

# Commission on Hispanic Affairs 3<sup>rd</sup> Quarter Commission Meeting

[Zoom Meeting](#) | Meeting ID: 880 1097 8296

Passcode: 238424

Phone: 1-253-215-8782,,88010978296#,,,,,,0#,,238424#



## Saturday, December 5<sup>th</sup>

- |                  |  |
|------------------|--|
| 10:00-10:15 a.m. | Call to Order<br>Approve Agenda<br>Welcome/Icebreaker  |
| 10:55-10:30 a.m. | Business <ul style="list-style-type: none"><li>• Vote to approve minutes: September “in-person”, October conference call, November conference call</li><li>• Vote to approve Administrative Policies Chapters 11-15: Mobile Phone; Diversity Equity Inclusion; Respectful Work Environment; Reasonable Accommodation; Anti-Discrimination, Harassment, and Sexual Harassment</li></ul> |
| 10:30-10:40 a.m. | Vote: 2021 Quarterly Meeting Schedule//2021 Conference Call Schedule   |
| 10:40-10:45 a.m. | Executive Director Report  |
| 10:45-10:55 a.m. | Break  |
| 11:00-11:15 a.m. | Representative Roger Goodman, 45 <sup>th</sup> Legislative District  |
| 11:15-11:25 a.m. | Public Comment   |
| 11:25-11:55 a.m. | Vote and Discussion: Preliminary Legislative Priorities  |
| 11:55-12:00 p.m  | Next Steps   |
| Noon             | Adjourn  |



STATE OF WASHINGTON  
**COMMISSION ON HISPANIC AFFAIRS**

*COMISIÓN DE ASUNTOS HISPANOS*

**3<sup>rd</sup> Quarter Commission Meeting**

Zoom Meeting

September 19, 2020, 10:00am to 12:00 PM

**CALL TO ORDER**

Meeting was called to order at 10:02 AM.

**ROLL CALL**

<b>Name</b>	<b>Title</b>	<b>Organization</b>	<b>Present</b>
Bernal Baca	Chair	CHA	Yes
Brian Moreno	Vice Chair	CHA	Yes
Candice Garza	Commissioner	CHA	Yes
Jessica Hernandez	Commissioner	CHA	Yes
Lili Navarrete	Commissioner	CHA	No
Lina Alvarez	Vice Chair	CHA	Yes
Lola Flores	Commissioner	CHA	Yes
Randy Nuñez	Commissioner	CHA	Yes
Rodrigo Renteria	Commissioner	CHA	Yes
<b>STAFF</b>			
María Sigüenza	Executive Director	CHA	Yes
Nancy Rocha Aguilar	Communications and External Relations Manager	CHA	Yes
Myra Hernandez	Operations and Special Projects Manager	CHA	Yes
<b>GUESTS</b>			
Chris Reykdal, Superintendent, Office of the Superintendent of Public Instruction (OSPI); Nina Martinez, Board Chair, Latino Civic Alliance (LCA); Dr. Bish Paul, Washington STEM; Jim Stoffer Sequim School District School Board			

**APPROVAL OF AGENDA**

Bernal would like to list as Chris Reykdal as a guest for OSPI update, Nina Martinez placed on the agenda from LCA for the record.

With no further discussion, the agenda was approved.

**WELCOME/ICE BREAKER**

Introductions and acknowledgement of the passing of Justice Ruth Bader Ginsburg.

**LATINO CIVIC ALLIANCE**

Latino Civic Alliance Board Chair, Nina Martinez, explained the COVID Community Call intent was to listen to communities, avoid duplications, elevate voices etc. From these calls persistent issues were reported and community leaders reported them out to Latinx Legislators 3 weeks ago to address gaps. The next step is to create a White Paper based off the report out to the Legislators:

- Language Access
- COVID Testing Access
- Access to free/affordable healthcare
- Unemployment benefits for undocumented workers
- Unemployment language barriers



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## COMMISSION ON HISPANIC AFFAIRS

### *COMISIÓN DE ASUNTOS HISPANOS*

- Resources for undocumented folks – grassroots organizing to help these communities
- State agencies not launching in-person information
- Worker protection especially in the agricultural industry
- Automated L&I Hotline number
- Agencies working together and communicating in the best way
- PPE and insufficient supply at the beginning
- DOH oversight of local Health departments
- Small business resources
- State response – lack of communication in the rural areas with essential workers, no central database, no clear guidelines from the state etc.

Three (3) asks of the Legislature:

- Legislative hearing
- Advisory committee comprised of Latinx leaders
- Funding for research on the impact of COVID in the Latino community

Board Chair Nina Martinez stressed the importance of conversations regarding Latinos not volunteering for vaccine testing and what the vaccine means for the Latino community i.e. costs and access.

### **OFFICE OF THE SUPERINTENDENT OF PUBLIC INSTRUCTION (OSPI)**

Superintendent Chris Reykdal explained how the Governor has the decision power to close down schools not OSPI and the reopening of school districts.

School districts have their own systems in place and many were saying they were not ready to come back to in-person learning. Many communities did not have an infrastructure in place to integrate distance learning and no state was prepared for the pandemic or the training to get instructors ready for distance learning.

Governor Inslee created three (3) levels: high risk, medium risk, and low risk. Many districts have numbers coming down and looking to open in October. OSPI continues to give guidance on how to implement health district decisions in schools.

We are continuing meals for families as many inequities exist. While there is no substitute for in-person learning as kids need to learn from each other with each other, hybrid models are being developed. The hybrid model is taking into account the other models such as in Georgia's fall back and universities having to shift back to distance learning for going back in-person too soon.

Local health districts to decide when to open, many of them are feeling political pressure but the case numbers have in them in medium/high risk levels. Many families are asking to reopen because they need childcare, meal access etc. Many places are pushing too hard and this needs to be done slowly and well.

Internet connectivity – are there areas/resources for SW WA students?

- Staff person to be the contact person for family's needs to be Spanish speaking. Things are being translated but not many families are tech savvy – there is a need for a community liaison.

Funding put towards tech infrastructure, brokering child care needs, getting people to locations with connectivity etc. will be dispersed to community organizations for them to help families and districts.



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Dept. of Commerce has a map of the hotspots in all of WA.

- <https://www.commerce.wa.gov/building-infrastructure/washington-state-drive-in-wifi-hotspots-location-finder/>
- <https://www.k12.wa.us/policy-funding/grants-grant-management/2020-21-community-based-organization-grants>

Lessons learned:

- About 200k families started this crisis without access to resources.
- Revitalize our indigenous languages and engage with our indigenous communities.
- Standard Based Grading - Giving students the support they need and advancing those who have mastered the curriculum.

### **APPROVAL OF MINUTES**

Vice Chair Moreno submitted typo change to the Zoom June 6, 2020 meeting minutes.

Chair Baca asked for further comments. None were shared.

Chair Baca: Minutes stand approved as read with the addition of the s.

Without further discussion, amendments were approved.

### **EXECUTIVE DIRECTOR REPORT**

Executive Director Siguenza shared the highlights of the ED Report.

#### **Finance:**

CHA is in phenomenal financial standing but we are still in line for a 15% cut (60-70k). There is plan on using some of our funding for a State of Latino Community post COVID-19 Report but we are being cautious.

#### **Audit:**

CHA's audit began the second week of August and our original auditor told us it would take two (2) weeks. There was unexpected internal staff change in the Auditor's Office that resulted in CHA receiving a new auditor and our audit timeline has changed.

Auditor meets weekly with the Operations and Special Projects Manager to audit payroll, OPMA, and travel. DES Small Agency Services are working closely with us and auditor. We are expecting lessons learned from this audit.

What triggered it? Audits are done regularly and they usually like to focus on big agencies and every once in a while they will audit small agencies.

#### **CCW Grant:**

We are in month seven (7) of the grant that is set to expire in mid-February. Everett, Pasco, and Lake Washington Institute of Tech were chosen because of their ability to engage and provide capacity.

