



CMEAA
COMMISSION ON MIDDLE EASTERN
AMERICAN AFFAIRS
M I C H I G A N

Meeting Minutes

June 2, 2021 | Noon EST

Meeting held online via Zoom

ATTENDANCE:

Commissioners Present:

Manal Saab- Chair
Michael Romaya- Vice Chair
John Daoud- 2nd Vice Chair
Lina Hourani-Harajli- Treasurer
Suzanne Sukkar- Secretary
Dr. Nabeel Obeid- Trustee
Dave Abdallah
Amal Berry

Adel Mozip
Fay Beydoun
Susan Dabaja
Nabeleh Ghareeb
Jaleelah Ahmed
Nadine Kalasho
Martin Manna

Officials and Staff: Assistant AGs Tonya Jeter and David Cannon (Civil Rights Office) and Alexander Sahouri (CMEAA Administrator).

I. CALL TO ORDER

The meeting was called to order by Chair Saab at noon eastern declaring 100% attendance by the commissioners. Chair Saab welcomes two new appointed commissioners to CMEAA:

1. Commissioner Jaleelah Ahmed, appointed for a term commencing May 26, 2021, and expiring April 19, 2025.
2. Commissioner Amal M. Berry, appointed for a term commencing May 26, 2021, and expiring April 19, 2025

II. APPROVAL OF AGENDA

On Motion made by Commissioner Abdallah and seconded by Commissioner Mozip, the Commission approved the meeting agenda of June 2nd as presented. *Motion carries unanimously*

III. APPROVAL OF MEETING MINUTES

On Motion made by Secretary Sukkar and seconded by Commissioner Daoud, the Commission approved the meeting minutes of March 2nd as presented. *Motion carries unanimously.*

IV. TREASURER'S REPORT

Treasurer Lina Hourani-Harajli presented the FY21 April Budget to Actual. She informed the Commission that the increase in LEO cost allocation's is due to the Administrator's increased communication and work with LEO Comms and Finance departments. Also, that the proposed spending motions ahead in the meeting would be in line with our budget, and that the Commission is in good standing in terms of spending our budget.

On Motion made by Commissioner Mozip and Seconded by Commissioner Dabaja, the Commission approved the Treasurer's report as presented for FY21 April Budget to Actual. Motion carries unanimously.

V. STATE UPDATE

No report.

VI. LEO/OGM UPDATE

No report.

VII. AALF INTERNSHIP FUNDING PROPOSAL

The commission was joined by Rima Meroueh on behalf of the Arab American Leadership Fund to discuss a funding proposal that would provide stipends to MEA Michiganders placed by the AALF internship program in State and Federal Government.

Commissioner Ghareeb asked if AALF is a new non-profit or if it was running out of an existing agency; Rima responded clarifying that AALF is not a non-profit and that it is a fund through the center for Arab American Philanthropy. Commissioner Ghareeb expressed appreciation of the initiative and that sentiment was echoed by Commissioner Kalasho.

Chair Saab relinquished the Chair to Vice Chair Romaya for the duration of the meeting.

Commissioner Abdallah asked if AALF would primarily place interns in Michigan or DC; Rima responded that most of their interns are federal because of the pandemic but the plan is to place more Michigan interns as the State opens back up.

Secretary Sukkar also expressed appreciation for the initiative and asked if the priority is placing Michigan students in the internships; Rima responded that no, that they have advertised with all organizations in their national network willing to help, but that the funds they are requesting today would only go towards placing Michigan students in internships. Secretary Sukkar ended by saying that she would like to see the criteria to evaluate what students are placed in the internships.

On Motion made by Secretary Sukkar and Seconded by Commissioner Abdallah, the Commission approved a grant of \$30,000 for the AAFL to support its 2021 internship/leadership program in placing Michigan candidates to internships at the state and federal level. *Motion carries unanimously*

VIII. CMEAA ADMINISTRATOR REPORT

Attached is the Administrator's Report along with a copy of the bylaws with proposed revisions. The Administrator kindly asks that the Commissioners review the proposed bylaw changes before we vote on them during the September meeting.

IX. OLD BUSINESS

A. EHRA

Commissioner Mozip briefly reminded the Commission on EHRA and its work in environmental research and advocacy, and especially MEA youth engagement. Commissioner Dabaja echoed the support for EHRA, saying that environmental issues especially effect our communities in Southeast Michigan and that she is proud our for becoming engaged.

On Motion made by Commissioner Daoud and Seconded by Treasurer Harajli, the Commission approved a grant of \$10,000 to EHRA to support its 2021 internship program as presented. And an additional \$10,000 pending in 2022. *Motion carries unanimously*

B. UMS

On Motion made by Commissioner Ghareeb and Seconded by Secretary Sukkar, the Commission approved to grant \$10,000 to UMS in June to support its 2021 MEA programing with an additional \$10,000 to follow in October for MEA Spring 2022 programming. *Motion carries unanimously*

C. AAHC

The Commission was joined by Devin Bathish, Executive Director of the Arab American Heritage Council to report on how CMEAA's funding to AAHC was spent. Review the attached report.

