

Office of New Americans Advisory Board Inaugural Meeting  
Meeting Minutes  
Wednesday, January 6, 2021  
9:00am-12:30pm via Webex

**DRAFT FOR REVIEW**

**ONA Advisory Board members present:**

*Hassan Ahmad, Kate Ayers, Rammy Barbari, Amar Bhattarai, Hannah Borja, Jennifer Crewalk, Dr. Fern Hauck, Michael Hoefer, Susannah Lepley, Eric Lin, Dora Muhammad, Ahoo Salem, Juan Santacoloma (present from 9:30 – 10:00 a.m.), Amelia Castañeda, Eva Stitt, Milton Vickerman, Soyoun Yoon (present from 11:00 -12:30 p.m.)*

**Absent:** *Djibril Niang*

**Ex-officio members present:**

*Paul Berry  
Ashley Reynolds Marshall  
May Nivar*

**Additional ONA and Governor's Office Staff present:**

*Seyoum Berhe, Director, Office of New Americans  
Mona Siddiqui, Senior Policy Advisor, Office of New Americans  
Grace Reynolds, Program Administration Specialist, Office of New Americans*

**Additional Guests:**

The Honorable Ralph Northam, Governor of Virginia  
The Honorable Dr. Janice Underwood, Chief Diversity Equity & Inclusion Officer  
The Honorable S. Duke Storen, Commissioner, Department of Social Services  
Senator Ghazala F. Hashmi, Senate of Virginia, District 10  
Delegate Kathy K. L. Tran, Virginia House of Delegates, District 42  
Susan Whyte, Assistant Attorney General  
Rich Andre, Senior Policy Coordinator, New American Economy

**Welcome and Call to Order:**

At 9:05 a.m. Seyoum Berhe welcomed the Office of New Americans Advisory Board (ONAAB), guests, and public participants. Berhe gave an overview of the meeting agenda and advised participants on public comment guidelines and access to closed captioning. Berhe then introduced Mona Siddiqui.

Mona Siddiqui welcomed the ONAAB and congratulated ONAAB members on their recent appointment. Siddiqui then introduced Dr. Janice Underwood.

**Remarks:**

*Dr. Janice Underwood:*

Dr. Underwood stated that Virginia is the tenth state in the nation to establish a statewide Office of New Americans (ONA). Dr. Underwood stated that Virginia has truly progressive leaders prioritizing diverse communities, especially at a time when the country needs healing and reconciliation more now than ever from detrimental policies that hurt immigrant communities. Dr. Underwood stated that Virginia is moving towards the original promise of equal opportunity for all.

Dr. Underwood stated that the establishment of the ONA through the DSS in collaboration with the ODEI is a testament to the Governor's priority to build a stronger, more just, and inclusive Commonwealth for all residents. The mission of ONA is to assist in the economic, linguistic, and civic integration of immigrants who choose to make Virginia their home. Dr. Underwood stated that ODEI is a vested partner with DSS to advance this mission. Dr. Underwood stated that her charge is to identify and remove systemic barriers preventing immigrants, including refugees, from fully participating in Virginia's workforce, educational systems, economy, and civic and community engagement.

Dr. Underwood stated that she is pleased to welcome all of the ONAAB members including the ex officio members from the Governor's Advisory Boards. Dr. Underwood stated that the ONAAB in partnership with the Governor's Advisory Boards together can remove silos and build exponential momentum in removing barriers that impede meaningful integration.

Dr. Underwood thanked Ms. Siddiqui. Dr. Underwood stated that Ms. Siddiqui will help shape the relationships both internal and external to state government that will drive this work in the months to come and into the future for long-term sustainability. Dr. Underwood recognized that much more work is needed at every level, and stated that she looks forward to working ONAAB to create irreversible progress, and a strong foundation to both sustain and operationalize this work for generations to come.

Siddiqui introduced Governor Northam.