We are working with WA STEM to provide guidance and help put together a playbook for Washington State to implement the program. CHA is not managing or overseeing it but the funding is used to put the program together.



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Attendance Report:

A monthly attendance report is to be sent out to the Boards and Commissions Office. Meeting minutes will be used to reflect attendance.

*Discussion:*

Chair Baca asked where the grant comes from and how it's managed.

Executive Director Siguenza explained Career Connect Washington (CCW), made up of different state agencies, awarded CHA the grant but it is being managed by ESD. The grant pays for a small portion of staff salaries – ED Siguenza and part-time Grant Manager Myra Hernandez. There is an indirect 10% that we are not using but of that full percent some of it will be going to WA STEM.

**DR. BISH PAUL, WASHINGTON STEM**

Vice Chair Moreno explained CHA's partnership with WA STEM.

Scaling the P-TECH model to Washington as Career Connect Tech (CCT). Industry partner education, not specific to the business but the industry. It is to give students portability amongst sectors. We have identified three (3) pilot programs: Everett, Pasco, and Lake Washington Institute of Tech. Emphasis on equity – no testing to enter the program, removing financial barriers for students. At no cost to the students, CCT would provide them with transportation and the materials needed, students would participate in above minimum wage paid internships that are relevant to the credentials.

Dr. Bish Paul, Policy Director for WA STEM gave background on WA STEM and a partnership with CHA to help in advocacy to reform Dual Credit – set as a legislative priority.

About WA STEM

- WA STEM is a statewide nonprofit with focus on cradle to career with DEI emphasis.
- Provide equitable access to education and pathways to careers that earn a family-sustaining wage.

How WA STEM Works

- Convene and partner with eleven (11) Regional STEM networks alongside business, education, and community leaders to identify and scale effective local solutions.
- Provide direct support through open-source access to data and measurement tools and targeted financial investments.
- Advocate for change through education decision makers, storytelling, and collaboration in order to create the foundation for lasting, equitable change in our state.

Dual Credit Reform – CHA Advocacy Ask

- Dual credit and dual enrollment used interchangeably.
- Only 50% of students who did not do a dual credit pursued higher education.

Dual Credit Program Overview

- Concurrent Enrollment Washington Programs
  - College in the High School (CiHS)
  - Running Start
  - Career and Technical Education (CTE)
- College Preparatory Programs with Exams Washington Programs
  - Advanced Placement (AP)
  - International Baccalaureate (IB)



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- Cambridge International (CI)

WA Dual Credit Date for Latinx

- 54% of Latinx students in 9-12 grade completed at least 1 dual credit course – but unsure of the support they are receiving.
- Latinx students make up 24% of K-12 enrollment in WA State.
- 20% of students enrolled in CTE Dual Credit identified as Latinx.

*Discussion:*

Any cost associated for dual credit program for the students? Working with university to recognize the credits?

- Yes we are working on it. Equity map on how to achieve equity on 6 programs. Policy recommendations. All those programs cost students differently. Statewide articulation for CTE. Yakima is good at dual credit and getting students and families involved.

Are there any restrictions for the six dual college credit programs you shared for undocumented students? Also, are College Bound Scholarship students guided into these programs, considering that many are Latino students and promised college funding?

- 2 of the dual programs don't have restrictions for undocumented students (2/4) – still needs to be worked on.
- Especially for the exam based.

**LEGISLATIVE PRIORITIES**

Chair Baca asked for Commissioners to come back on Oct. 9 during the CHA conference call with their committee's legislative priorities.

Higher Ed and K-12 Committee

- Commissioners Nuñez, Renteria, Garza, and Moreno

Physical, Behavioral, and Environmental Health Committee

- Commissioners Hernandez, Navarrete, and Flores

Law and Justice Committee

- Commissioners Garza, Baca, and Flores

Econ Workforce Development Committee

- Commissioners Moreno and Alvarez

Commissioner Flores interested in environmental justice and health. Can fit into health and into justice. Make a note that it is a special interest area of mine

Rename taskforces to:

Higher Education and K-12

Physical, Behavioral, Environmental Health

Law and Justice

Economic and Workforce Development

Vice Chair Moreno explained every commissioner needs to serve on one of the committees but no committee can have more than five (5) members. They were designed to follow the committees of the legislature so that you know where you'll go with your priorities. Names more generic than the bylaws, those committees are to create their identity and have a platform for the legislature.

Commissioners expressed their interest:



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*COMISIÓN DE ASUNTOS HISPANOS*

Vice Chair Alvarez: Law and justice, Econ Workforce Dev  
Commissioner Garza: Law and Justice, Education  
Chair Baca: Law and Justice

Chair Baca asked for a structure to flush out charters and for a schedule to be put out. ED Siguenza cautioned meeting quorum but meeting can be publicized for the community to join.

Leads for each committee:  
Higher Ed and K-12: Randy Nuñez  
PBE Health: Lola Flores  
Law & Justice: Candice Garza  
Economic and Workforce Development: Lina Alvarez

**COMMENTS**

Guest Jim Stoffer of the Sequim School Board and member of WASDA expressed his appreciation for being invited to the meeting and the importance of the legislative priorities that they are also working on explaining that it is all connected.

**NEXT STEPS**

Committee charters will be sent out to leads and members to begin work.  
First committee meeting deadline: October 8<sup>th</sup>  
Report out from each committee chair: October 9<sup>th</sup> Commission conference call

**ADJOURNMENT**

Commissioner Hernandez motioned to adjourn the meeting. Seconded by Commissioner Garza.  
Without further discussion, the meeting was adjourned at 12:04 pm.





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CHAT BOX:

One of our local school board directors, Jim Stoffer, is here joining us. Welcome Jim!

From Maria Siguenza to Everyone: 10:38 AM

Thank you for joining us! Welcome!

From Bernal Baca to Everyone: 10:39 AM

Great welcome Jim Stoffer!!!!

From Me to Everyone: 10:40 AM

can we have everyone mute?

there is an echo

From Bish Paul (he/him) Washington STEM to Everyone: 10:55 AM

Drive-In WiFi Hotspots Location Finder. <https://www.commerce.wa.gov/building-infrastructure/washington-state-drive-in-wifi-hotspots-location-finder/>

From Brian Moreno to Everyone: 10:55 AM

Thanks, Bish!

From Maria Siguenza to Everyone: 10:55 AM

Thank you, Bish!

From Bish Paul (he/him) Washington STEM to Everyone: 10:56 AM

Grants Available for Community-Based Organizations to Support Student Learning. <https://www.k12.wa.us/policy-funding/grants-grant-management/2020-21-community-based-organization-grants>

From Mayra Hernandez to Everyone: 10:57 AM

I'll add these links to the notes. Thank you!

From Lina to Everyone: 10:58 AM

Thank you, Mayra

From Jim Stoffer to Everyone: 11:05 AM

Thank you & thank you Jessica for the invite. Jessica I will send you an email from my SB page re WSSDA's legislative program, which should be helpful & please share. Here is a link for all things WSSDA General Assemble which is coming up on Friday the 25th:) WSSDA.org

From Jess Hernandez, CHA Commissioner to Everyone: 11:05 AM

thank you Jim!

From Rodrigo Renteria / CHA to Everyone: 11:07 AM

That is fantastic!

From Brian Moreno to Everyone: 11:17 AM

We can always email Bish questions as well.

From Brian Moreno to Everyone: 11:34 AM

If anyone would like to learn more about the Career Connect Tech Academies (CCT), happy to follow up after this meeting.

From Bish Paul (he/him) WA STEM to Everyone: 11:34 AM

FYI: statewide Career Connect WA funding \$ comes from HB2158 (2019) the Workforce Education Investment Act (WEIA), which also pays for the Washington State Grant the state's "free college" program

From Randy Nuñez to Everyone: 11:50 AM

Bish, I have a couple questions.

Are there any restrictions for the six dual college credit programs you shared for undocumented students?