X. NEW BUSINESS

None.

XI. COMMENTS FROM THE PUBLIC

None.

XII. ADJOURNMENT

Meeting adjourned at 12:50 p.m.

Ethnic Commissions- Commission of Middle Eastern Affairs (36660)

FY21 April Budget to Actual

Available Funds:		
	Carry In	-
	New	125,000
	Admin - Total	125,000

% of Year Elapsed		58%
Projections Based On:		
	12 Mth	Payroll
Remaining	5	11
Completed	7	15

		FY21 Spending Plan			Actual Expenditures YTD Thru			Balance/Projections		
					4/30/2021					
Categories	FY20 ACT YTD	Plan	Adj	Adjusted Plan	Expenses	Encumbrances	Total Expenses	Current Balance	Projected Balance/Lapse	% of Budget
Salaries & Benefits	-						-	0	0	0%
Office Operations	21	395		395			-	395	230	0%
Travel	-	388		388			-	388	226	0%
Training	-	-		-			-	0	0	0%
Advertising	-	-		-			-	0	0	0%
Contractual, Professional Fees & Dues	29,279	30,000	26,287	56,287	6,287	50,000	56,287	0	(23,453)	100%
Information Technology	1,130	750	850	1,600	836		836	764	97	52%
Telecommunications	728	750	550	1,300	656		656	644	103	50%
Grants	50,000	76,700	(26,700)	50,000			-	50,000	29,167	0%
LEO Cost Allocation	16,320	16,017	(987)	15,030	4,059		4,059	10,971	4,709	27%
Budgeted Expenditures:	97,478	125,000		125,000	11,838	50,000	61,838	63,162	11,079	49%

Remaining Available Funds	-
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ETHNIC COMMISSIONS (PA 56 of 2019)
Commission for Middle Eastern American Affairs (36660)
FY21 April Spend Plan

	Appropriation	YTD Expenditures & Encumbrances	Projected Full Year
Communications	\$ 1,300	\$ 656	\$ 1,300
Contractual	\$ 56,287	\$ 56,287	\$ 56,287
- Maan Abou Khzam		\$ 5,917	\$ 5,917
- Hussein Dabajeh		\$ 5,000	\$ 5,000
- Alexander Sahouri		\$ 45,000	\$ 45,000
Total Contractual	\$ -	\$ 56,287	\$ 56,287
Travel	\$ 388	\$ -	\$ 388
Supplies & Materials	\$ 395	\$ -	\$ 395
Conference			\$ 300
Food			\$ 95
Total Supp & Mat	\$ -	\$ -	\$ 395
Grants	\$ 50,000	\$ -	
- University Musical Society		\$ -	\$ 10,000
- EHRA			\$ 10,000
- AAFL			\$ 30,000
Total Grants			\$ 50,000
Advertising	\$ -	\$ -	
	\$ -	\$ -	\$ -
Cost Allocations	\$ 15,030	\$ 4,059	\$ 15,030
IT Costs Allocations	\$ 1,600	\$ 836	\$ 1,600
Total Projected Budget		\$ 61,838	\$ 125,000
Actual Appropriated Amount			\$ 125,000
Difference			\$ 0

Department: 186 - Labor and Economic Opportunity

Unit: 2923

Doc Code	Document ID	Version Number	Vendor Number	Vendor Name	Record Date	Commodity Line Number	Commodity Code	Commodity Code Description	Open Amount
PO	210000004755	2	VC0008251	Hussein Dabajeh	4/26/2021	1	91806	Administrative Consulting	\$ 5,000
PO	210000005411	1	VS0196785	Alexander Sahouri	4/27/2021	1	91806	Administrative Consulting	\$ 41,111
Total for Department: 186 - Labor and Economic Opportunity									\$ 46,111
Grand Total									\$ 46,111

Commodity Line	Accounting Amount	Accounting Line Number	Payment Request ID	Payment Request Line Number	Scheduled Payment Date	Payment Request Line Amount
\$ 5,000	1	\$ 5,000				0.00
\$ 45,000	1	\$ 45,000	PRM,186,210000 059870	1	5/3/2021	\$ 3,889
\$ 50,000		\$ 50,000				\$ 3,889
\$ 50,000		\$ 50,000				\$ 3,889

Report ID:	SIGMA Exp Detail - FIN GEN ACCTG : 6544069	SIGMA	Thru APD - 7
Run Date:	05/11/2021	Appn by Fund - Exp Detail - YTD	BFY - 2021
Run Time:	4:27:07 PM	Appropriation - 36660: Commission on Middle Eastern American affairs	FY - 2021