*Governor Ralph Northam:*

Governor Northam stated that immigrants make the fabric of Virginia communities better and richer. Governor Northam stated that more than twelve percent of Virginia's population was born in another country, one in six Virginia workers is an immigrant, and more than one-fifth of Virginia's self-employed business owners were born somewhere else. Governor Northam stated that Virginia's immigrant populations include workers, business owners, taxpayers, and neighbors. Governor Northam stated that immigrants are an integral part of Virginia's diverse and thriving communities, and make extensive contributions that benefit the Commonwealth. Governor Northam stated that throughout his administration, Virginia has not only welcomed the contributions of immigrants, but has stood up to ICE, supported drivers licenses for undocumented immigrants, supported sanctuary cities, and stood up against anti-immigrant policies and harmful rhetoric that hurts all Americans. He stated that today, his administration has launched the ONAAB, which will work through ONA, DSS, and in collaboration with ODEI, to help immigrants integrate into the Commonwealth. Governor Northam stated that the ONAAB will make recommendations to his Administration for how the Administration can improve state policies and programs to better support new Americans.

Governor Northam stated that Virginia is the tenth state in the nation to create a statewide ONA. Governor Northam stated that his goal has always been to make Virginia an open and welcoming state, where everyone feels safe to build a new home. The ONA and the ONNAB is part of that commitment to a strong and inclusive Commonwealth. The ONA and ONAAB will help us identify and remove systemic barriers that prevent immigrants—including refugees—from fully engaging in Virginia's workforce, school systems, economy, and communities. Governor Northam expressed his gratitude for Mr. Berhe for serving as director for the ONA. Governor Northam thanked Ms. Siddiqui for serving as the senior policy advisor for the ONA and stated that she will be the connection between his administration and the state agencies, stakeholders, and community partners. Governor Northam thanks all present for participating in this effort, and agreeing to serve on this new board. Governor Northam stated that ONNAB contributions are important, he values their service, and looks forward to seeing how this new ONA and the ONAAB help our new Americans thrive in their new home.

Siddiqui thanked the Governor. Berhe introduced Commissioner Storen.

*Commissioner S. Duke Storen:* The Commissioner spoke on how it was an honor to be here, and thanked the Governor and Dr. Underwood for their leadership and commitment to every Virginian, including every New American who brings their gifts, talents and culture to enrich all of our lives. He stated that the past year has been hard on everyone, but no-one has suffered in silence more than those without a voice. Commissioner Storen stated that, as evidenced by the advisory board and by the ONA, states like Virginia are stepping in to fill the gaps left by, and sometimes created by, the federal government, in how we reimagine immigrant inclusion in our state. He stated that states have begun to lead the way to devise innovative solutions, design policies that broaden the safety net, as part of an inclusive recovery. He stated that Virginia's network of state advocates bring such a wealth of experience to the table. Commissioner Storen stated that the DSS stands ready to listen and work together as we develop best practices, collaboration on inclusive policies that promote immigrant integration into workforce, healthcare access, and social safety net programs. He stated that across the country, we are seeing creative solutions that address the quality of life and challenges often faced by immigrants. Commissioner Storen then discussed a few of them and asked attendees to begin to imagine the bold policies that might be put forward. For example, Washington State has created a 40 million dollar cash assistance emergency relief fund to provide humanitarian relief regardless of immigration status. California passed a law to extend the earned income tax credit benefits to 600,000 additional Californians, including undocumented filers. This allows workers to file taxes with an ITIN number. Illinois passed legislation to extend health insurance similar to Medicare to undocumented seniors. Washington and Colorado created rent housing assistance programs that paid rent directly to landlords, circumventing restrictions on giving federal aid to undocumented tenants. Commissioner Storen stated that these programs did not just happen; they took years of advocacy and hard work from people like the board who realize that we are better when everyone succeeds. He stated that the Virginia DSS family and team look forward to collaborating with the board and all state partners to ensure that we help shape the way we think about and act toward immigrants and refugees across the Commonwealth. He stated that we will open doors to those that need support and find ways to utilize the energy and skills and

passion that immigrants bring to the Commonwealth. Commissioner Storen stated that this is the beginning of an important journey and that DSS is setting up under the terrific leadership of Berhe to make this journey successful. He pledged the full resources and talent of the DSS. Commissioner Storen thanked everyone and congratulated the board on their appointments.