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**COMMISSION ON HISPANIC AFFAIRS**  
*COMISIÓN DE ASUNTOS HISPANOS*

Also, are College Bound Scholarship students guided into these programs, considering that many are Latino students and promised college funding?

From Candice Garza to Everyone: 11:52 AM

I also have a couple questions, Bish.

From Jim Stoffer to Everyone: 11:57 AM

a quick comment if allowed

From Rodrigo Renteria / CHA to Everyone: 11:58 AM

Isabel Carrera Zamanillo at UW is a great resource; she is in charge of STEM initiatives.

<https://environment.uw.edu/about/office-of-the-dean/deans-office-staff/>

From Candice Garza to Everyone: 12:03 PM

YES SO GREAT TO HAVE GUESTS GIVE US INFO!!

From Jess Hernandez, CHA Commissioner to Everyone: 12:04 PM

Agreed, guests to speak to us was really wonderful

DRAFT



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**COMMISSION ON HISPANIC AFFAIRS**  
*COMISIÓN DE ASUNTOS HISPANOS*

**CHA Monthly Conference Call**  
**Friday October 9, 2020**  
**10:00AM – 11:00AM**

**Meeting called to order at 10:07 AM.**

**Roll Call:**

<b>Name</b>	<b>Title</b>	<b>Organization</b>	<b>Present</b>
Bernal Baca	Chair	CHA	Yes
Brian Moreno	Vice Chair	CHA	Yes
Candice Garza	Commissioner	CHA	Yes
Jessica Hernandez	Commissioner	CHA	Yes
Lili Navarrete	Commissioner	CHA	Yes
Lina Alvarez	Vice Chair	CHA	Yes
Lola Flores	Commissioner	CHA	Yes
Randy Nuñez	Commissioner	CHA	No
Rodrigo Renteria	Commissioner	CHA	No
<b>STAFF</b>			
María Sigüenza	Executive Director	CHA	Yes
Nancy Rocha Aguilar	Communications and External Relations Manager	CHA	Yes
Myra Hernandez	Operations and Special Projects Manager	CHA	Yes
<b>GUESTS</b>			

**Purpose of Meeting:**

- Committee Report Outs
  - o Economic and Workforce Development Committee
  - o Higher and K-12 Education
  - o Law and Justice
  - o PEB Health
- Commissioner Appointment

**Action Items Developed/Pending:**

- None

**Ice Breaker**

- Chair Baca initiated an ice breaker for staff and commissioners.

### **Committee Report Outs**

- Economic and Workforce Development:
  - o Vice Chair Alvarez reported out on the Mercy Corps organization helping people open up business, training offered for first-time businesses, and the committee researching how many Latino owned businesses there are in WA.
  - o Chair Baca asked if there was a connection with how many Hispanic Chambers there are in the state – Vice Chair Alvarez would look into it.
- Higher & K-12 Education:
  - o Vice Chair Moreno reported out the committee's discussion on norms, expectations, and how to build the committee. Discussed partnerships with organizations, removing barriers, narrowing focus i.e. remote learning, tuition etc., and have subject matter expert.
  - o Chair Baca asked if there was connection with the Senate and House committees – Vice Chair Moreno said they are.
- Law and Justice:
  - o Commissioner Garza reported they discussed projects and priorities for the upcoming session i.e. worker protection, help for undocumented folks, social justice, census etc.
- Physical, Behavioral, and Environmental Health (PBE):
  - o Commissioner Flores reported out on the research team from UW approached CHA on how to engage the Latino community, DOH starting to plan for a COVID-19 vaccine. Discussed language access, trust by engaging community organizations and a find a way to pay them – staff time used is also being compensated. DOH wants to engage with CHA to figure out the best approach so that we can be better prepared and will create a focus group but cannot reach quorum.
  - o Chair Baca advised to invite Senator Emily Randall, Chair Hanson, and Speaker Jenkins. Commissioners to connect with Chair Baca for any other guests they'd like to invite

### **Appointments**

- Chair Baca appointed Commissioners Dr. Nuñez, Garza, and Hernandez to sit on a committee to vet commissioner applications. The group is tasked with reporting back to the commission next month with recommendations for the 2 open seats.

### **Adjourn: The meeting adjourned at 10:56 AM.**

- Vice Chair Alvarez moved to adjourn the meeting at 10:56 AM. Commissioner Flores seconded. The meeting adjourned at 10:56 AM.



STATE OF WASHINGTON  
**COMMISSION ON HISPANIC AFFAIRS**  
*COMISIÓN DE ASUNTOS HISPANOS*

**CHA Monthly Conference Call**  
**Friday November 13, 2020**  
**10:00AM – 11:00AM**

**Meeting called to order at 10:07 AM.**

**Roll Call:**

<b>Name</b>	<b>Title</b>	<b>Organization</b>	<b>Present</b>
Bernal Baca	Chair	CHA	Yes
Brian Moreno	Vice Chair	CHA	Yes
Candice Garza	Commissioner	CHA	Yes
Jessica Hernandez	Commissioner	CHA	Yes
Lili Navarrete	Commissioner	CHA	Yes
Lina Alvarez	Vice Chair	CHA	Yes
Lola Flores	Commissioner	CHA	Yes
Randy Nuñez	Commissioner	CHA	Yes
Rodrigo Renteria	Commissioner	CHA	Yes
<b>STAFF</b>			
María Sigüenza	Executive Director	CHA	Yes
Nancy Rocha Aguilar	Communications and External Relations Manager	CHA	Yes
Myra Hernandez	Operations and Special Projects Manager	CHA	Yes
<b>GUESTS</b>			
Representative Drew Hansen			

**Purpose of Meeting:**

- Representative Drew Hansen
- Legislative elections tentative results
- Committee Report Outs

**Representative Hansen**

- Rep. Hansen spoke to CHA about the successful passage of the 2019 bill for free college and higher education funding proposal for families earning less than \$50,000 and language to include DACA students.
- He also spoke about the state budget's impact on higher education and the challenges moving forward. There are a number of projects funded by donors that will continue to back these projects via their donations despite the status of the state budget or economic

recession, however there is a high level of anxiety centered on the high probability of losing funding for community colleges and low income residents.

- Invited commissioners who were interested in attending Friends of the Future Meeting to reach out to him for details.
- Ask from CHA: Letter of support

### **Legislative Elections – Tentative Results**

- Director Sigüenza reported out on the current state of WA legislative elections: The House members stayed about the same with a few seats flipped and the Senate saw change with new memberships.
- Director Sigüenza suggested a letter be sent out to newly elected officials as a way to introduce CHA

### **Committee Report Outs**

- Higher & K-12 Education:
  - o Themes centered on early learning, career pathways, Office of Equity etc. coming from a meeting with Dr. Paul from WA STEM. Legislative priorities will be decided during the December meeting.
  - o Chair Baca to invite Representative Tomiko Santos who chairs the Education Committee in the House
- Law and Justice:
  - o Seattle U Law created a 2.0 taskforce to provide recommendations on the justice system
    - Scheduling listening sessions and garnering representation from various groups. The group includes lawyers and students.
  - o Governor's Office is finalizing recommendations from the taskforce on independent investigations and police use of force. The recommendations are community driven.
- Physical, Behavioral, and Environmental Health (PBE):
  - o Commissioners Hernandez and Navarrete and Director Sigüenza met with Paj Nandi from the Department of Health regarding the COVID-19 vaccine implementation plan. The committee will be requesting a trusted list of organizers and community leaders to get the word out.

### **Application Review Team**

- The team interviewed 6 candidates and advanced 4 for recommendation. Two applications were recently received with well-qualified candidates. They will be interviewed in the interim.
- It is recommended to forward 6 names– 3 per position available. The Governor makes the final decision.

### **Adjourn: The meeting adjourned at 11:09 AM.**

- Commissioner Garza moved to adjourn the meeting at 11:09 AM. Dr. Nuñez seconded. The meeting adjourned at 11:09 AM.