Fund - 1000 - State general fund/general purpose

OBJ GRP	OBJ DESC	Department Object	Vendor Code	Vendor Legal Name	Jrnl Doc (Code,Dept,ID)
6100 - Telecommunications and Utilitie	6102 - Other Phone Expenses (At&T, Sprint, Etc)	6102 - Other Phone Expenses (At&T, Sprint, Etc)	CV0007142	CELLCO PARTNERSHIP	PRC,186,210000020143
	6102 - Other Phone Expenses (At&T, Sprint, Etc)	6102 - Other Phone Expenses (At&T, Sprint, Etc)	CV0007142	CELLCO PARTNERSHIP	PRC,186,210000023505
	6102 - Other Phone Expenses (At&T, Sprint, Etc)	6102 - Other Phone Expenses (At&T, Sprint, Etc)	CV0007142	CELLCO PARTNERSHIP	PRC,186,210000042717
	6102 - Other Phone Expenses (At&T, Sprint, Etc)	6102 - Other Phone Expenses (At&T, Sprint, Etc)	CV0007142	CELLCO PARTNERSHIP	PRC,186,210000042803
	6102 - Other Phone Expenses (At&T, Sprint, Etc)	6102 - Other Phone Expenses (At&T, Sprint, Etc)	CV0007142	CELLCO PARTNERSHIP	PRC,186,210000060189
	6102 - Other Phone Expenses (At&T, Sprint, Etc)	6102 - Other Phone Expenses (At&T, Sprint, Etc)	CV0007142	CELLCO PARTNERSHIP	PRC,186,210000060193
	6102 - Other Phone Expenses (At&T, Sprint, Etc)	6102 - Other Phone Expenses (At&T, Sprint, Etc)	CV0007142	CELLCO PARTNERSHIP	PRC,186,210000074115
	6100 - Telecommunications and Utilities				
6112 - Internal Purchased Services	6736 - DTMB IT - Monthly Invoice	6736 - DTMB IT - Monthly Invoice		NOT ENTERED	JV1,186,210000009143
	6736 - DTMB IT - Monthly Invoice	6736 - DTMB IT - Monthly Invoice		NOT ENTERED	JV1,186,210000010589
	6736 - DTMB IT - Monthly Invoice	6736 - DTMB IT - Monthly Invoice		NOT ENTERED	JV1,186,210000010607

	6736 - DTMB IT - Monthly Invoice	6736 - DTMB IT - Monthly Invoice		NOT ENTERED	JV1,186,210000011060
	6736 - DTMB IT - Monthly Invoice	6736 - DTMB IT - Monthly Invoice		NOT ENTERED	JV1,186,210000012367
	6112 - Internal Purchased Services				
6120 - External Purchased Services	7020 - Other Purchases Services 1099 Report	7020 - Other Purchases Services 1099 Report	VS0104748	Maan Abou Khzam	PRM,186,210000011022
	7020 - Other Purchases Services 1099 Report	7020 - Other Purchases Services 1099 Report	VS0104748	Maan Abou Khzam	PRM,186,210000028815
	6032 - LEO Exec Alloc	6032 - LEO Exec Alloc		NOT ENTERED	JV1,186,210000010857
	7020 - Other Purchases Services 1099 Report	7020 - Other Purchases Services 1099 Report	VS0104748	Maan Abou Khzam	PRM,186,210000045409
	6032 - LEO Exec Alloc	6032 - LEO Exec Alloc		NOT ENTERED	JV1,186,210000013877
	6120 - External Purchased Services				
1000 - State general fund/general purpose - Total:					

Report Totals:				\$7,778.71
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Jrnl Vendor Invoice No	Jrnl Doc Ref (Code,Dept,ID)	Jrnl Doc Accounting Line Desc	APD	YTD EXP
9863910187			2	\$62.65
9866007728			2	\$45.50
9868115230			4	\$45.50
9870237010			4	\$181.08
9874461441			6	\$115.05
9872348190			6	\$152.54
9876615143			7	\$53.37
				\$655.69
		DTMB IT billing-October 2020	4	\$46.98
		DTMB IT billing-November 2020	5	\$46.98
		DTMB IT billing-December 2020	5	\$159.03

		DTMB IT billing-January 2021	5	\$46.98
		DTMB IT billing-February 2021	6	\$536.07
				\$836.04
11/17/2020	PO,186,210000001264		2	\$1,345.50
11/1/2020 - 12/31/2020	PO,186,210000001264		4	\$2,767.50
			5	\$60.01
3/5/21	PO,186,210000001264		6	\$1,804.50
		FY21 LEO Q2 CSSM ALLOCATION	7	\$309.47
				\$6,286.98
				\$7,778.71



The Arab American Leadership Fund (AALF)

Overview

By increasing the number of Arab Americans working in the public service sector, the Arab American Leadership Fund (AALF) will help strengthen the political power of the Arab and Chaldean (Middle Eastern) American community. This fund will empower young Middle Eastern Americans (MEA) through networking and mentorship opportunities, leadership development workshops, and conversations with leaders, allies, and others serving in key public policy sector positions. The AALF will allow MEA's to attain a complex understanding of regional and federal government, the legislative process, and how to shape policy, regardless of their ultimate professions. It will leverage the power of the National Network for Arab American Communities (NNAAC) to secure position placements in State houses across the country.

