

Montgomery County – Department of Health & Human Services (MCDHHS)
Asian American Health Initiative (AAHI) Steering Committee Meeting
Tuesday, July 12, 2022

<u>Steering Committee</u>	<u>Present</u>	<u>AAHI Staff</u>	<u>Present</u>
<i>Organizational Members</i>		Sanjana Quasem	X
Nguyen Nguyen (Chair)	X	Muhammad Hasan	X
Hina Mehta (Vice Chair)	X	Tammy Wan	X
Pallavi Gowda	X		
Michael Lin	X		
Ji-Young Cho	X		
Wilbur Friedman	X		
Tho Tran	X		
Thao Bui	X		
Yuchi Huang	X		
<i>Individual Members</i>	<u>Present</u>	<u>Guests</u>	<u>Present</u>
Shruti Bhatnagar		Julien Labiche	X
Nerita Estampador	X		
Meng K. Lee	X		
Cynthia Macri	X		
Judy Wang	X		
<i>Affiliate Members</i>	<u>Present</u>		
Anis Ahmed			

Welcome (Nguyen Nguyen)

- Nguyen Nguyen called the meeting to order at 6:03 PM.
- Nguyen asked for permission to audio record the meeting. There were no objections.

ACTION: Audio recording of the meeting was approved with no objections.

Gilchrist Immigrant Resource Center Presentation (Julien Labiche)

- *Presentation slides attached to meeting minutes.*
- The Gilchrist Immigrant Resource Center is the County's resource for immigrants.
- It is an agency that ensures the connection between residents and services, as well as residents and partners.
- At the Gilchrist Immigrant Resource Center, you can:
 - Obtain information and referrals to services and resources offered by community organizations and County programs.

- Strengthen life skills by taking classes offered by the center which include English, basic computer skills, and U.S. citizenship preparation.
 - Volunteer your services to help immigrant communities thrive in Montgomery County.
- There are three locations: Mid-County (Wheaton), Upcounty (Gaithersburg), and East County (Regional Service Center).
- The goal is to provide referrals and ensure the client gets service that they need.
- Classes are offered via Zoom and are on a first-come, first-served basis.
- Citizen preparation classes:
 - Are offered in the fall, winter, spring, and summer.
 - Are free.
 - Cover U.S. history and civics, interview preparation, English reading, writing, and speaking practice.
 - Is a 10-week program (8-week program in summer).
- Computer classes:
 - Are offered in the fall, winter, spring, and summer.
 - Help with basic skills in Word, Google, Docs, Excel, etc.
 - Are free.
- English classes
 - Very popular
 - ESOL classes, English conversation, Saturday classes
 - Levels: basic through level 3
 - Free except for a \$30 fee for books
- For the referral line call: 240-777-4940 or email at gilchristcenter@montgomerycountymd.gov
- Nguyen opened the floor for questions
 - Cynthia Macri asked, regarding the website, “What if you don’t speak English?” Julien answered that they investigated translating the pages but there are a lot of pages and dynamic changes. They realized that they could not get the website realistically translated themselves. There’s Google translate for the page. There have been extended discussions that Google is not perfect, but it is good enough and better than nothing.
 - Thao Bui asked, “Do you have pro bono attorneys who can help with legal advice?” Julien mentioned that in the legal area, it is challenging to find providers. They work with a lot of partners and do refer clients to these partners. The center doesn’t provide direct legal advice but does make the connections. The website also has a lot of legal resources.
 - Yuchi Huang understood that translating the entire website into multiple languages may be challenging, but recommended that the “Get Help” button be translated in multiple languages, which can then lead to specific language-speaking partners.

- Ji-Young Cho asked who to contact to add a program to the information referral section. Julien replied that he can be contacted directly. Emails can be sent to the Center's email.
- Nguyen asked about the demographic composition of the clients the Gilchrist Center serves and what languages are most spoken. Julien answered that they are trying to reach all parts of the community. The overwhelming number of calls have been in Spanish. He knows that they must reach the other parts of the county. The Asian community probably has low exposure to the services offered.
- Hina Mehta asked how folks get referred to the Gilchrist Center. Julien answered referrals happen through word-of-mouth, partnering agencies, email blasts, relationships with regional service centers, and through HHS.

ACTION ITEM: AAHI will share slides from the presentation with the Steering Committee.

Approval of Agenda (Nguyen Nguyen)

- Today's meeting agenda was shared with members prior to the meeting. Nguyen asked if there were any objections to the agenda.
- Yuchi Huang moved to approve it and Wilbur Friedman seconded it.

ACTION: Meeting agenda was approved with no objections.