**ADMINISTRATIVE POLICIES**  
**COMMISSION ON HISPANIC AFFAIRS**

**CHAPTER 11**

**MOBILE PHONES**

AUTHORIZING SOURCE: WAC 322-12 RCW 43.115

EFFECTIVE DATE: December 5, 2020

REVISED:

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**11.10**

**General**

**Scope**

This policy defines and establishes procedures to ensure the efficient assignment, proper use, and effective management of mobile devices for the Commission on Hispanic Affairs (CHA).

Mobile devices include cell phones, smart phones, data cards, hot spots, tablet computers, or any device that runs on a wireless network, via Bluetooth, or a broadband network. Mobile devices include state-owned mobile devices or personally owned mobile devices used to conduct state business for the CHA.

**Policy Application**

This policy applies to CHA staff who have been authorized by the CHA Executive Director to use a state-owned or personally owned mobile device to conduct state business for the CHA.

CHA may supply smart phones to all staff. State provided mobile devices may be issued based on one or more of the following job requirements:

- Employee's job requires field work or travel where landline phones are inaccessible or inefficient;
- Employees job requires immediate or on-call availability;
- Employee needs a mobile device for work-related safety, security, or other emergency reasons;
- Employee's job requires real-time communication, including email; or
- Other requirements as defined and documented by the agency.

**Policy**

The employee and authorizing manager must complete a Mobile Device Authorization and Agreement form to document business need and policy acceptance.

**A. State-Owned Mobile Device**

CHA employees who are authorized to use a state-owned device will work with the Executive Director and choose a WaTech approved device and have it set up to receive phone service, email, internet, calendar, and other applications necessary to perform necessary duties.

## **B. Personally-Owned Mobile Device**

CHA employees who are authorized to use a state-owned device may seek a request to alternatively use their personal mobile devices to conduct state business.

The WaTech staff will provide general instructions for employees with personally-owned mobile devices to set up their devices to receive email, internet, calendar, and etc. The WaTech staff are not able to provide troubleshooting or support for personally-owned mobile devices. The employee must obtain this support from their mobile provider.

The employee would be subject to the following:

- Employees using a personal mobile device to access business documents and communications must comply with statewide and agency-specific security standards, records management and retention schedules, and all other applicable laws and standards.
- All call records, documents and data, photos, etc. used to conduct state business and made via personally-owned devices, are subject to state records retention requirements and the public records act.
- Personal call records and other information (e.g. personal data, photos, text messages, etc.) may be subject to review or audit in the event of a litigation hold or public records request.
- The owner of a personal mobile device may be required to surrender the device including all personal and business-related information, if it is subject to a public records request or litigation hold.
- If the device is lost or stolen or if the maximum number of password attempts are made on the device, the mobile device will be subject to being wiped remotely (State Security IT Standards) if using a Mobile Device Management system.

## **CHA May Provide Stipends for Use of Personal Devices**

CHA may authorize a monthly stipend for employees who use a personal mobile device in lieu of a state-owned device. CHA considers this to be a cost savings measure as the stipend is less than supplying the employee with a state-owned phone. A stipend is allowed only when an employee is authorized to use their mobile device to conduct state business according to this policy. Monthly stipends are as follows:

- Voice access only - \$10/month
- Data access only - \$30/month
- Voice and data access - \$40/month

CHA will monitor stipend rates as supplied by the OCIO and other agencies and they may be adjusted at any time. All stipends will be authorized and documented using the Mobile Device Authorization and Agreement form and paid through a payroll transaction using a specific HRMS stipend code.

## **C. Security, Privacy, and Records Management**

- Employees must follow state security standards and are prohibited from storing or relaying confidential information by such means unless authorized by agency policy. Additionally, mobile device activity and transmissions may not always be secure.



- The state and CHA reserve the right to monitor the use of all state-owned mobile devices and services. Employees should not expect privacy in their use of state-owned equipment and services.
- All call records, documents, data, and photos, etc. used to conduct state business via a personal device, and all contents of a state-owned device, are subject to records retention requirements and the public records act. Any personal call records or other information may also be subject to review or audit in the event of a public records request or litigation hold. Personal data (data on a personal device that does not constitute a public record) is not subject to public disclosure; however, all data on a state-owned device is deemed a public record (see section 4.1.3 of the OCIO Cellular Device Policy 191.)
- CHA is responsible for managing and retaining public records related to mobile device usage in accordance with records retention schedules, including but not limited to, billing and usage records.
- The mobile device must be wiped remotely, by WaTech staff, if the device is lost or stolen, or when the maximum number of password attempts are made on the device, per the State IT Security Standards, if using a Mobile Device Management system.

#### **D. Agency Management of Mobile Devices**

##### **CHA Must Optimize Devices and Plans**

CHA is required to optimize the use of state-owned devices and service plans. Optimization may include one or more of the following:

- Combining service plan subscriptions, where possible, within agencies to streamline billing and management and to enable statewide optimization.
- Ensuring employees are using the most appropriate service plan by regularly monitoring and analyzing agency billing statements and usage reports to identify potential savings and efficiencies.
- Working with mobile contractors and agency employees to identify and deactivate or reassign unnecessary cell devices.
- Using the lowest cost method for long distance calls and related telecommunications services.

#### **E. Employee Responsibilities**

Employees authorized to use state-owned or personal mobile devices are responsible for:

- Properly using the state-owned mobile device and equipment in their possession as required by state and agency policies.
- Using the mobile device when it is the most cost-effective and efficient communication method compared to other tools (e.g., desk phones, SCAN long distance, or state calling cards).
- Reviewing billing statements for accuracy as requested by the agency.
- Ensuring personal device records are retained in accordance with CHA's retention schedule.
- Providing all relevant documents and communications stored on the mobile device if CHA receives a Public Records request for records that may in whole or in part be within their possession.
- Notifying their supervisor immediately in the event of damage, loss, or theft of mobile devices. The employee must provide written notification (email) within no less than three business days (see Section 4.1.5 of the OCIO Cellular Device Policy 191).

- Complying, while on state business, with all laws applicable to the use of mobile communication devices while operating a motor vehicle, including RCW 46.61.667 (no handheld devices) and RCW 46.61.668 (no texting).
- Returning state-owned mobile devices to their supervisor immediately when they leave their position or are no longer authorized to use a mobile device.
- Obtaining technical support for their personally-owned mobile device from their mobile provider.
- Complying with this policy when conducting state business using a state-owned device or their personally-owned mobile device to conduct state business, whether receiving a stipend or not.

**ADMINISTRATIVE POLICIES  
COMMISSION ON HISPANIC AFFAIRS  
CHAPTER 12**

**DIVERSITY, EQUITY, AND INCLUSION**

EFFECTIVE DATE: December 5, 2020

REVISED:

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**12.10**

**General**

**Diversity, Equity and Inclusion Policy <sup>1</sup>**

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Ensuring success for all by eliminating disparities and building partnerships

The Washington State Commission on Hispanic Affairs (CHA) recognizes that in order to achieve our mission and vision in service of those who reside in Washington, we must embed the values of diversity, equity and inclusion in all aspects of our work. The State of Washington is diverse, and our department must reflect that diversity. When we are representative of the people we serve, we can better address the disparities in outcomes of our services for marginalized and underrepresented communities through purposeful, tailored and equitable use of resources and programs.

To achieve a truly diverse workforce, we must be willing to address undeniable realities such as the existence and pervasiveness of discrimination, oppression, racism, white privilege, white supremacy, white dominant culture and individual biases. We must recognize oppression exists and has been reinforced through institutions, laws and policies to create structures and a system that discriminate against marginalized communities, especially people of color.<sup>2</sup> This system has influenced societal norms, practices, beliefs and thoughts to create a dominant culture that further reinforces and perpetuates discrimination and oppression.

This dominant culture influences our individual perceptions, thoughts and actions. The product of this culture and our biology<sup>3</sup> is the prevalence of biases, both conscious and unconscious, in how we perceive others, sometimes based on contrived, fabricated social constructs. These biases perpetuate discrimination and oppression of those outside of the dominant culture, especially people of color, leading to discriminatory hiring practices and other employment decisions, microaggressions and an unhealthy and exclusionary, rather than inclusionary, workforce culture.