About the fund

The AALF — established by lifelong policy and advocacy champions, Brenda Abdelall and Rima Meroueh — increases access for MEA youth by funding summer internships in federal government agencies, Capitol Hill, and in other key public service institutions in Washington, D.C. Beginning in summer 2021, a minimum of three interns will be supported. In 2022, the program will place interns in Lansing, Michigan for the Michigan cohort. AALF will provide a stipend of \$3,000 to each intern, as well as additional assistance awards of up to \$2,000 to those who qualify based on financial need. IS THERE A GOAL/MINIMUM NUMBER OF INTERNS SIMILAR TO NATIONAL ONE

The AALF seeks to:

- Produce a pipeline of MEAs with strong public policy experience
- Create networking opportunities between Arab and Chaldean American youth and experienced public policy professionals
- Provide pathways to public service for the hundreds of thousands of MEAs in Michigan, the largest ethnic population in the state

About the Center for Arab American Philanthropy

The Center for Arab American Philanthropy (CAAP) is the only community foundation with the objective to unite and empower the Arab American community by demonstrating the impact of giving together. Learn more at www.centeraap.org

Give now to help strengthen the political power of Arab Americans

[Give online here](#) or make your check out to CAAP with "AALF" on the memo line and mail to: CAAP, 2651 Saulino Court, Dearborn, MI 48120

CAAP is a national institution of ACCESS, a 501(c)(3) organization (EIN: 23-7444497), and your contribution is fully tax-deductible. For more information, please contact caap@accesscommunity.org.



Administrator's Report

Alexander Sahouri

CMEAA Administrator

SahouriA1@michigan.gov

(810) 265-9557

Good afternoon Commissioners,

In the short time passed since April 22nd, when I was offered the position of CMEAA Administrator and began the work, Chair Saab and you Commissioners have shown me immense graciousness and support. I would like to begin by thanking you all for welcoming me to CMEAA.

The priority expressed to me first by Chair Saab was working on the webpage. In April, the 2019, 2020 and March 2021 meeting minutes were not yet posted on the webpage and the Commissioner biography document was outdated. I am proud to report to the Commission that CMEAA is now Open Meeting Act compliant, having added the missing meeting minutes mentioned above. I also updated the biography document at the direction of Chair Saab.

Following-up a meeting with the Assistant AG's office on CMEAA's OMA compliance obligations, I worked with our new CMEAA Counsel, Assistant Attorney General Tonya Jeter, and Vice Chair Michael Romaya to draft changes to the bylaws that better reflect our OMA obligations for posting the meeting dates, location, and times, on the webpage. Attached to the Administrator's Report are the draft bylaw changes for review. Please reflect on these changes, as the Commission will vote on them during the September meeting.

CMEAA being housed in the Department of Labor and Economic Opportunity's Office of Global Michigan, I was invited to be a manager of the Middle Eastern working group of the Protect Michigan Commission. Working with health professionals from MEA community organizations such as ACCESS and ACC, I organized a Facebook Live Vaccine Town Hall hosted on the Arab American News Facebook page. Currently, that event has over 1.8K views and 50 shares.

I have also had the pleasure of meeting all of you one-on-one to discuss each of your goals for CMEAA and how I can make your work as volunteer commissioners as efficient and rewarding

as possible. Priority issues I took note of include mental health, youth engagement, Arab-Chaldean outreach, and COVID-19 vaccine hesitancy. A theme in terms of administrative requests was following-up or completing action items between meetings. I believe that my background in organizing will be beneficial in this regard.

I am also proud to inform the Commission on CMEAA's first Facebook post. Under the advisement of LEO's communications department, I have taken over as administrator of the CMEAA Facebook Page, allowing me to share the Commission's work on social media. Our first post was highlighting the COVID-19 Vaccine Town Hall mentioned above. I encourage you all to "like" the CMEAA Facebook page and share its posts.

Also, I have started a working-relationship with my counterpart at HLCOM, Ana Manzano. We have set up a weekly meeting that way we can better align the work of the commission on issues such as COVID-19 and the commissions' budgets. In our first meeting, with now former Executive Director Felipe Lopez Sustaita, I connected with the Michigan Independent Citizens Redistricting Commission. I now attend the communications and outreach meeting every other week so that I can report that information back to the Commission.

Lastly, I am picking up the CMEAA webinar series on mental health. On June 10th, CMEAA will host a webinar on Domestic Violence on the CMEAA Facebook page as approved by the Commission in the Strategic Priorities. Featuring a panel discussion from Middle Eastern American experts in the field, I am confident in another successful addition to the CMEAA webinar series. In my meetings with several of you, suicide was identified as a priority issue. I am scheduling a suicide webinar for July followed by the victims of crime webinar in August.

Once again, I would like to thank the Commission for your work and welcoming me to CMEAA.

Best,

Alexander

COMMISSION ON MIDDLE EASTERN AMERICAN AFFAIRS

BYLAWS

ARTICLE I

Name

The name of this organization shall be the Commission on Middle Eastern American Affairs, hereafter referred to as the Commission.

