



CITY AND COUNTY OF DENVER

PRIVILEGED AND CONFIDENTIAL WORK PRODUCT

Michael B. Hancock
Mayor

To: Mayor Michael B. Hancock
From: Romaine Pacheco, Director
Date: August 29, 2022

BOARD: Denver Immigrant and Refugee Commission

POC: Atim Oti

BACKGROUND:

Members – Up to 21
Terms – 2 Years
Confirmation- Yes

The mission of Immigrant and Refugee Commission is to collaborate and partner with Denver's immigrant and refugee communities and to identify and address mutual community challenges and opportunities.

RECOMMENDATIONS:

Nhu-Minh Le, Aurora (F)(Asian) for a term expiring April 15, 2024, reappointed;

David Hutabarat, Greenwood Village (M)(Asian) for a term expiring April 15, 2024, reappointed.

ACTION NEEDED:

 _____ Reappoint Le and Hutabarat

_____ Please provide additional candidates to consider.



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BAC-8224

Contact Information

Contact Name	David Hutabarat	Home Address	5500 DTC Pkwy
Preferred Phone	9099369331	Home City	Greenwood Village
Preferred Email	dhut117@gmail.com	Home State	CO
Other Phone		Home Zip	80111
Other Email		County	Arapahoe
DOB		Hispanic or Latino origin or Descent?	No
SSN		Race/Ethnicity	Asian
Gender	Male	Other Ethnicity	
Other Gender		Salutation	Mr.

Board Information

Board Name	Denver Immigrant & Refugee Commission	Other boards or commissions served	
Status	New	Resigned	
Term Start Date			
Term End Date			

Work Information

Employer	National Farm to School Network	Work Address	8770 West Bryn Mawr Ave, Suite 1300
Position	Communications Director	Work City	Chicago
Business Phone #	720-443-4030	Work State	IL
Work Email		Work Zip	60631-3515

Additional Information

Are you a registered voter?	Yes	Objection to appointment?	No
If so, what county?	Arapahoe	Special Information	
Denver City Council District No	Unknown		

Education and General Qualifications

Name of High School	Name of Graduate School
Location of High School	Location of Graduate School
# of Years Attended High school	# of Years Attended Graduate School
Did you Graduate	Did you Graduate

High School

Graduate Major

Name of College

Location of College

of Years Attended
CollegeDid you Graduate
College

Undergrad Major

Reference Details

Reference Name #1

Reference Email #1

Reference Phone #1

Reference Address #1

Reference Name #2

Reference Email #2

Reference Phone #2

Reference Address #2

Reference Name #3

Reference Email #3

Reference Phone #3

Reference Address #3

Agree to a
background check

Owner Romaine Pacheco

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Last Modified By Denver Integration, 6/14/2022 12:32 PM

Notes & Attachments**Resume - David Hutabarat.pdf**

Type Attachment

Last Modified Denver Integration

Description

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(909) 936-9331 • dhut117@gmail.com

David Hutabarat

5500 DTC Pkwy, Unit 710, Greenwood Village, CO 80111

about me

- Track record of building public will and mobilizing audiences to engage
- Adept at leading teams and carrying out multiple projects at once
- Increased number and diversity of partners/audiences in each of my organizations

professional experience

Amazing People Marketing, Denver, CO
Owner and CEO

March 2020 - Present

- Run social media, paid ads, and emails, with a focus on marketing automation
- At one statewide member association, trained 70% of members in social media; participants reported feeling more comfortable managing social media and anecdotally reported increased social media activity this year
- At a local food hub, consistently gained 100 Instagram followers/month
- Ran social media for COVID-19 awareness campaign, resulting in 10,000+ vaccinations primarily from people considered "hard-to-reach populations"

Nourish Colorado, Denver, CO

April 2017 - January 2021

Marketing and Engagement Manager (1/2020 - 1/2021); Food Systems and Digital Marketing Specialist (1/2018 - 1/2020); Project Coordinator (4/2017 - 1/2018)

- Completed communication requests for six departments
- Led regular email and social media campaigns - National partners noted that our campaigns regularly brought more engagement compared to other states
- Trained about 30 brand advocates to promote organization
- Helped increased program use by \$80,000 through paid Facebook ads and testing different messages

Spring Institute for Intercultural Learning, Denver, CO

May 2016 - January 2018

Community Health Coordinator (until 4/2017) / ESL Teacher (until 1/2018)

- Tripled size of local class through understanding and engaging local community
- Got 234 signatures for petition by engaging a team of community members, resulting in city installing street lights in neighborhood park and alleyways

UReach, Loma Linda, CA

January 2012 - June 2015

Special Projects Director (6/2013 - 6/2015), Volunteer Coordinator (1/2012 - 6/2013)

- Created and promoted five major events per year, attracting 200-500 participants each and dozens of smaller events with 10-50 participants each
- Doubled revenue for senior transit program through research-informed marketing
- Improved engagement with community, increasing number of supporters from 300 to 1,500 annually and spreading organization's reach to four additional cities

leadership roles and volunteering

City of Denver (Mayor-Appointment), Denver, CO

8/2018 - Present

Denver Immigrant & Refugee Commissioner; Co-Chair (10/2020 - Present)