Such a work environment affects everyone because we are all connected, but it most negatively affects those who are members of marginalized communities.

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<sup>1</sup> While multiple sources were used in the development of this model policy, we give particular mention to Department of Health and Secretary John Wiesman whose April 2019 directive provided valuable insight in the potential of this work.

<sup>2</sup> We recognize that people sit at the intersection of class, gender, sexual orientation, ability, etc., and that there are multiple ways we identify or experience barriers or oppression. We are leading with race when we mention oppression and marginalization because race continues to play a defining role in lived experiences and outcomes (health, education, jobs, incarceration, housing, etc.). Race is often the hardest to address and most avoided, so we are leading this DEIR-related work with a focus on race. By centering on race and using tools that can be applied across all areas of marginalization or oppression, we increase the ability of us all to work for equity. This emphasis is not meant to be exclusive.

<sup>3</sup> See Powell, John A. and Menendian, Stephen *The Problem of Othering: Towards Inclusiveness and Belonging*. Electronic. [www.otheringabdbelonging.org](http://www.otheringabdbelonging.org)

To achieve inclusion, we must disrupt the othering of communities and ensure respect and belonging for all. We must be willing to look at our facilities and work environment through the lens of inclusivity and accessibility (e.g., gender-inclusive restrooms, heights of countertops, accessibility of presentations, norms of communication, etc.). We must be willing to challenge our practices and behaviors that perpetuate a patriarchal work environment and lead to gender discrimination and harassment.

The department recognizes that although we cannot change the oppressive and discriminatory practices of the past, we have control over the workplace culture we create today and in the future. Much work remains for us as a department and as individuals to accept our responsibility and seize our opportunity to dismantle the internal policies, procedures, systems and practices that perpetuate inequity.

Based on these undeniable truths set forth above, it is therefore the department's expectation that all employees, regardless of position, do the following:

- Recognize your role in perpetuating inequity through your own individual biases, whether conscious or unconscious. Be willing to walk the journey toward self-awareness and reflection.
- Co-create with your colleagues a welcoming, supportive, safe, affirming, and respectful work environment.
- Accept that mistakes will be made, acknowledged, learned from and improved upon as much of this journey requires learning through iterations of growth and failure.
- Engage and support respectful dialogue and courageous conversations even when uncomfortable about racism, privilege, white fragility<sup>4</sup>, dominant culture, oppression and historical trauma.
- Participate in continuous learning, development and training offered in the areas of diversity, inclusion, cultural humility, oppression and equity.
- Identify and address microaggressions as they occur in our workplace, whether intentional or unintentional, and use these as opportunities to educate, learn, grow, listen and respond with respect.
- Offer support and encouragement by honoring each individual's truth through the affirmation and validation of their values, beliefs, principles and lived experiences.
- Read and comply with this policy.
- If you are not sure whether you are following this policy, ask your supervisor for advice or support so you can uphold the values described here.

In recognizing the positional privilege supervisors and leaders hold and its associated responsibility, the department further directs all supervisors and leaders, with coordination and support from human resources, to do the following:

- Promote diversity in all hiring activities including recruiting, interviewing and selection.
- Recruit and appoint culturally, racially and ethnically diverse managers and leaders.
- Ensure required qualifications listed for a job are truly necessary for a position. Where

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<sup>4</sup> White fragility is a state in which even a minimum level of racial stress becomes intolerable for white people, triggering a range of defensive moves. These moves include the outward display of emotions such as anger, fear and guilt, and behaviors such as argumentation, silence and leaving the stress-inducing situation. See DiAngelo, Robin, *White Fragility: Why It's So Hard for White People to Talk About Race*, Beacon Press, Boston, 2018.

possible, other comparable experience should be considered in lieu of education requirements.

Actively engage in initiating, promoting and championing inclusive strategies to retain workforce diversity in race, ethnicity, color, sex, national origin, religion, sexual orientation, gender identity, gender expression, age, veteran status and disability status.

- Ensure equal access to growth and leadership development, educational and training opportunities, succession planning, mentoring opportunities and other resources. This includes ensuring competitive internal and external recruitments rather than direct appointments where possible.

Much is and should be expected of the members of the department's executive leadership. Therefore, with support and coordination from human resources, executive leaders, including deputies and department heads, will do the following:

- Ensure diversity, equity and inclusion is a continuously present focus and a core value in our department decisions, especially as they relate to the allocation of resources.
- Use the voices and perspectives of marginalized and oppressed communities to influence and inform our priorities now and in the future.
- Make the department an anti-oppression institution with inclusive, full participation in decision-making and a purposeful commitment to restored relationships with marginalized and oppressed communities.
- Support progressive facilities and environment planning to transform the workplace into a welcoming, inclusive and accessible environment for all staff and customers.
- Actively listen to the experiences of staff, especially those from marginalized groups, and take action to change discriminatory or exclusionary practices.
- Continue to assess and correct workforce inequities throughout the agency including leadership appointments, promotional opportunities, training requests, access to flexible and alternate work modalities, and compensation.

Leadership will review this policy annually for changes and effectiveness.

This policy applies to all department employees, contractors, commissioners, and volunteers. For represented employees, the collective bargaining agreement will supersede any specific provisions of CHA policy with which it conflicts.

The directives indicated here are not optional, and failure to follow them may lead to discipline, up to and including termination. In addition, these directives and the goals will be used in annual evaluations for leaders as a specific competency required for satisfactory job performance. Leaders will be expected to explain how they worked to comply, achieve and exceed the goals identified in this policy.

Complaints associated with this policy should be processed in accordance with the procedures set forth by human resources.

**ADMINISTRATIVE POLICIES  
COMMISSION ON HISPANIC AFFAIRS  
CHAPTER 13**

**RESPECTFUL WORK ENVIRONMENT**

EFFECTIVE DATE: December 5, 2020

REVISED:

**13.10**

**General**

## Respectful Work Environment Policy

Expecting respect, dignity and civility at work

At the Washington State Commission on Hispanic Affairs (CHA), we believe one of the tenets of inclusion (see our DEI policy) is creating a work environment anchored to respect, dignity and civility. This policy outlines CHA's firm commitment to ensuring a positive, healthy and professional work environment in which all people, irrespective of their position, are treated with respect, civility and dignity.

A truly respectful workplace requires the cooperation and support from each and every employee and appointee of CHA. We all have a responsibility to set a positive example and behave in a manner that will not offend, embarrass or humiliate others. Sometimes our actions and behaviors, without intent, can offend others: There may be a gap between intent and impact. In these situations, it is important that we own our behavior and work to build trust and respect in our relationships.

Respectful behavior includes, but is not limited to, the following:

- Engaging others with an open, collaborative and cooperative approach.
- Valuing the diversity and the human rights of others regardless of their race, national or ethnic origin; color; religion; age; sex; sexual orientation, gender identity or expression; marital status; family status; veteran status; body shape/size; or any physical or mental disability.
- Recognizing the dignity of a person through courteous conduct.
- Committing to learn and develop an understanding of differing social and cultural norms.
- Taking responsibility for one's actions, displaying humility with mistakes and offering others grace and forgiveness for theirs.
- Emphasizing positivity and commonality rather than opposition or right and wrong.
- Finding ways to be constructive in providing feedback to others.

Disrespectful behavior includes, but is not limited to, the following:

- Offensive or inappropriate remarks, jokes, gestures, material (electronic or otherwise) or behavior
- Yelling
- Belittling
- Reprimanding in the presence of others
- Aggressive or patronizing behavior
- Embarrassing or humiliating behavior

- Intimidation and/or coercion
- Damaging gossip or rumors
- Bullying
- Inappropriate physical contact
- Covert behavior (inappropriately withholding information, undermining, underhandedness)
- Micro-aggressions
- Discrimination
- Harassment
- Sexual harassment
- Behavior that is inconsistent with creating a work environment anchored in respect, dignity, equity, civility and inclusion.