ARTICLE II

Purpose

The purpose of the Commission shall be to carry out the duties as set forth in Executive Order 2015 – 6

ARTICLE III

Membership

3.1 [The Commission will be composed of up to 15 members.](#) The Commission may recommend that the Governor remove a member if:

- a. a member engages in activities, which represent a conflict of interest with the Commission work; and/or
- b. a member is absent for 3 meetings in a one-year period unless the absence is due to extenuating circumstances as approved by the Executive Committee; and/or
- c. a member acts in an unprofessional or unethical manner with respect to the mission, the purpose, or the goals of the Commission.

Members appointed by the Governor are subject to disapproval by the Michigan Senate as provided under Section 6 of Article V of the Michigan Constitution of 1963. The recommendation to the Governor for removal of a member requires 2/3 vote of the full Commission.

3.2 The Commission Chair and/or the Governor may appoint ex officio members to the Commission.

ARTICLE IV

Officers

- 4.1 The elected officers of the Commission shall be a First Vice Chairperson, a ~~Second Vice Chairperson~~, a Secretary, a Treasurer and a Trustee. The Chairperson is designated by the Governor.
- 4.2 The Chairperson serves at the will of the Governor in that capacity. The term of the other officers shall be two years.
- 4.3 The elected officers shall be elected, by majority at least 2/3 vote of the full Commission at the applicable November – December meeting, for two calendar years, ~~by vote of the Commissioners at its applicable November-December meeting~~.
- 4.4 Duties of officers, collectively the Executive Committee:
- a. **Chairperson.** The Chairperson shall preside at all Commission meetings; serve as ex-officio member of all committees; appoint the chairpersons and the members of all standing and ad-hoc committees; and, designate individual Commissioners or groups of Commissioners to represent the Commission. The Chairperson shall vote only to break ties.
 - b. **First Vice Chairperson.** The First Vice Chairperson shall preside at any Commission meeting in the absence of the Chairperson and shall have all the powers of the Chairperson at such meetings. The First Vice Chairperson shall preside at any meeting of the Executive Committee in the absence of the Chairperson.
 - c. **Second Vice Chairperson.** The Second Vice Chairperson shall preside at any Commission meeting in the absence of the Chairperson and First Vice Chairperson and shall have all the powers of the Chairperson at such meetings. The Second Vice Chairperson shall preside at any meeting of the Executive Committee in the absence of the Chairperson and the First Vice Chairperson.
 - d. **Secretary.** The Secretary shall preside at any Commission meeting in the absence of the Chairperson, the First Vice Chairperson and the Second Vice Chairperson, and shall have all the powers of the Chairperson at such meetings. The Secretary shall sign the minutes of meetings after approval by the Commission.
 - e. **Treasurer.** The Treasurer shall have custody of the Commission's funds and securities and shall keep full and accurate account of receipts and disbursements in books belonging to the Commission. The Treasurer shall deposit all money and other valuables in the name and to the credit of the Commission in such depositories as may be selected by the

Commissioners. The Treasurer shall disburse the funds of the Commission as may be ordered by the Commissioners.

- f. **Trustee.** The Trustee shall perform all duties as may be designated by the Chairperson.

4.5 Vacancies in any office shall be filled by election, by majority at least 2/3 vote of the full Commission, ~~by the full Commission~~ to complete the unexpired term.

4.6 Officers may be removed from office, on a 2/3 vote of the full Commission, for (a) engaging in any activity constituting a conflict of interest ~~according to the Attorney General's opinion~~; or, (b) failure to carry out the duties imposed by these bylaws.

ARTICLE V

Commission Meetings

- 5.1 Notices of meetings shall state the time, date, and place, and shall be made public at least three days~~six months~~ prior to the meeting. A schedule of each years' meetings shall be posted in the Office of Middle Eastern American Affairs. Creation upon approval by statute contingent upon appropriations. The Commission shall adhere to the provisions of the Michigan Open Meetings Act, Act 267 of the Public Act of 1976.
- 5.2 The Commission shall meet not less than four (4) times per year, at times and places predetermined by vote.
- 5.3 Special meetings of the Commission may be called by:
- a. The Chairperson, or upon written request of eight (8) members of the Commission to the Chair. All members of the Commission shall receive 3 business days' notice in advance of special meetings, and such notice shall designate the purpose of the meeting.
- b. Emergency meetings may be called by the Chairperson.
- 5.4 Regular meetings may be held in various parts of the state as approved by the Commission.

ARTICLE VI

The Committee Structure

- 6.1 General Information:

The Chair of the Commission appoints the chairperson and the members of each

committee based on the appropriateness in terms of expertise, experience, and availability to serve by individual members of the Commission to specific committees. Vacancies are filled as needed throughout the year.

6.2 Committees

The Commission may create Standing Committees by majority vote of the Commission at a scheduled Commission meeting.

6.2.1 Executive Committee. This Committee shall be composed of the Chairperson, First Vice Chairperson, Second Vice Chairperson, Secretary, Treasurer and a Trustee. The duties of this Committee shall be:

- a. To act on behalf of the Commission in between regular meetings, and these actions will be subject to ratification by the full Commission at the next regularly scheduled meeting.
- b. To conduct an initial review of the Commission budget, present the proposed budget to the full Commission, receive approval for proposed budget by the full Commission, and forward budget recommendation to the Department and the Governor.
- c. To set, monitor and evaluate the annual goals and objectives for review and approval by the full Commission.