- Led Census 2020 digital campaign for 25+ organizations
- Transformed commission to take more systemic, policy-oriented actions

Colton Joint Unified School District, Colton, CA

August 2013 - January 2016

Colton Community Cabinet Member

- Created and marketed annual family health fair, attracting 500+ attendees
- Coordinated 70 speakers from 60 organizations for high school career week

technical skills

Digital Tools: Constant Contact, Hootsuite, Klaviyo, Pardot, Wordpress

Paid Media: Facebook/Instagram Ads, Google Ads

Research and Analytics: Facebook Insights, Google Analytics, SPSS

Video and Graphic Editing Software: Adobe Illustrator, InDesign, Lightroom, Photoshop, Premiere Pro, Canva

education

Master of Arts, Management, University of Redlands, Redlands, CA, 2015

Bachelor of Science, Psychobiology, La Sierra University, Riverside, CA, 2011



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BAC-8230

Contact Information

Contact Name	Nhu-Minh Le	Home Address	22728 E Alamo Ln
Preferred Phone	720-225-7163	Home City	Aurora
Preferred Email	nhuminhle@apdc.org	Home State	CO
Other Phone		Home Zip	80015-6670
Other Email		County	Arapahoe
DOB		Hispanic or Latino origin or Descent?	No
SSN		Race/Ethnicity	Asian
Gender	Female	Other Ethnicity	
Other Gender		Salutation	Ms.

Board Information

Board Name	Denver Immigrant & Refugee Commission	Other boards or commissions served	
Status	New	Resigned	
Term Start Date			
Term End Date			

Work Information

Employer	Asian Pacific Development Center	Work Address	1537 Alton Street
Position	Victim Assistance Director	Work City	Aurora
Business Phone #	3039232920	Work State	CO
Work Email		Work Zip	80010

Additional Information

Are you a registered voter?	Yes	Objection to appointment?	No
If so, what county?	Arapahoe	Special Information	
Denver City Council District No	N/A		

Education and General Qualifications

Name of High School		Name of Graduate School	University of Colorado Denver
Location of High School		Location of Graduate School	Denver
# of Years Attended High school		# of Years Attended Graduate School	2
Did you Graduate		Did you Graduate	Yes

High School

Graduate Major Criminal Justice

Name of College University of Colorado Denver
Location of College Denver
of Years Attended College 4
Did you Graduate College Yes
Undergrad Major Criminal Justice/International Relations

Reference Details

Reference Name #1 Reference Email #1
Reference Phone #1 Reference Address #1

Reference Name #2 Reference Email #2
Reference Phone #2 Reference Address #2

Reference Name #3 Reference Email #3
Reference Phone #3 Reference Address #3

Agree to a background check ☒

Owner Romaine Pacheco

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Last Modified By Romaine Pacheco, 6/16/2022 11:09 AM

Notes & Attachments

Nhu-Minh-Le-Resume_2022.pdf

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Description
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NHU-MINH LE

Aurora, CO • (720) 382.3786 • nhu.minhl@gmail.com

PROGRAM DIRECTOR

PROGRAM MANAGEMENT & STEWARDSHIP | DONOR & COMMUNITY ENGAGEMENT

Highly-driven and forward-thinking program director with nearly a decade of progressive growth delivering on high-valued program development and implementation strategies and community partnership objectives through an equity and inclusion lens. Over 8+ years of non-profit experience with 7 years of community engagement initiatives, possess a life-long passion for setting in motion impactful programs to provide meaningful access of services through sustainability and strategic plans, ensuring operational capacity. Accountable bi-lingual leader with the determination to address issues of equity, social justice movements, empower communities, and serve as a catalyst to create critical initiatives for programs.

PROFESSIONAL EXPERIENCE

ASIAN PACIFIC DEVELOPMENT CENTER; Aurora, CO

08/16-Present

(subsidiary of Aurora Mental Health Center)

Program Director; Victim Assistance

Drive program growth through management and strengthening partnerships, leading service-oriented operational teams to achieve changes in systems, immigrant advocacy, violence prevention, social justice awareness, and grant writing/reporting goals. Launch innovative outreach and development initiatives to successfully poise department personnel to provide technical assistance through effective presentations to influence the nonpartisan sustainable awareness plan of the program in violence prevention and equity issues within immigrant communities. Build a high-functioning team comprised of staff, administrative interns, and volunteers for direct case management, execution of grant writing/reporting deliverables, and fundraising efforts.