We want all employees and commissioners, regardless of position, to read and comply with this policy. We expect all employees in our organization to treat all their coworkers with dignity, civility and respect. If you are not sure whether you are following this policy, ask your supervisor or the executive director for advice or support so you can uphold the values described here. We also expect everyone who works here to speak up when they see disrespectful behavior, or to report it so it can be addressed. We will take care of each other and create a safe space. We will commit to learning and growing through engagement and availing ourselves of workforce trainings on this and related topics.

In addition to the above, all supervisors, managers and leaders at CHA are responsible to:

- Advise employees on how to uphold the values described in this policy and support their efforts to learn. If as a manager, supervisor or leader, you need assistance, contact human resources.
- Lead by example. Create and maintain a workplace that demonstrates respect and professionalism.
- Listen to employees when issues are raised. Do not condone or ignore violations of this policy or give employees the impression that you are.
- Address behaviors and incidents that violate this policy quickly and at the lowest appropriate level.

Leadership will review this policy annually. As part of the review, the following data and criteria will be used to determine the success of this policy:

- Annually, CHA will be able to affirm that 100% of our employees have read and understand the intent of the policy

This policy applies to all CHA employees, commissioners, contractors, and volunteers. For represented employees, the collective bargaining agreement will supersede any provisions of CHA policy with which it conflicts.

The directives indicated here are not optional, and failure to follow them may lead to discipline, up to and including termination. In addition, these directives and the goals will be used in annual evaluations for leaders as a specific competency required for satisfactory job performance. Leaders will be expected to explain how they worked to comply, achieve and exceed the goals identified in this policy. Complaints associated with this policy should be processed in accordance with the procedures set forth by human resources.



**ADMINISTRATIVE POLICIES  
COMMISSION ON HISPANIC AFFAIRS  
CHAPTER 14**

**REASONABLE ACCOMMODATION**

EFFECTIVE DATE: December 5, 2020

REVISED:

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**14.10**

**General**

## Reasonable Accommodation Policy

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Ensuring access to employment opportunities

In order to achieve the diversity and inclusion goals referenced in our DEI policy, the Commission on Hispanic Affairs (CHA) is committed to equitable and meaningful access to employment and any terms or condition thereof, for people with disabilities. Part of this work requires a meaningful review of our facilities to ensure the environment we work in is welcoming to all regardless of ability (see our DEI policy).

We recognize that access and opportunity for all employees and applicants require the design of workforce practices tailored to ensure there is a pathway to participation for individuals with disabilities. Employees, applicants<sup>1</sup> and selected candidates have the right to request and receive reasonable accommodation, without stigma, harassment or retaliation.

A reasonable accommodation is a modification or adjustment to a job, work environment, rules, policy, practice or procedure that enables a qualified<sup>2</sup> individual with a disability to gain access to an employment opportunity. Some examples of this are modifying application procedures, testing, interview processes and work schedules; acquiring or modifying equipment; providing readers or interpreters; and reassignment to a vacant position. It can also include leave.

If an employee, applicant or selected candidate believes they require a reasonable accommodation due to a disability during the application process or to perform the essential functions of a position, the individual may request an accommodation by contacting their immediate supervisor or CHA human resources. Such contact can be made orally or in writing.

CHA will acknowledge receipt of the request for reasonable accommodation within five business days from receipt and will begin processing the reasonable accommodation as soon as practicable but no later than 15 days from the date of the request. This is an interactive process. CHA will work with the requester to figure out what it can do to help. To aid in this process, CHA may request medical documentation. This information, in conjunction with the qualifications of the individual (see “qualified” above), will be used by CHA to grant or deny a reasonable accommodation. If CHA denies an employee’s accommodation, it will work with the employee to determine if there is an effective alternative accommodation that can be made.

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<sup>1</sup> Applicants, through job announcements or postings, should be made aware of the reasonable accommodation policy and process.

<sup>2</sup> The term “qualified” here is used to denote a person who meets the skills, experience, education and other job-related requirements of the position held or desired and who, with or without reasonable accommodation, can perform the essential job functions at the established performance standards. Employers should be mindful that essential job functions need to be documented in an employee’s position description.

CHA may choose to deny a request where the accommodation would cause the agency undue hardship because it is costly, extensive, substantial and/or disruptive and/or would fundamentally alter the nature or operation of the agency.

CHA will not deny an accommodation simply because it has some cost. In addition, certain accommodations related to pregnancy have been determined to not be undue hardships per RCW 43.10.005.

If CHA denies a request for accommodation, such denial and the reasons for it will be documented in writing and sent to the individual requesting the accommodation. Employees may request a review of the denial from the director of CHA and/or their delegate.

### **Direct Threat**

In rare circumstances, an accommodation request may be denied if there is reasonable cause to believe that an individual poses a direct threat to the health or safety of self or others. This determination will be based on objective evidence, including current medical information and an assessment of the individual's present ability to safely perform the essential functions of the job. In some cases, an employee may be sent to a doctor of CHA's choosing (at the agency's expense) if there is objective evidence to support a reasonable belief that, due to a disability, an employee poses a direct threat to self or others.

### **Disability Separation**

A disability separation is an action<sup>6</sup> taken to separate an employee from service when the employer determines that the employee is unable to perform the essential functions of the employee's position, or alternative position, with or without reasonable accommodation, due to a disability. Disability separation is not a disciplinary action per WAC 357-46-160 or applicable collective bargaining agreement articles. Notice of this type of action must be in writing to the employee and must include information about the option to apply for reemployment under WAC 357-19-465.

An employee may choose not to pursue an accommodation request and instead request to be separated from employment if they are unable to perform the essential functions of their position due to a disability. This request should be submitted to human resources in writing and provide medical information documenting the employee cannot perform the essential functions of the employee's position or class (if not already provided). CHA is not required to consider a reasonable accommodation in lieu of the employee's request for a voluntary disability separation.

Leadership will review this policy annually.

This policy applies to all employees of CHA. This policy also applies to applicants and selected candidates seeking accommodation in the hiring process. For represented employees, the collective bargaining agreement will supersede any provisions of CHA policy with which it conflicts.

Engaging in the interactive process and offering reasonable accommodation for individuals with disabilities is not optional for supervisors, managers and leaders. Supervisors and managers who are uncertain about how to navigate any part of this process should contact human resources for support and assistance. Supervisors, managers or leaders will be required to take reasonable accommodation training within six months of employment and every two years thereafter. Complaints associated with this policy should be processed in accordance with the procedures set forth by human resources.

*For the purposes of this model policy only, the following definitions are provided:*

**Disability** – Means the presence of a sensory, mental or physical impairment that is medically cognizable or diagnosable, exists as a record or history or is perceived to exist whether or not it exists in fact. A disability exists whether it is temporary or permanent, common or uncommon, mitigated or unmitigated whether or not it limits the ability to work generally or work at a particular job, and whether or not it limits any other activity within the scope of chapter 49.60 RCW.

**Impairment** – Includes, but is not limited to, any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genitor-urinary; hemic and lymphatic; skin; endocrine; or any mental, developmental, traumatic or psychological disorder, including but not limited to cognitive limitation, organic brain syndrome, emotional or mental illness and specific learning disabilities.

For the purposes of qualifying for reasonable accommodation in employment under Washington law, an impairment must be known or shown through an interactive process to exist in fact. The impairment must have a substantially limiting effect upon the individual's ability to perform their job; the individual's ability to apply or be considered for a job; or the individual's access to equal benefits, privileges or terms or conditions of employment; or the employee must have put the employer on notice of the existence of an impairment and medical documentation must establish a reasonable likelihood that engaging in job functions without an accommodation would aggravate the impairment to the extent that it would create a substantially limiting effect.