### **Introductions:**

Seyoum Berhe and Grace Reynolds introduced themselves and Reynolds performed roll call, asking each board member, including ex-officio members in attendance to introduce themselves when called upon. Each ONAAB member shared their stories.

Siddiqui introduced herself and shared her story. Siddiqui then introduced Delegate Tran and Senator Hashmi.

### **Remarks:**

*Delegate Tran:* Delegate Tran stated how thrilled and emotional she was about the establishment of the ONA and how its establishment was one of her top goals when elected in 2017. She thanked Mona Siddiqui, Fran Inge and Seyoum Berhe for their leadership. She remarked on wanting to remain in constant contact on additional ideas to work together to support New Americans. Delegate Tran discussed New Americans in Virginia as being truly diverse, much like those on the call, living in all corners of Commonwealth, from all over the world, refugees, undocumented immigrants, people who have moved here for better work opportunities, to be closer to family, and being youth, students, parents, older Virginians. She remarked on how all share a common experience of leaving a home country, starting anew and having to learn a new language, culture, having to rebuild lives, and always working and striving to do better, sometimes without the networks or support available to others. Delegate Tran stated that, for her, the ONA is so important to make sure that immigrants are welcomed and included, and have opportunities to fulfill their promise. She sees the office's role as helping to knit together state policies and programs to make sure immigrants are served. She stated the role of the advisory board is to lift up the voices of immigrants in Virginia. She expressed her hopes that the board will be fearless, and that she enjoyed Commissioner Storen's list of what's happening in other states, and sees it as a good marker for Virginia. She remarked on the need tackle the following issues: language access, healthcare access (mental and reproductive health), criminal justice reform, worker protections, workforce development and professional licensure, education (k-12, higher education, adult education). Delegate Tran then thanked everyone for their time and service and for generously sharing expertise and perspective.

*Senator Hashmi:* Senator Hashmi thanked Mona and others for inviting her, and said she was honored and delighted to be there. She thanked the board for the gift of public service to the Commonwealth. She thanked and acknowledged Delegate Tran for her hard work last year and vision for the office that propelled it to the forefront of legislative activities in 2020 session and for inviting her on the Senate side to sponsor the bill. She remarked that last year was her first General Assembly and that she was happy to have collaboration and partnership with folks like Delegate Tran. She stated that this was one of the key pieces of legislation that she was able to carry, and a very important one. She remarked on a personal note that she also has an immigrant

story, as her parents came from Pakistan and India, and she came as a four year old child to Georgia, as one of one or two families of South Asian heritage in the small town in Georgia. She remarked on how she did not know any other immigrant families and how this is a shared experience among immigrants, of having to find a place, acclimate, adjust to an entire new culture. She stated her belief that one thing immigrants bring when they come to this country is a profound love, and ironically a profound love for a country that is maybe even deeper than families who have lived here for generations, because many have chosen to come to this country, and made conscious decisions based on values and identities found here. She remarked that in some ways immigrants end up being more American than native-born Americans. She stated that she felt a deep urge to define her American identity in high school, college and graduate school and decided to focus on American literature because she wanted to find the full narrative of what it means to be an American, and how the philosophy, writing, history and narratives have shaped who we are. She stated that she focused on American poetry in particular and remarked on a couple of poems she always wanted to share when on the campaign trail. She relayed that one line is from Whitman's Epic of America: "I hear America singing," in which he hears the full song of America, from farmers to workers in mills and factories, from the urban environment into the rural context. She then remarked on Langston Hughes' line "I too sing America," and how he dared as a black man to lay claim to that American identity and to the song of America. She stated that when running for office, she wanted her message to be that immigrants have a rightful claim to the same deep American identity. She states that this is an important message for all, and especially through the creation of the ONA, to reiterate and share this value and importance of these rich immigrant communities that are now part of the Commonwealth. She stated that the board's work is very important, and thanked Mona in guiding us as we create and launch the new Office and see its success in the next few years.