6.3 Standing Committees

The Standing Committees and their chairpersons and membership are appointed by the Chairperson of the Commission.

ARTICLE VII

General Provisions

- 7.1 The staff of the Office of Middle Eastern American Affairs shall implement the policies and programs of the Commission; shall prepare the necessary resource materials; shall conduct the appropriate research, and handle such other business as requested by the Chairperson.
- 7.2 Agendas for the Commission meetings and for the Executive Committee meetings shall be prepared by the staff of the Office of Middle Eastern American Affairs with the advice and consent of the Chairperson and postmarked or e-mailed at least 10 calendar days prior to the Commission meeting. The Commission is subject to the Open Meetings Act, and agendas and documents are subject to the Freedom of Information Act.

- 7.3 Minutes of Commission meetings shall be prepared by the staff of the Office of Middle Eastern American Affairs and shall be provided to the Commission members within 30 calendar days following the meeting.
- 7.4 The Commission may retain a position of ~~Administrator~~Coordinator as a civil service position or on a contractual basis.
- 7.5 The Chairperson shall have the authority, at the Chairperson's discretion, to spend up to \$15,000.00 per quarter, which spending shall be for the benefit and/or related to the Commission.

ARTICLE VIII

Quorum. Voting Procedures

A quorum shall consist of a majority of the voting members appointed and serving. A quorum is required before voting shall occur. A majority vote of those members present and voting is needed for official action. The presiding officer of the Commission and any of its committees shall vote in accordance with parliamentary procedure (Robert's Rules of Order, latest edition).

ARTICLE IX

Rules of Order

Except as otherwise provided by these bylaws, Robert's Rules of Order (latest edition) shall govern the conduct of business of the Commission, the meetings of the Executive Committee, and all committees.

ARTICLE X

Amendments to Bylaws

These Bylaws may be amended by a majority of the voting members of the Commission after the Commission members have been given at least one regular meeting in advance to consider the proposed amendments in written form.

ARTICLE XI

Correspondence. Publicity. Expenses. Legislation

11.1 Correspondence. Commission letterhead shall be used only for authorized business.

11.2 Publicity

- a. No Commissioner may represent the Commission or make public statements on behalf of the Commission unless duly authorized by the Chairperson and/or the Communication Director of the Department of ~~Licensing and Regulatory Affairs~~Labor and Economic Opportunity.
- b. Releases to the press and other mass media are issued in the name of the Commission by the Chairperson of the Commission or the Communication Director of the Department of Labor and Economic Opportunity ~~Licensing and Regulatory Affairs~~ with the approval of the Chairperson of the Commission.

11.3 Expenses

11.3.1 Travel Expenses. The travel expenses of the Commission incurred in the performance of approved official duties shall be paid pursuant to the latest standardized travel regulations of the State of Michigan, as budget allows.

11.3.2 Per Diem. Per diem compensation of the members of the Commission shall be as provided by the Legislature in the annual appropriation. There shall be no per diem compensation unless funds are available, budgeted or allocated.

11.4 Legislation

11.4.1 The Commission shall make policy statements with regard to issues of concern to Middle Eastern Americans, and shall take positions on specific pieces of legislation in line with these policy statements, consistent with Executive Order 2015-6. Legislative activity shall have a designated lead agency for each piece of legislation not assigned to the Department of Labor and Economic Opportunity~~Licensing and Regulatory Affairs~~.

11.4.2 The Chair and the Commission shall communicate Commission positions on legislation in accordance with Executive Order 2015-6.

11.5 Records. It shall be the responsibility of the Office of Middle Eastern American Affairs to preserve essential records, which shall be maintained within the Office of Middle Eastern American Affairs. Until such time that the Office of Middle Eastern American Affairs is created, it shall be the responsibility of the Chairperson to preserve essential records.

11.5.1 The Commission shall adhere to the provisions of the Michigan Freedom of Information Act 1976, No 442, Eff. April 13, 1997.

These Bylaws shall be effective upon adoption by the Commission on Middle Eastern American Affairs.

Approved _____

Environmental Health Research-to-Action
Updated funding proposal to the Commission on Middle Eastern American Affairs
May 18, 2021

Environmental Health Research to Action (EHRA, pronounced 'era') for Air Quality is a community-based research project intended to address cumulative environmental exposures and related health inequities in Dearborn and nearby communities. Guided by a community-based Steering Committee, EHRA has successfully hosted two summer youth academies focused on air pollution, environmental justice, community science, and policy advocacy. The 2018 and 2019 EHRA academies reached 45 students (ages 16-18) and resulted in multiple community presentations including presentations to Congresswoman Debbie Dingell, Michigan's Attorney General Dana Nessel and Solicitor General Fadwa Hammoud, Dearborn Mayor and City Council, and multiple presentations at town halls, high schools, and mosques. In 2020, due to COVID, the EHRA team made the decision to cancel our planned summer academy. However, in place of the academy we held a series of virtual, community-facing events called EHRA Talks. These events, held by youth and focused on youth, included an air quality information and advocacy discussion, an environmental career panel, a youth leadership panel, and an adult ally training. These events, which were hosted by youth for youth, included keynote speakers such as Lieutenant Governor Garlin Gilchrist, State Representative Abdullah Hammoud, and community organizer Justin Onwenu. To learn more about the EHRA Academy or EHRA Talks, please visit the EHRA website: <https://ehra.umd.umich.edu/>.