**Direct threat** – A significant risk of substantial harm to the health and safety of self or others, where the risk is connected to a disability and there is no reasonable accommodation that will reduce the risk. The risk must be specific, substantial, demonstrable, likely or imminent; and cannot be reduced to an acceptable level through reasonable accommodation. In determining a direct threat, CHA will consider the duration of the risk, the nature and severity of the potential harm, the likelihood that the potential harm will occur, the imminence of the potential harm and any potential accommodation in alignment with this policy.

**ADMINISTRATIVE POLICIES  
COMMISSION ON HISPANIC AFFAIRS  
CHAPTER 15  
ANTI-DISCRIMINATION, HARASSMENT, AND SEXUAL HARASSMENT**

EFFECTIVE DATE: December 5, 2020  
REVISED:

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**15.10**

**General**

## Anti-Discrimination, Harassment and Sexual Harassment Policy

Encouraging allies and expecting our leaders to do more

In order to achieve inclusivity and respect in our work environment, the Commission on Hispanic Affairs (CHA) is committed to ensuring that employees are treated respectfully and are free from discrimination and harassment, including sexual harassment.

Discrimination, harassment and sexual harassment of any kind are prohibited by law. They will not be tolerated. It is the responsibility of all employees, contractors and volunteers to foster and maintain a welcoming, inclusive, professional and safe workplace.

Ensuring equal employment opportunity is a vital responsibility for all of us at CHA. Therefore it is a violation of policy to (1) discriminate in the provision of employment opportunities, benefits or privileges; (2) create discriminatory work conditions; or (3) use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, based on membership in a protected class,<sup>1</sup> or retaliation for assisting in the investigation of a complaint.

In addition to the conduct outlined in our respectful work environment policy (Chapter 14), harassment based on a protected class is prohibited. Harassment is when, based on membership in a protected class, an employee must endure offensive conduct as a condition of continued employment or when the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile or abusive. Types of harassment that fall within this category include, but are not limited to the following:

- Sexual harassment
- Gender-based harassment
- Racial and/or ethnic harassment
- Age-based harassment
- Disability-based harassment
- Sexual orientation harassment
- National origin harassment
- Religion-based harassment

<sup>1</sup>For example, with regard to sexual harassment, it is prohibited to harass a person (an applicant or employee) because of that person's sex, gender identity or gender expression. CHA will not tolerate

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<sup>1</sup> See definition at the end of the policy.

sexual harassment of any kind. This includes unwelcome sexual advances, unwelcome requests for sexual favors or unwelcome other verbal or physical conduct of a sexual nature. Such behavior constitutes sexual harassment when it explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Sexual harassment can occur in a variety of circumstances. The victim as well as the harasser may be any gender. The harasser can be the victim's supervisor, a supervisor in another area, a coworker, a contractor, a commissioner, or other agent of the employer or a nonemployee such as a client or a customer. The victim does not have to be the person harassed, but could be anyone affected by the offensive conduct even if unintended by the perpetrator. Behaviors leading to sexual harassment can include, but are not limited to, gestures, innuendos, jokes or playful banter.

## **Reporting**

We strongly encourage employees, applicants, volunteers or others who have business with CHA who witness discrimination, harassment, sexual harassment or retaliation to report violations to any CHA supervisor, manager, leader or human resources personnel. While we recognize that victims and bystanders who experience or witness this behavior may feel uncomfortable with reporting violations, reporting of this conduct minimizes future violations of this policy. We will promptly investigate allegations of discrimination, harassment, sexual harassment or retaliation. Where such allegations are substantiated, we will take appropriate corrective or disciplinary action. This process includes support to victims and bystanders.

Retaliation or attempted retaliation against employees, applicants, volunteers or other persons having business with CHA who file a complaint under this policy or who participate in an investigation will not be tolerated.

CHA encourages employees with complaints alleging discrimination, harassment and/or retaliation to submit them as soon as possible<sup>2</sup> after the alleged violation. A person making a complaint under this policy may also file a complaint with the Washington State Human Rights Commission or the Federal Equal Employment Opportunity Commission. Represented employees may also file a grievance under their collective bargaining agreement.<sup>3</sup>

CHA has established a process for reporting discrimination, harassment and sexual harassment complaints, and will ensure that all individuals are protected and provided relief from any form of discrimination or sexual harassment in the workplace. Pursuant to law,<sup>4</sup> there are occasions that an agency must inform employees that it is under a legal obligation to respond to allegations of behaviors covered by this policy. CHA is committed to responding because it wants to promote an inclusive, respectful and safe culture.

## **Discussion and Disclosure**

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<sup>2</sup> We recognize there are many reasons that victims and witnesses of such conduct may delay reporting. The sooner an alleged violation is raised, the more quickly the appropriate actions can be taken, including an investigation, preservation of evidence and support to victims and witnesses.

<sup>3</sup> Represented employees should contact their union representative to file a grievance.

<sup>4</sup> See WAC 357-25-027.

In accordance with state law, an employer in the state of Washington may not require an employee, as a condition of employment, to sign a nondisclosure agreement, waiver or other document that prevents the employee from disclosing sexual harassment or sexual assault occurring in the workplace, at work-related events or between employees, or between an employer and employee off the employment premises. Any document signed by an employee as a condition of employment that has this effect is void and unenforceable per RCW 49.44.210. Responses to public records requests will be in accordance with applicable disclosure laws including section 2, chapter 373, Laws of 2019.

In this section, the term “employee” does not include human resources staff, supervisors or managers when they are expected to maintain confidentiality as part of their assigned job duties. It also does not include individuals who are notified and obligated to participate in an open and ongoing investigation into alleged sexual harassment and asked to maintain confidentiality during that investigation.

### **Directives**

All employees regardless of position are responsible to:

- Read and comply with this policy.
- Request an interpretation of the policy from their supervisor if they are unsure whether any of their behaviors or circumstances may be a breach of the policy.
- Treat all other employees in a manner consistent with this policy and without discrimination, harassment or sexual harassment.
- Consider being an ally for those facing discrimination, harassment and sexual harassment by speaking up when this behavior is observed and/or reporting any violations of this policy.
- Take sexual harassment awareness and prevention training within six months of hire and at least annually thereafter if a nonsupervisory employee.

In addition to the above, all supervisors, managers and leaders at CHA are responsible to:

- Make employees aware of this policy.
- Provide, with appropriate assistance from human resources, interpretations to employees about potential breaches of the policy.
- Lead by example. Create and maintain a workplace free from discrimination, harassment and sexual harassment.
- Watch for signs and symptoms of violations of this policy, including changes in employee behavior and conduct and be proactive in addressing them when noticed.
- Not condone or ignore violations of this policy, or give employees the impression that they are.
- Document, report and respond in an appropriate and timely fashion to incidents of discrimination or harassment toward employees, applicants, volunteers or persons having business with the CHA.
- Maintain the confidentiality of all such reports to the extent provided/allowed by law.
- Take sexual harassment awareness and prevention training within six months of hire and annually thereafter.

Leadership will review this policy annually for changes and effectiveness. As part of that review, the following data and criteria will be used to determine the success of this policy:

- Annually, CHA will be able to affirm that 100% of our employees have read and understand the intent of the policy

This policy applies to all CHA employees, contractors, commissioners, and volunteers. For represented employees, the collective bargaining agreement will supersede any provisions of CHA policy with which it conflicts.

The directives indicated here are not optional, and failure to follow them may lead to discipline, up to and including termination. In addition, these directives and the goals will be used in annual evaluations for leaders as a specific competency required for satisfactory job performance. Leaders will be expected to explain how they worked to comply, achieve and exceed the goals identified in this policy.

## **Definitions**

**Discrimination** – Unfavorable or unfair treatment of a person or class of persons in comparison to others who are not members of the protected class, or retaliation for complaints related to discrimination against a protected class.

**Harassment** – Verbal, nonverbal or physical conduct that threatens, intimidates, coerces, offends or taunts another person (including sexual, racial or ethnic slurs) that interferes with the employee's ability to perform their job.