Approval of Meeting Minutes (Nguyen Nguyen)

- The Steering Committee meeting minutes from Tuesday, May 10, 2022, were shared with members prior to today's meeting. A motion to approve the May meeting minutes was presented.
- Wilbur Friedman moved to approve the meeting minutes. Pallavi Gowda seconded the motion. The meeting minutes were approved.

ACTION: May's meeting minutes were approved with no objections.

AAHI Program Updates (Sanjana Quasem)

- Sanjana Quasem shared AAHI program updates from May 2022 to July 2022. She highlighted activities AAHI has completed or is working on related to community engagement, community empowerment, capacity building, and change catalyst. She also provided information on the COVID-19 Relief Fund. See the attached presentation slides for her full update.

ACTION ITEM: AAHI will provide program update slides.

- Nguyen added that there will be a deeper discussion of the outcomes of the COVID-19 Relief Fund and what that means for the community.
- Nguyen asked when the final reports can be expected. Sanjana replied that PCC will send the final report in August. Muhammad added, it will take some time to get the report and interpret the report.
- Ji-Young had a question regarding if videos created by grantees could be shared by AAHI. Muhammad replied that the videos were for internal purposes, but he will discuss and get back to Ji-Young.

ACTION ITEM: AAHI will have a discussion regarding sharing of the grantee videos.

- Hina asked if once the final report from PCC is received, if there are any plans to post something on the AAHI website. She added that doing so will showcase the awardees and transparency about the funding. Sanjana replied that the Annual Report will feature information on the COVID-19 Relief Fund. She added that AAHI is updating the website and that there will be a whole page dedicated to COVID-19 and the COVID-19 Relief Fund will be part of that. There will be an additional conversation about the feasibility of hosting the grantee's materials on AAHI's website. Hina suggested that grantees can host their resources on their site and AAHI can link to the grantee's website.

ACTION ITEM: AAHI will share aggregate data when finalized

- Ji-Young asked about the dissatisfaction numbers. Nguyen deferred the discussion for later. Sanjana added that some of the data is due to some people not responding.

Membership and Guidelines Update (Hina Mehta and Wilbur Friedman)

- A draft of the updated guidelines was email to SC members prior to the meeting.
- Yuchi asked how the updated version differs from the existing guidelines.
- Hina replied, that the guideline has been simplified. The divisions of the membership have been kept almost the same. The membership has been divided into three broad buckets: organizational member, individual member, and the honorary member.
 - Organizational members didn't change.
 - Individual members also stayed the same.
 - Honorary members changed and are individuals who are advisors to the committee. These are members who aren't required to attend all the meetings and are there for advisory roles.
- Encouraged all members to do a yearly self-assessment whether they can continue serving the committee in full capacity and if they cannot, suggest a replacement.

- Yuchi recommended changing the “Goal of Diversity” to “Goal of diversity and inclusiveness”. In addition, Yuchi asked why the honorary member is chosen by the Chair and not the committee? Hina explained that these are the members that are not fully active and will be reached out to on an as-needed basis. However, she understood the reasoning behind Yuchi’s recommendation. being appointed by both Chair and committee.

ACTION ITEM: Steering Committee will review guidelines before approval.

- Nerita Estampador asked about missing meetings. Hina clarified that if the member misses 2 consecutive meetings out of 3 meetings without a good reason, that member may be terminated and a new member suggested. Nerita asked another question on whether members can stay for more than a 3-year term. Hina answered that if the organization delegated you to be a representative and want you to continue, your membership will be renewed.
- Yuchi asked if this was guidelines for the committee or guidelines of the membership for the committee. Wilbur answered that it’s the guidelines for the committee.
- Ji-Young asked if the guidelines was a substitute for bylaws. Yuchi answered that none of the boards in the County can have bylaws.
- Nguyen recommended that more information be added to clarify for the nominations.

Advocacy Subcommittee (Nguyen Nguyen)

- Nguyen noted there were not many items to share.
- For FY23, AAHI’s budget will go from 1.2 million dollars to 2.4 million dollars.
- Majority of this funding will go towards funding the grant program.
- Michael Lin commented that there are a lot of new members of the County Council. Both the County Executive and County Council have been very supportive. There is a need to continue to maintain the relationship and keep them informed.

Updates

- Healthy Montgomery Steering Committee – The HMSC hasn’t met in a while. The Community Health Assessment is still going and is still making progress.
- Montgomery Cares Program – Yuchi reported that the budget is done. With the influx of immigrants, more budget is needed.

Adjourn

- Nguyen adjourned the meeting at 8:06 PM.

ACTION: Meeting adjourned at 8:06 PM.

Next Meeting: Tuesday, September 13, 2022