Office of New Americans

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Date: 1/20/23

Title: STEM / IT Committee

Location: Virtual

Chaired by: Sarah Kitonsa

Minutes and Facilitation Support: Dana Bustamante

I. Attendance

- A. Present
 - 1. Sarah Kitonsa
 - 2. Dana Bustamante
 - 3. Janelle Johnson
 - 4. Lorena Garcia
- B. Excused
 - 1. Beverly Jones

II. Minutes of previous meeting and matters arising

- A. Discussion ensued
- III. Draft STEM/IT report to January GTTF meeting
- IV. Interviews and dates
 - A. Goal To hold a weekly interview where at least one committee member will conduct an interview with an organization representative or New American.
 - 1. Ask about funds for transcribing interviews
 - B. Committee members are conducting outreach to:
 - 1. Tech-P grant
 - 2. Oracle
 - 3. TechNation
 - 4. Activate Work
 - 5. Licensing boards

V. Best practices as far as outreach and finding eligible individuals

A. Discussion ensued

VI. Structure of interviews

- A. Ask if they are ok being recorded. Record meeting i.e., via Zoom. If not, take notes to share with the team.
- B. Meetings can be one-on-one if the interviewee is more comfortable, or if no one else is available to join.

VII. Action items

- A. Set next meetings for February Feb 8, 2023 11 am; March 8, 2023 11 am; April 5, 2023, 11:00 am.
 - 1. Additional Meetings to be added based on guest speaker/interviewee availability.
- B. Question What is the target date for committee report completion and do we have a template?