**Protected class** – A person's religion, age, sex, status as a breastfeeding mother, marital status, race, color, creed, national origin, political affiliation, military status, status as an honorably discharged veteran, disabled veteran or Vietnam era veteran, sexual orientation, gender expression, gender identity, any real or perceived sensory, mental or physical disability, genetic information, the participation or lack of participation in union activities, or use of a trained dog guide or service animal by a person with a disability.

**Sexual harassment** – Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile or offensive work environment.

**Retaliation** – Adverse action(s) against individuals because they have reported instances of discrimination, harassment or allegations of such conduct, or participated in or have been witnesses in any procedure to address a complaint of discrimination or harassment.



## Commission on Hispanic Affairs 2021 Meeting Schedule

<b>EVENT</b>	<b>DATE</b>	<b>LOCATION</b>	<b>TIME</b>
<b>Conference Call</b>	Friday, January 8	Zoom	10:00-11:00am
<b>Conference Call</b>	Friday, February 12	Zoom	10:00-11:00am
<b>Commission Meeting</b>	Saturday, March 6	TBD	8:30-3:00pm
<b>Conference Call</b>	Friday, April 9	Zoom	10:00-11:00am
<b>Conference Call</b>	Friday, May 14	Zoom	10:00-11:00am
<b>Commission Meeting</b>	Saturday, June 5	TBD	8:30-3:00pm
<b>Conference Call</b>	Friday, July 9	Zoom	10:00-11:00am
<b>Conference Call</b>	Friday, August 13	Zoom	10:00-11:00am
<b>Commission Meeting</b>	Saturday, September 4	TBD	8:30-3:00pm
<b>Conference Call</b>	Friday, October 8	Zoom	10:00-11:00am
<b>Conference Call</b>	Friday, November 12	Zoom	10:00-11:00am
<b>Commission Meeting</b>	Saturday, December 4	TBD	8:30-3:00pm

If you need further information, contact Maria Siguenza, 1110 Capitol Way S., Suite 220, Olympia, WA 98504, 360-725-5660, [maria.siguenza@cha.wa.gov](mailto:maria.siguenza@cha.wa.gov), [cha.wa.gov](http://cha.wa.gov).



# Executive Director's Report

Prepared by María Sigüenza

December 5, 2020

## 1. Finance

The FY21 budget is \$465,000 with an additional \$13,000 allotted from FY20 from an unused pension fund allotment. CHA is in great financial condition with a projection to underspend. Staff is working on increasing budgets to the communications, training, and supplies fund. This is a great chance to be able to provide development opportunities for staff much like the large agencies do. Normally, a budget of \$1000 is split between staff to partake in development opportunities.

We are expecting the Governor's budget to be introduced the middle of December. Our budget liaisons at the Office of Financial Management were cautiously optimistic about CHA not facing any cuts, as we were asked to propose by September. I remain optimistic, however, we will not know what our budget will look like FY22 until the end of the legislative session.

Commissioner Opportunity: Once per fiscal year Commissioners may request CHA to submit a \$150 donation, as long as funds are available, to an organization of their choice. State rules say we can donate to an organization that aligns with our mission. Past recipients have been WASCLA, El Centro de la Raza, and other community organizations. It is against the law to issue donations to individuals or causes such as GoFundMe accounts or such sites. In order to start the process of issuing a donation, please email Myra AND myself with a request.

## 2. Audit

CHA's audit was completed on November 6<sup>th</sup>, 2020. There were no findings. Thank you to Vice Chair Moreno for accepting the audit paperwork in April (at which point he served as Chair). Thank you to Chair Baca and Vice Chair Alvarez for their help in finalizing paperwork and attending the exit and entrance interviews in the month of November.

Though we did not have any official findings, staff decided to take a recommendation from their office to strengthen our process for staff travel approvals. We are working on creating a stronger paper trail for these approvals; currently we use TEMS (the state's electronic system) for processing this information. We also implemented a new process to keep track of our purchase/travel card spending. The Office of the Washington State Auditor published the [final report](#) on November 23<sup>rd</sup>, 2020. The total cost of the audit fell below the allotted \$10,000 budget.

## 3. Career Connect Washington Grant

While working on the development of Career Connect Tech (CCT) in the three pilot regions, the Employment Security Department (managing the CCW grant) reallocated the budget to allow for CHA to spend dollars on communications related to the creation of CCT. A few weeks ago, Myra, with Nancy's assistance, launched a CCT website (<https://cctwashington.org/>), where people can learn about CCT Washington. Our website also lists who our partners are and enables visitors to ask us any questions regarding the program. An upcoming addition to the site is our CCT informational video. We contracted with Blue Shift Media, an OMWBE certified firm, to undergo the project, and we are close to completion. Once the video is published, it will be available for sharing on the platform. Each regional team has made great strides through the grant period. Our global team has been working hard to remove barriers for our regional partners and provide assistance throughout the process leading up to the Career Launch applications. Our partners in Kirkland and Pasco will apply by year-end for Career Launch endorsement with the hope to begin the program in Fall 2021. Our Everett team will continue to

design an IT CCT Academy while identifying barriers and proposing solutions while gathering potential partners to articulate agreements for a CCT Academy.

#### 4. Administrative Policies

Per State Human Resources Directive 20-03 all state agencies need to update their administrative policies to include four new policies: Diversity, equity and inclusion; respectful work environment; anti-discrimination, harassment, and sexual harassment; and reasonable accommodation. In addition, the OCIO requires agencies to have a mobile phone policy. Staff worked during the month of November to draft (using a template, thanks to OFM!) these policies. Commissioners and staff received on 11/20 drafts for feedback, per Administrative Policy 1.30.10. No feedback was received.

Again, thank you to the commission's help and guidance as we update this integral agency document.

#### 5. Staff Activities

Small Business Liaison Team: The last Small Business Training in Spanish took place Dec 2, 2020 from 10 am-12 pm. The SBLT is going to be reformatting the business trainings to hour-long trainings focused on specific themes for next year.

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*A Small Business Story: Lorraine Chachere, Economic Development Specialist from the City of Burien reached out to Nancy for support with a local Hispanic business owner.*

*She learned about a small business owner who believed had received a Paycheck Protection Program loan, but was paying exorbitant fees. He provided a copy of the documents he signed; the documents and the terms of the loan looked highly suspicious. English was not his first language of this business owner. He thought he was securing funds to keep his employees employed, however, after receiving this loan; he was having to make daily payments in excess of \$700 a day to keep up with the terms and pay additional fees. He was on the hook for an enormous amount of debt.*

*Nancy connected this person with our partners at the Small Business Development Center and they opened an investigation immediately. They also provided support for him to apply for the PPP loan and other available aid. After checking in with Lorraine recently, we heard she was very happy with the urgency and attention that this case received. She said the business owner was getting support and follow up on a weekly basis. She was thankful for CHA's role and agreed to help market to her networks the Small Business Requirements and Resources workshops put on the by Small Business Liaison Team via email blasts and social media.*

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Website: The rebrand of the website is almost complete. The next phase is taking it to Spanish. We are projecting to have this completed by the end of the first quarter of the year.

Newsletter: The CHA newsletter will be a monthly electronic publication. The structure is as follows:

- CHA Director updates: A small blurb with agency updates.

- Commissioner Spotlight: A short paragraph about the commissioner, their work, and/or their interest areas
- Did You Know?: Three stories from partner agencies and non-profits
- Program advertising (2): Click-through banners about resources available
- Video Feature: Informational video created by CHA Staff

Legislative Session Informational Video Campaign: Informational videos about the legislative processes will be created to help inform the community. Videos will be done in English and Spanish.

Smoking Cessation Campaign: We supported Centro de la Raza with the Washington State Stop Smoking Campaign. We helped distribute over 5,000 masks, toolkits and hand sanitizers the Latinx community.

## 6. Events

Legislative Session: Session is slated to begin on January 11<sup>th</sup>. A session cutoff calendar has not yet been published. This year, we will embark on a long session lasting 105 days. Based upon this information, Sine Die should be April 26<sup>th</sup>.