## **Overview of ONA**

### **Roles & Responsibilities**

### **Board Election Procedures**

### **Committee Structure**

**Berhe** gave an overview of ONA and transition from the Office of Newcomer Services. Berhe stated that the role of the board is to bring unmet needs in community to the board and to guide the ONA. Berhe discussed the need to bring the services and resources to the immigrant community as well as the refugee community. Berhe stated that ONA's role is to build bridges between refugee services and immigrant services, including language services. Everything is connected to language access—education, employment, training, etc. Berhe spoke on the need to use other states as a guide, but also learn from their mistakes.

**Siddiqui** stated that her role to support the ONA comes under the direction of Dr. Underwood. Siddiqui stated that she serves as a liaison between the Governor's Office and DSS to advocate for policies in the best interest of our immigrant communities.

Siddiqui stated that she is working with Berhe to establish a foundation of the advisory board. Siddiqui also stated that she is working across secretariats, other state agencies, relevant communities, and stakeholder groups to understand how state government agencies can better serve immigrant communities:, including identifying barriers and then developing and executing

policy to eliminate barriers and facilitate meaningful integration, through the ONA and other state government entities.

Siddiqui also spoke on the advisory board's role to also carry out the Governor's priority of fostering an inclusive and welcoming Commonwealth for new Americans. Siddiqui stated that the advisory board's role is critical in this three-way partnership between DSS, ODEI and the advisory board. The roles and responsibilities of the ONAAB come from the code of Virginia. The purpose of an advisory board pursuant to the Code in general is to provide advice and comment. In the legislation that established the ONAAB, the board's role is specifically defined as serving as liaison between ONA and the public to ensure that the state government understands what the public concerns are, and to communicate the office's activities to the public. The powers and duties are laid out in Code of Virginia § 2.2-2498. This section enumerates a list of five powers and duties:

1. Advising the Governor on ways to improve state policies and programs to support the economic, linguistic, civic integration of new Americans;
2. Undertaking studies, symposiums, research and reports to gather information and present recommendations to Governor on issues of concern and importance to new Americans;
3. Advising Governor on statutory or regulatory issues of importance to new Americans;
4. Collaborating with DSS and other public and private entities to recognize and call to attention the significant contributions of new Americans; and
5. Preparing an Annual Report to the Governor and the General Assembly on the activities of the ONA including recommendations for improving policy and state programs.

In addition to these enumerated powers, the ONAAB is also authorized to apply for and accept and expend gifts, grants, or donations from public or private sources to enable it to carry out its objectives.

Siddiqui emphasized that the nuts and bolts of this work for immigrant communities is being prioritized by state government for the first time in the history of the Commonwealth, and she indicated that the ONAAB, in doing this work, which is in fact the essence of diversity, equity and inclusion work, will be laying the foundational groundwork for future advisory board work. She continued by outlining that attendees would next spend a little time talking about how these powers and duties will be operationalized **substantively**, as well as **procedurally**. She stated that Berhe will cover the substantive aspects, and a little later Assistant Attorney General Susan Whyte, who is the board's counsel from the Office of the Attorney General, will cover the **procedural** requirements as public bodies.

**Berhe** discussed operationalizing enumerated powers and duties substantively. Berhe stated that ONAAB will meet four times a year. Berhe stated that most work accomplished through Committee work with leadership of the Executive Committee.