Due to the success that EHRA has had with our virtual EHRA Talks series and the need to still modify in-person activities due to COVID-19, our plan for the 2021 EHRA Academy is to host a modified virtual academy. We currently have funding from Community Action to Promote Healthy Environments (CAPHE) for five virtual students this summer (at a \$1000 stipend per student). With \$10,000 funding from CMEAA in 2021, we would be able to expand our reach to 15 students for the 2021 virtual academy. For more information on the planned 2021 virtual academy, including an outline of our curriculum, please see the two documents attached to this proposal.

We expect to be able to host an in-person academy in 2022 and currently have \$10,000 in funding from CAPHE for 10 student. With \$10,000 funding from CMEAA in 2022, we would be able to expand our reach to 20 students for the 2022 EHRA Academy. We also currently have funding from the University of Michigan – Dearborn Summer Undergraduate Research Experience (SURE) program to support a research assistant for the 2021 virtual academy and we expect to receive that funding again in 2022. Thus, it is with gratitude that EHRA seeks funding from CMEAA for:

Item	Amount	Description
2021 Participant Stipends	\$10,000 (\$1,000 per student)	Given that many of our participants are from frontline communities, we expect that they have competing priorities (e.g., work, caregiving). Thus, the stipend is intended to offset these costs. Fellows receive payment for full participation in the EHRA Academy, including the completion of all projects/presentations.
2022 Participant Stipends	\$10,000 (\$1,000 per student)	

Total Requested \$20,000

Please do not hesitate to reach out if you have any questions or need additional material.

Thank you,

Carmel E. Price, PhD, MSW
Associate Professor of Sociology
carmelp@umich.edu

Natalie Sampson, PhD, MPH
Associate Professor of Public Health
nsampson@umich.edu

ENVIRONMENTAL HEALTH RESEARCH-TO-ACTION

2021 VIRTUAL ACADEMY



WHAT IS THE EHRA VIRTUAL ACADEMY?

The EHRA 2021 virtual academy is a project-based training opportunity for youth in Metro Detroit. During the month of July, youth fellows engage in sessions twice per week to gain fundamental knowledge and practice skills in community science, storytelling, and policy advocacy related to air pollution. With mentorship, a cohort of XX youth will design and implement a team project to address local environmental justice issues in their community.

WHO SHOULD PARTICIPATE?

Know someone who would benefit from this opportunity? Nominate them here:

bit.ly/ehra2021nominate

Youth about to complete their junior or senior year of high school in 2021 are eligible to participate. We are looking for committed & passionate EHRA fellows who are concerned with environmental issues in their community. Youth DO NOT need expertise on these issues already. They only need to care about the environment and their community!

WHAT ARE THE REQUIREMENTS?

To receive a certificate of completion and \$1,000, participants must agree to:

- Fully engage in all 8 of the 2.5-hour virtual sessions in July 2021,
- Complete brief homework assignments,*
- Complete the team project,*
- Present on the team project, and
- Complete a brief program evaluation.

*Much of this work will occur during the virtual sessions but there will be some work done independently.

WHY SHOULD YOUTH PARTICIPATE?

- Collaborate with other youth on a real-world project to address air quality in your community,
- Build your resume with a unique hands-on training program that may help you to explore various career paths,
- Become part of a respected alum network of EHRA fellows,
- Access a network of experts in science, organizing, engineering, law, & more, and
- Last but not least, earn \$1,000!

WHO IS EHRA?

Started in 2017 and based in Dearborn, MI, EHRA is a community-academic partnership.

Learn more here:

<https://ehra.umd.umich.edu/>.

The 2021 virtual academy is in collaboration with the Community Action to Promote Healthy Environments Program. Learn more here: <https://caphedetroit.sph.umich.edu/>.