- Partner with the other director-level leaders as a member of the executive team to deliver operational leadership over administrative, budgeting, fundraising, and team performance and hiring activities.
 - Awarded a \$1 million grant from the U.S. Justice Department in partnership with the Denver District Attorney's Office to combat human trafficking and provide services to survivors.
 - Monitor program of state and federal funding to keep operating and program expenses aligned with a \$400K+ annual budget and grant compliance reporting utilizing project management tools such as Salesforce, Zoom, Basecamp, etc.
- Serve as a critical control point on multiple board memberships in directing and facilitating and refining community partnership strategies with community leaders, stakeholders, and other non-profit entities to ensure a unified message of equity and accessibility of services.
- Collaborate with stakeholders, funders, and partners to communicate insights for advancing shared organizational goals and purposes, address policy and system changes, and provide leadership and programmatic processes through key performance measures.

ADAMS COUNTY DISTRICT ATTORNEY'S OFFICE; Brighton, CO

12/14-07/16

Victim Witness Specialist

Provided supportive services to victims and witnesses by explaining general criminal justice processes and definitions of legal terms related to their specific court proceedings. Maintained ongoing contact and communication with victims and witnesses to assist in determining availability and reduce scheduling delays in bringing cases to court. Deliver on immediate needs of marginalized and immigrant victims and witnesses by enacting safety plans, violence prevention resources, managing logistics to court appearances, and coordinating referral services with victim advocacy groups, services, and resources.

- Generated and maintained 300+ new monthly victim/witness lists for ongoing cases by ensuring contact information is accurate and current.
- Backup for Volunteer Coordinator for the Domestic Violence Fast Track Program.
- Administered services designed to enhance coordination among agencies operating within the criminal justice system and encouraged citizen awareness/participation through public information and community education.

COLORADO NETWORK TO END HUMAN TRAFFICKING (CoNEHT) Hotline; Denver, CO

6/13-present

Volunteer/Backup Manager

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Manage up to 12 text and hotline advocates per shift to connect survivors to appropriate supports for needs such as housing, medical, dental, and other identified needs. Collaborate and manage relationship with other victim advocates from law enforcement and non-profit agencies to triage and navigate support options when a need arises. Review call documentation and follow up with advocates for transparency and accountability of incoming calls and texts to hotline.

- Ensure that advocates follow trauma-informed and victim-centered advocacy techniques and procedures when providing support to callers.
- Support and encourage advocates through call records reviews and debrief of complex hotline situations.
- Received Annual Spirit of Service Award in 2019.

APPOINTMENTS & COMMITTEES

- Appointed by Denver's Mayor to the Denver Immigrant and Refugee Commission (DIRC) and appointed by the state's governor to the Colorado Human Trafficking Council (CHTC).
 - Co-Chair for the Equitable Access Taskforce and Member of the Labor Trafficking Taskforce.
 - Co-Chair for DIRC and member of the Executive and Language Access sub-committee.
- Member of the Communities of Color Alliance (CoCA) committee through the Colorado Coalition Against Sexual Assault (CCASA) to promote practices/policies that recognize and address social justice intersectionality and other forms of oppression.
- Contractor for the Transformational Community Engagement & Collaboration Project (TCEC) Advisory Board to provide extensive training and technical assistance while evaluating and increasing capacity in providing culturally responsive, accessible, and innovative services.
- Human Trafficking Leadership Academy (HTLA) technical and training assistance mentor for HTLA fellow's project through the National Human Trafficking Training and Technical Assistance Center (NHTTAC).
- Advisory member for the Denver Anti-Trafficking Alliance (DATA) as collaborative approach to developing and maintaining effective relationships with agencies that serve survivors of human trafficking.

EDUCATION | MEMBERSHIPS | CERTIFICATIONS

UNIVERSITY OF COLORADO; Denver, CO

Master of Arts, Criminal Justice (Concentration in Gender-Based Violence) | 2014

Capstone Project: *Models of Human Trafficking Hotlines: A Descriptive Study*

Bachelor of Arts; International Studies & Bachelor of Arts; Criminal Justice, Minor: Sociology | 2011

Memberships:

Human Trafficking Leadership Academy Fellowship, Class 4; Washington D.C. | April 2019-Present

Denver Immigrant and Refugee Commission; Denver, CO | March 2018-Present

Colorado Human Trafficking Council; Lakewood, CO | March 2017-Present

Daniel's Fund Alumni; Denver, CO | Spring 2012-Present

Certifications:

National Advocate Credentialing Program, Intermediate Certification, National Organization for Victim Assistance

Mental Health First Aid, National Council for Behavioral Health

CPR Certified, American Red Cross

SPEAKING ENGAGEMENTS

- Presented and facilitated discussions regarding refugee and immigrant communities, social justice intersectionality, cultural responsiveness agencies along with the victimization of at-risk communities involving human trafficking, domestic violence, language accessibility, for audiences of up to 300 participants.
- Presented the opening remarks for the 2021 and 2020 Colorado Advocacy in Action (CAIA) Virtual Conference and co-presented 2 presentations at the Colorado Organization for Victim Assistance (COVA) Conference in October 2019.
- Served as a panelist for the Sexual Assault Awareness Month Event for Colorado Coalition Against Sex Assault (CCASA) in April 2017 and panelist/presenter for Human Trafficking Symposium in July 2019.