The statute requires the election of a Chair and Vice-Chair. Berhe also recommended the election of Secretary and Treasurer. Berhe stated that a Secretary would be to take meeting minutes while the Treasurer's role would be to take on the charge relating to accepting and

expending gifts, grants, or donations. Berhe invited comments and feedback to his recommendations.

Berhe recommended that the ONAAB establish a committee structure that mirrors language of the Code of Virginia, which emphasizes economic, linguistic and civic integration. Berhe also recommended a committee dedicated to the fundraising aspect of board responsibilities. Berhe invited comments and feedback to his recommendation.

Berhe instructed ONAAB members to reach out to him, Siddiqui, or Reynolds to indicate interest in serving in these positions, or nominating a fellow board member to serve in a position.

Berhe stated that the next meeting will begin with Elections. Once the Executive Committee is formed, they will then lead the discussion on Committee Structure and standard operating procedures.

**Susannah Lepley** made a comment in chat as supportive of the structure.

**Mike Hoefler** asked about term limits and how that affects different roles.

**Siddiqui** stated that many terms are staggered—some have 1, 2, 3, and 4 year terms so as not to elect a whole new board in any given year. One year terms will end on June 30, 2021. Elections will be held on July 1, 2021. There is an opportunity for re-appointment of the one year terms. The Code of Virginia allows for reappointment for up to two 4 year terms. Ms. Siddiqui stated that we all serve at the pleasure of the Governor.

**Hoefler** asked if it is best for Chair to be someone with a longer term.

**Siddiqui** suggested that the ONNAB members may establish standard operating procedures to determine the requirements of the Chair.

**Eva Stitt** asked if Executive Committee roles have been defined and how they will operate.

**Siddiqui** answered that Chair and Vice-Chair roles are laid out in Code. Standard operating procedures as developed by the ONAAB will establish the requirements of these roles, such as setting agenda, leading meetings, etc. Secretary will take roll call and record meeting minutes, and the Treasurer will focus on finance and the funding mechanism. The ONA staff will start the process of drafting standard operating procedures, given the board's input and seek additional guidance from the Secretary of Commonwealth's staff. ONAAB can review the procedures and potentially vote on them at the next meeting.

**Fern Hauck** [audio of poor quality] asked question about board members making recommendations [unclear]

**Siddiqui** responded that the Code lays out board responsibilities in economic, linguistic, civic integration. Siddiqui suggested these areas as starting points for the ONNAB to consider for committee structure. She also suggested a committee for finance. Subcommittee work would fall within those committees.

**Hauck** proposed the idea of a committee focused on health.

**Eric Lin** stated that he liked the committee structure, but is not sure if a specific committee for linguistic issues is best because it is pervasive across the work. Lin suggested an ‘access to services’ piece. Lin asked if ONAAB has a budget.

**Berhe** answered that the board’s decisions on committees aren’t limiting, just suggestions to stay within the general structure. As to budget, the board can bring in money, which is unusual. In the DSS budget, there are some funds for limited transportation-related expenses. There is also the freedom to fundraise money towards immigrant services.

**Amar Bhattarai** stated that it makes sense for ONAAB to elect the Executive Board and then discuss committee structure and design operating procedures.

**Hannah Borja** asked whether the ONAAB will have some sort of briefing/clarification on how the board’s initiatives are constrained by the General Assembly.

**Siddiqui** stated that the ONAAB role is to provide annual reports to the General Assembly as an entity, and staff will help guide as to what constraints are. Siddiqui suggested discussion on the General Assembly and 2021 legislation session at the next ONAAB meeting.

## **Break**

## **Board Orientation**

**Siddiqui** responded to Mr. Lin’s question on budget, mentioning that this topic is something we will give further information on at the next meeting.

**Reynolds** asked Soyoung Yoon to introduce herself, as she was not on during board introductions earlier.

**Siddiqui** then introduced Susan Whyte, Assistant Attorney General. Siddiqui informed ONAAB that Ms. Whyte serves as the ONAAB’s counsel.

