



**City of Seattle**  
**Seattle Department of Neighborhoods**  
 Stella Chao, Director

**Immigrant and Refugee Advisory Board**  
**July Meeting Minutes**

Venue: City Hall Room 370  
 Date: July 7, 2010  
 Time: 6:00 to 8:00 PM

**Attendance:**

- *Board Members:* Shankar Narayan, Halima Dahir, Mengstab Tzagai, Paulina Lopez Bermudez
- *City Staff:* Kimberly Hollins (DON), Yemane Gebremicael (DON), Stella Chao (DON Mgr), Andres Mantilla (DON)

**Next Meeting Info:** Wednesday August 4, 2010 at City Hall-Snack Alaric Bien

**August Action Items**

Date	Item	Who	Due Date	Completed	Comments
7/7/10	Review of June 7 meeting's action items	Shankar		Not completed	There was no quorum last meeting
7/7/10	Presentation by HSD regarding (1) NCI. (2) Client Demographic data collection.	All			Board needs to discuss and provide feedback on both subjects
7/7/10	Presentation regarding the South Park Bridge	All			Board needs to discuss and provide feedback
7/7/10	Guidance on Roles	Stella			Board need to discuss and provide feedback
7/7/10	Board input towards City Legislative Agenda	Yemane			Update on current steps
7/7/10	I&R work plan and talking points for I&R board	Leno & Jesus			
7/7/10	Meeting with Mayor about Arizona -meeting dates	Yemane			<b>Update on steps taken</b>
7/7/10	Board Celebration	Shankar			Proposal to Stella needs to be elaborated
7/7/10					
7/7/10					



### Update on June Action Items

Prepare budget presentations for committees	Leno, Cherry, Jesus Alaric, Stella, Yemane	Pending	Yemane has emailed Leno
Meet with Mayor about Arizona executive order and other priorities	Leno, Paulina, Shankar and Lesley	Pending	Shankar will send email to Fabiola and Stella.
Contact NCI to respond regarding outline and presentation at subcommittee meeting	City policy subcommittee	Completed	Presented at board meeting
Create summary of the I&R work plan and talking points for I&R board	Jesus and Leno	Pending	Yemane has sent summary of work plan to all board members on 6/14/10
Arrange presentation for South Park Bridge closure	Andres Mantilla	Completed	
Send subcommittee mandates document to members committee	Yemane/City Staff	Completed	Mandates seen
Ad hoc subcommittee to create and send mandates to city	Ad hoc Subcommittee Alaric, Cherry, Jesus	Pending	Shankar/City staff will email for update
Board members to send preliminary list of contacts to add to directory	Jesus to convene All board members	Pending	
Resend board accomplishments compiled at retreat to board	Yemane/Roxana	Completed	Sent to on 6/14/10
Plan celebration for board	Yemane/City Staff	Pending	
Create summary of city council members committees	Yemane/City Staff	Completed	Sent to board on 6/24/10

**Brief Summary:** The meeting convenes with the board recognizing that quorum is not established for the meeting and (including May) will be postponed until the August meeting. The status of many July action items are still being updated and the board members checked in about several issues including the planning of the celebration of board efforts that is still pending. Pat Wells and Marie Kurose asked for any suggestions about current NCI census tracking methods and Andres Mantilla requested feedback about supporting the South Park community. The board checks in about the status of the Ad Hoc committee (deferred) and recent mandates were seen by some board members. The mayor's meeting is not yet confirmed.

### Agenda Items:

### *Housekeeping*

- Quorum is not established for meeting
  - Voting will be put on hold until August meeting
  - May meeting minute approval tabled until July (extended)
  - July meeting minute approval will convene in August

### *Announcements*

- Ad Hoc meeting was deferred and meeting with mayor is still pending. Shankar will follow up on this and email Fabiola and Stella.
- Those that were absent from the July meeting can contact Yemane for information packets about the South Park bridge and the RFI New citizen Program of the City of Seattle Human Services Department presented by Pat Wells and Marie Kurose.

### *June Action Items Update*

- See above
- *Updates on Federal Lobbyist and Mayor's meeting*
  - Shankar will schedule meeting with OIR federal lobbyist to discuss extension of refugee benefits. **This item is still pending?**
  - Arizona immigration bill
    - Stella requested that Shankar email Fabiola and CC her on it as well to find out about upcoming mayor's meeting.

### *Updates Re: NCI and Demographic data collection.*

- Pat Wells presented information about the NCI of 19 consortium agencies and explained specifics on the services offered which included handouts.
- Anyone interested in applying for I&R program funding through NCI should submit online or in person. The deadline is July 30<sup>th</sup> and the organization must have a 501 non-profit status.
- Marie Kurose shared that the Human Services Department (HSD) has begun a review of the current collection and policies and practices. They were reviewing the client information currently collected by the community agencies. Currently this information varies across HSD programs and the goal was to develop common data collection requirement that applies to all programs in such a way that ensures that the City is reaching and meeting the needs of communities of color, the underserved and other populations, equitably.

#### Request:

Marie requested that the board review the proposed changes to the client demographic profile form and provide input. In an effort to better capture information about immigrant and refugee clients served, she said they are proposing two changes:

1. Additional subcategories under the race and national origin; and

2. Asking a new question about language spoken at home.

Board members mentioned that CBO would need capacity building to acquire the skills need to keep proper records.

*Updates Re: South Park Bridge*

- “South Park Bridge closure response plan” materials submitted by Andres Mantilla. The application for the King County Tiger grant of 99 million failed and the bridge will remain closed due to safety reasons.
- Mantilla requested any feedback for the draft and suggestions to help attract more traffic to the South Park community.
- Stella suggested a board meeting at a South Park restaurant to inform the community on the board’s efforts and to ensure ongoing support.

*Roles and Responsibilities (DON staff with respect to I & R Board)*

- Stella informed the board that, because of the very many departmental responsibilities she has, it would be very difficult for her to continue to be involved in the board’s meetings and that she would like Yemane to pick up his liaison role and also provide consultation assistance. The board’s reply was that the matter would require discussion at a time when there is a quorum since her continued involvement would be necessary, especially for what was needed beyond the board meetings.”

*I&R Celebration on hold*

- Suggestion to have a celebration for the accomplishments of the board is not yet confirmed.
  - Additional ideas included having an open house event to invite council members was proposed.
  - Stella requested that a proposal be sent to her office.

**Meeting Adjourned**