CONTACT: ehradearborn@umich.edu

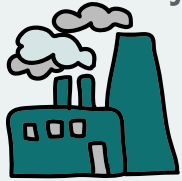
ENVIRONMENTAL HEALTH RESEARCH-TO-ACTION

2021 VIRTUAL ACADEMY



ENVIRONMENTAL HEALTH & JUSTICE

JULY 6 - 10AM-12:30PM



w/Special Guests:

COMMUNITY-LED SCIENCE

JULY 7 - 10AM-12:30PM

w/Special Guests:



AIR POLLUTION 101

JULY 8 - 10AM-12:30PM



w/Special Guests:

DATA & MAPPING

JULY 13 - 10AM -12:30PM

w/Special Guests:



TELLING YOUR STORY

JULY 14 - 10AM-12:30PM

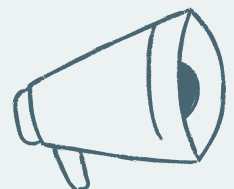
w/Special Guest:



POLICY ADVOCACY 101

JULY 15 - 10AM-12:30PM

w/Special Guests:



BRINGING IT ALL TOGETHER

JULY 22 - 10AM-12:30PM



CLOSING SESSION

JULY 29 - 10AM-12:30PM

w/Keynote Speaker:
TBD

Open session
(registration required)





Burton Memorial Tower | University of Michigan
881 North University Avenue | Ann Arbor, MI 48109-1011

May 17, 2021

Dear members of the Commission on Middle Eastern American Affairs:

Thank you very much for the support you have provided to UMS (University Musical Society) for our programs that celebrate Arab/Middle Eastern American artists. We are delighted to share our plans with you for our 2021/2022 Arab World series, which will include both live, in-person performances as well as distinctive digital experiences, all featuring renowned artists from the Middle East and the Arab diaspora. We worked in close collaboration and partnership with Middle Eastern-focused organizations and leading community members on our 2021/2022 series plans, which include:

- * **Tarek Yamani, 10/27/21:** UMS will host the world premiere of a new work for string quartet by Lebanese American pianist and composer Tarek Yamani that was commissioned by UMS and the Abu Dhabi Music & Arts Foundation, with additional support from the Arab American National Museum.
- * **Night by Ali Chahrour, 2/12/22:** A dance-theater work by contemporary Lebanese, Beirut-based choreographer and theater maker Ali Chahrour, *Night* was inspired by Arabic stories, legends, and poems about the fate of lovers who challenged social and religious systems, only to be punished with separation. The work will be performed in Arabic with English supertitles.
- * **National Arab Orchestra (NAO) with guest artist Abeer Nehme, 3/19/22:** The NAO's debut performance with UMS, originally scheduled for March 2021, was converted to a digital presentation this past March. We are delighted to be presenting the NAO live in March 2022, with Lebanese singer Abeer Nehme, in repertoire ranging from liturgical to traditional Middle Eastern and contemporary music.
- * **Sahra: An Evening of Performance, 4/9/22:** UMS is producing this event in collaboration with Spot Lite, a new art gallery and performance venue in Detroit owned by Roula David (1xRUN, Murals in the Market). Detroit-based artists **Tawil & Khoury** will perform *Zombie Frequencies of the Palestinian Diaspora*; Detroit-based DJ **Tammy Lakkis** will offer an electronic musical production; and Moroccan musician ensemble **Kabareh Cheikhats** will pay tribute to Morocco's most famous female traditional folk singers.

UMS is also supporting our partners at the Arab American National Museum and their presentation of **JAM3A – A Virtual Music Festival**, in late September 2021. A music and arts festival celebrating Arab talent, community, and identity, *JAM3A* was originally slated to be in-person but has now moved to a digital format. UMS will be a financial supporter of the festival. In addition, UMS will reconvene its 15-member **UMS Arab American Advisory Council**, formed in 2019 to help guide UMS's plans with Arab- and Middle-Eastern-focused performing arts, both virtually and in person in the coming months.

It is our hope that our programs will help to promote more inter-cultural understanding across Michigan and a greater appreciation of diverse cultural expressions while also showcasing the incredible artistry that exists among Arab- and Middle Eastern-American artists. We respectfully request a grant of \$20,000 from the Commission to support the programs listed above. Thank you very much for your consideration of our request, and please do not hesitate to contact me with any questions you may have.

Sincerely,

Matthew VanBesien
President

Final Report for AAHC COVID Response Grant

Grant Period: October 1, 2020 - April 30, 2021

Amount Awarded: \$20,000

Amount Spent: \$20,000

Purpose: Immigration Program Services & IT Professional Services

Narrative Explanation:

This grant was awarded to ensure the continuation of AAHC Immigration services during the COVID pandemic. Since October, we rebuilt our website and upgraded our social media suite, which increased our immigration assistance requests from clients by 400%. Our social media reach increased by an average of 100% per month allowing us to spread relevant immigration news and policy updates for our community and clients. The improvement of our digital infrastructure also enabled us to efficiently and securely handle multiple contact points for clients allowing them to safely discuss their cases with us.

Regarding numbers for our immigration program, we had our best immigration year in over a decade in 2020. In total, we served 109 immigration clients consisting of 9 official translations, 10 filed applications, and 90 consultations. For reference, in 2019 we served a total of 59 clients. Specific to this grant, from October 1, 2020 - April 30, 2021, we served 62 total clients which broke down into 6 translations, 2 filed applications, and 54 consultations resulting in 106 instances of contact. Of the total clients served, roughly 65% were Arab and 35% were non-Arab. Our staff also attended 8 training sessions to maintain accurate understanding of immigration law and processes. The increase in Immigration Program service numbers is directly attributed to our outreach through digital methods and the increased need of individuals to seek out services during the COVID-19 pandemic.