**Susan Whyte, Assistant Attorney General, Counsel to the board. Presentation on FOIA**  
FOIA Presentation attached.

Q&A for Susan Whyte:

**From chat:** Can anyone on board receive a FOIA request?

**Susan Whyte** responded that yes, anyone can receive a request. Immediately let Berhe or Reynolds know you have received it, and they will consult with Susan and coordinate with the rest of the board and then will respond as a board, with responses coming from Berhe or Reynolds.

**From chat:** Would emails between two board members be included?

**Whyte** answered that if you send email to another board member, relating to board business, that is a record subject to FOIA. It doesn’t constitute a meeting, but is a public record, subject to FOIA.

**Berhe** asked if the powerpoint is available to the board.

**Whyte** answers that it will be sent to Berhe and distributed.



**Borja** asked if there is no collective communication between the entire board, whether that wouldn't be considered a meeting? She used a Slack group chat as an example.

**Whyte** responded that an email to all board members is not a meeting, but is a public record.

**Borja** asked, for other advisory boards, what have you found is the most effective way to communicate amongst themselves?

**Whyte** responded, If you want to talk to another board member one-on-one about business, no notice needs to be given because it is not a meeting. However, she warned to always be leery because we want to share thoughts as a group and make ourselves as open to the public as we can, but you could speak to another member via telephone and it doesn't constitute a meeting. But be leery when including more than one other person.

**Lin** asked if the board is conducting subcommittee work, can we do virtual meetings with 3 day notice?

**Whyte** responded that the rules apply to the board as a whole and any other committee and virtual meetings also apply. Board members would need to schedule it and then tell Berhe or Reynolds so they can post notice.

**Lin** asked if there is a FOIA request for email, can the request come for emails from a personal account?

**Whyte** responded if one is using personal email to communicate about board business, yes that email is subject to FOIA. It doesn't mean every email in that account is subject. Also, parts of emails can be subject to FOIA, and other parts may be able to be redacted.

**Lin** advised that the Asian Advisory Board set up a general email account, so that the board members copied that account on all messages, so that messages could be pulled from that account in the event of a FOIA request.

**Whyte** responded that she believes that is a great idea.

**Berhe** stated that he will find out if ONAAB has/can have a dedicated email and will address it during the next meeting.

**Siddiqui** added that, in addition to email, staff can consider establishing a website for the ONAAB to include resources, meeting minutes, etc.

**From chat:** How are meetings announced to the public?

**Siddiqui** answers they are announced on the Commonwealth Calendar. Meeting notices, location, accessibility information, minutes will all be there. The goal is also to post the recordings of meetings there. Berhe and Reynolds will also be giving notice of meetings.

**Whyte** thanks the attendees and adds that she is happy to answer any future questions via email.

### **Presentation from Rich Andre, Landscape of Immigrants in Virginia**

**Rich Andre** gave a presentation on the landscape of immigrants in Virginia. Slides attached.

Q&A after presentation:

**Berhe** thanked Andre and opened the floor to questions.

**Stitt** asked if Rich Andre has data on language access for us to pull.

**Andre** answered that yes, they can do a specific language access report. He has done it recently for New Jersey and Minnesota. Basically it is two sets of data compiled: countries of origin and top languages, and then separate analysis for the Limited English Proficient individuals and what those language needs are. Often there is some discrepancy between them. He has heard anecdotally that this is helpful in orienting what the priorities should be. Since language access is one of biggest needs and challenges, but there aren't unlimited resources or time, it helps prioritize. The research team is a bit backed up at the moment, but he's happy to put it in their queue.

**Stitt** confirms that data could really guide us into specific measures to create positive impact and support workforce development and employment to qualified bilingual immigrants and refugees.

