures**
	* Review of Election Policy and next steps
* Vira highlights that the elections will be taken by roll call vote.
* Nominations due to Jay by Sunday, 11/22 by 11:59pm.
* Mary states that she circulated email to everyone on December 10, 2019 that she will not be around and will not participate in election, but her name was submitted and voted on contrary to AAC election policy
* Pralhad shares that last year after announcing the candidates and after the deadlines, names were added at the last minute and expresses that he hopes it will not happen again.
* Jenny states Mabel corrected the policy to include that nominees must be present in person.
* Vira states she will put forward Mary L.’s question in writing with the open meeting law division to see how we should proceed.
* Betty asks if the amendments to the policy were voted on by the Commission.
* Mabel clarifies that it was already amended last month to include language to respond to the state of emergency.
* Meena states there was discussion around this topic at the last meeting and suggests we perhaps allow room for feedback.
* Vira asks for any objections to the amended policy.
* Vira shares that the Commission previously had debate about also moving the election from January to December. This allowed room for transition of the EC.
* Bora states that new Commissioners in January may not know who to vote for since they are unfamiliar with others.
* Meena shares that Commissioners coming on board in January may have some familiarity with how Commissions work.
* Pralhad states that last year was the first time we started elections in December.
* Bora clarifies the policy was implemented in Nov. 2018.
* Betty states it may be logical to involve new Commissioner in leadership decisions. New Commissioners will feel more empowered.
* Sam shares that we need to move forward with the agenda
* Vira proposes voting on the amendments to the policy.
* Mabel motions to accept the amended Election Policy to clarify the need to be physically present and including roll call votes.
* Meena suggests going forward with the procedure and asks for time to review the policy amendments.
* Vira clarifies that the amendment is to make sure we’re in compliance and make sure candidates are in the room (or on the zoom call) to be qualified.
* Mary C. asks how the bylaws state the body passes amendments. She asks how amendments are passed. Does it need a full board vote or can it be amended by the Executive Committee?
* Vira states she believes the bylaws do not speak to amendments.
* Mary C. states that the bylaw committee should look into amendment procedures. Do we have a regular finance committee meeting?
* Betty states she believes there is section on amendments.
* Jay shares the bylaws state: “The Commission shall, as needed, adopt policies. Policies may be adopted, amended, or repealed by majority of all votes cast by the Commissioners present and voting, provided that the proposed material has been submitted at the previous meeting.”

Vote:Yes: Ying, Sam, Pralhad, Philjay, Mabel, Danielle, Bora, Mary L, ViraNo: Meena, BettyAbstain: Mary C. Motion passesSam proposes to extend the meeting past 8pm. Bora motions to extend the meeting to 8:30pm. Philjay seconds. Vote:Yes: Ying, Sam, Philjay, Meena, Mabel, Mary L., Danielle, Bora, ViraNo: PralhadAbstain: BettyNot Recorded: Mary C. Motion passes1. **Proposal for succession planning – VOTE**
	* Review of interim Executive Director job description
	* Review of proposed budget
* Danielle presented an overview of the hiring committee goals for the next permanent Executive Director. A hiring timeline was presented with an ideal start date of March 1.
* Meena asks if the entire Commission could provide feedback to the job description. Danielle shares that the hiring committee will make the first round of review and present the description to the Commission for feedback.
* Meena asks if it may be difficult to get applicants during the holiday season.
* Mary L. asks if any Commissioners want to participate in any of the sections, can they volunteer for certain steps along the way?
* Danielle shares that she will look into open meeting law to confirm if we can include more Commissioners in the search.
* Bora states that subcommittees are subject to open meeting law.
* Betty asks if the committee has already reached quorum.
* Bora shares it does not meet quorum. She shares that Mabel will also be rotating off the Commission and considered a community member after she transitions.
* Meena shares that having others attending would just be to listen
* Sam shares that Commissioner were informed by Danielle about the hiring committee. We are taking precautions to not violate open meeting law.
* Vira asks Danielle to get clarity on open meeting law provisions for the hiring committee to see if we can open up to more Commissioners.
* Danielle shares proposal to elevate Jessica Wong to Interim Executive Director with a stipend of $6000 for 3 months. She also proposes engaging Jenny Chiang as a consultant for knowledge sharing for 1 month.
* Danielle shares the interim Executive Director job description and overview of the proposed budget.
* Betty asks if we need to use the term “permanent Executive Director.” Danielle used the word permanent to differentiate between interim. Danielle proposes to change the wording to 3-year Executive Director.
* Mary L. requests time to review the job description to avoid legal complications. She proposes calling an emergency meeting.
* Mary C. asks if the Interim Executive Director will be compensated at the same level of the Executive Director plus the $6000 stipend. Danielle clarifies the Interim ED would receive $40,000 plus the $6000 stipend and would be under the salary of the current ED.
* Mary C. asks for clarity on the consultant hours. Danielle clarifies it is 15 hours a week.
* Betty asks to see a plan on transitioning. Jenny shares this has started to take place already - outlining calendar of events/tasks and creating list of contacts.

Philjay motions to approve the interim executive director job description and proposed budget. Mabel seconds.Vote:Yes: Ying, Sam, Philjay, Mabel, Danielle, Vira, No: None heardAbstain: Bora, Not recorded: PralhadMotion passes1. **Subcommittee Updates (if any): max time 3 mins each**

Development (Vanna, Chair)* Deferred for subsequent discussion

Government Relations, Advocacy, & Civil Rights * Governments Relations (Sam, Chair)
	+ Sam shares our intern, Sarah put together a policy brief on proposed amendments in the FY21 budget.
	+ Sam provides an overview of the amendments the committee proposed to move forward to support.
	+ Sam shares that Danielle pointed out an amendment from Sen. Tran to increase seats on the Commission by 2 members. He shares that his contacts in the Senate find it may be unlikely to pass.
	+ Sam proposes to vote to support the shared line items from the FY21 budget priorities attachment.

Vira motions to present the work of the subcommittee to be submitted to the appropriate committees that would need to see our position with regard to these line items. Mabel seconds. Vote:Yes: Ying, Philjay, Mabel, Bora, Sam, Danielle, ViraNo: None heardAbstain: None heardMotion passes* Civil Rights (Bora, Chair)
	+ Deferred for subsequent discussion

Governance, Finance, & Communications* Governance (Nate, Chair)
* Finance (Bora, Chair)
* Communications (Danielle, Chair)
	+ Deferred for subsequent discussion

Education & Leadership Development* Education (Meena, Chair)
* Leadership Development (Philjay, Chair)
	+ Deferred for subsequent discussion

Health and Human Services (Mabel, Chair)* Deferred for subsequent discussion

Small Business & Economic Development (Nina, Chair)* Deferred for subsequent discussion
1. **Old business**
2. **New Business**
3. **Next Commission meeting – December 15, 2020**
4. **Other Community updates & Meeting adjourned**

Sam motions to close the meeting at 8:30pm. Mabel seconds. * Motion passes unanimously.
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