**Andre** answered that they have also done data on increasing demand for bilingual workers at the state level. He has access to a database called Burning Glass Labor Insights, which scans the country for online job postings. He has seen a huge spike in almost every industry and every state for bilingual workers, Spanish speaking in particular. He can look into top industries, occupations that are in need of bilingual workers. Part of this is building welcoming policies but also building and encouraging a more welcoming state and this helps make the case for why a bilingual workforce is needed.

**Lin** asked to clarify 'foreign-born' versus 2nd-generation, 3rd generation, etc.

**Andre** answered that this issue is a rock in their shoe. The census doesn't identify second generation or third generation immigrants, just foreign born to non-citizen parents. There's a lot of data out there on second generation immigrants and you see outcomes for education and employment being dramatically different, but they rely on the American Community Survey so there's only so much they can see with the data. Also the [maptheimpact.com](https://maptheimpact.com) tool will be updated with 2019 data soon.

**Borja** asked a question on international students' info as regards to new travel restrictions. Do you expect the data will be studied and will you see the actual impact of travel restrictions on international students?

**Andre** responded that there will be a lag in terms of when we see the change in the data, but expects we will see the change between this year and next both in total number and in impact of jobs supported, etc. Many universities rely on this tuition from International students and we will see this reflected in data.

**Hoefler** mentioned other sources of data, like on foreign arrivals, and offers to help pull some other data together as well.

**Hauck** asked about the procedure of how to request information and how to access/request reports.

**Andre** clarified that they don't receive compensation for any of their data. He is happy to have requests funneled through staff to him.

**Dora Muhammad** mentioned she saw Northern Virginia report when it was shared with the regional commission. She asked about the slide of ten states with ONA, and asked if there has been intentional engagement within state networks amongst various ONA chapters?

**Andre** responded that this is the express purpose of ONA network. He works as support staff, but the value of the network is for states to get together and talk through shared challenges like language access, COVID response/recovery. The network is meant to be a shared space for

states to come together, share best practices, challenges, etc. States are very generous with their time and sharing information.

**Public Comment:**

**Reynolds** opened up the public comment period

**Stitt** comments that relating to language access, interpreting and translation services to access health services, and considering the data we have seen, there are a lot of things needed to ensure that our constituents are able to access quality service, in relation to health equity. She is thinking about a policy needed to support this, since DMAS acts via policy. One of the things could be to put a policy in place for this to be implemented through the state at the policy level.

No other public comments.

**Closing remarks:**

**Berhe** reminded board members to submit nominations for themselves and others for officer positions. Please send agenda suggestions for the next meeting. He anticipates that agenda items for this meeting will be set by the board. He urges members to mark calendars for tentative meeting dates: April 7, 2021; July 7, 2021; October 6, 2021. He then asked for further comments/questions.

**Hauck** asked if meetings will be at the same time?

**Berhe** responds that meetings will be shorter. Staff will let members know ahead of time.

**Siddiqui** answered that it is really up to the board to make the decision on timing and what meetings will look like. Staff will plan the next meeting because we don't have the executive committee yet. Ms. Siddiqui has already received some comments and suggestions on possible next topics. She requested that ONAAB members provide their input on time frames, i.e., whether there is a preference to meet in the morning or afternoon, Ms. Siddiqui requested comments to help facilitate the process moving forward. She then thanked key folks in the Secretary of the Commonwealth's office.

**Berhe** also thanked everyone and asked for advice and comments.

**Siddiqui** added that staff will have more detailed discussion on standard operating procedures after the Executive Committee is elected.

**Stitt** added that she feels at ease with her role on the board and that today's session was very informative, and she is appreciative of the work in putting this together.

**Hauck**, via chat, asked if there is a list of emails and contacts of board members?

**Siddiqui** responded that yes, there is, and staff will send this along with minutes, videos, presentations, etc.

Berhe and Siddiqui thanked all, and specifically the ex-officio members.

**Meeting adjourned by Mr. Berhe**

