

# ***Consortium for Language Access in the Courts***

## ***Executive Committee Minutes***

**March 14, 2012**

### **I. Call to order**

Brenda Aiken, Chair, called to order a teleconference meeting of the Executive Committee on March 14, 2012 at 12:00 noon Eastern time.

### **II. Roll call**

The following persons were present for the meeting: Brenda Aiken (AK), Janica Bisharat (ID), Carmel Capati (WI), John Goerdts (IA), Katrin Johnson (WA), Emy López (CO), Mara Simmons (AR), Patricia Griffin, COSCA liaison and Wanda Romberger, as staff.

### **III. Minutes**

The February minutes were revised in accordance with suggestions from committee members, approved by the Executive Committee members, and distributed to the membership on March 6.

### **IV. Professional Issues Committee**

Carmel reported that the committee will be sharing three items with the membership at the annual business meeting:

- Information and updates on the online interpreter training courses,
- LEP resources organized by the committee, and
- A current draft of the remote interpreting guide

Wanda reported that Tom Clarke, the Vice President of Research and Technology at the National Center for State Courts, has secured funding to form an advisory committee that will publish model practices and technology open standards for remote interpreting in the courts. Wanda has recommended that Carmel be asked to serve on the advisory committee, with the hope that the remote interpreting guide developed by the Professional Issues Committee can help inform the committee as they develop model practices. Pat also reported that she has recommended a couple of additional Consortium representatives to serve on that committee.

Carmel inquired about the deadline for delivering annual meeting materials to Mara Simmons and Mara indicated that March 23 was the actual deadline, but it could be extended to March 30.

### **V. COSCA Liaison Report**

Pat reported that the Language Access Advisory Committee (LAAC) held one teleconference meeting and another is scheduled for the end of March. There were active discussions and it is drafting a charter for the organization of the Council of Language Access Coordinators (suggesting that the acronym be pronounced C-LAC). Pat hopes to

share the charter at the annual business meeting if it is approved by the COSCA Board at its March meeting and will share a copy with all Consortium members during the annual business meeting, so that there will be the opportunity to ask questions about the charter to the members of LAAC participating in the meeting. The LAAC members are working to identify C-LAC members to serve on the advisory committee. COSCA committee members, including LAAC, are reappointed or changed on an annual basis (following the leadership changes of the COSCA), so initial members will only have to commit to a short term on the committee.

Pat emailed a message to all COSCA members, reminding them of the importance of sending a representative to the annual business meeting and shared that message with Consortium members. It was noted that a majority of the LAAC members are planning to attend the annual business meeting; in addition, Laura Klaversma, Court Services Director in the Denver office of the NCSC is planning to attend the entire meeting. Rosalyn Frierson, COSCA President, Rob Baldwin and Mary McQueen are planning to be in attendance for the Tuesday, April 24 session.

She emailed a draft of the agenda for Tuesday, April 24 for Executive Committee members to review. A copy of that draft agenda is attached to and made a part of these minutes. She quickly reviewed the draft agenda, which includes breaking out some focus groups to consider and discussion possible topics for the National Language Access Summit in October. There was discussion about whether to break out in groups by region or some other logical grouping, and whether those groups should discuss all the possible topics, or if each group should discuss one specific topic. She asked that members think this over and provide feedback and suggestions.

Louisiana has expressed its interest in joining the Consortium, but had a question about the annual fees – whether, if it paid the full membership fee of \$25,000, it would be expected to make annual dues payments immediately or if there would be some period of time that it would not have to pay the annual dues. The LAAC reported to Wanda that the \$25,000 initial membership fee will be credited toward Louisiana's future annual dues, consistent with the approach approved by CCJ/COSCA. Under the current approach testing assessment structure, Louisiana's annual testing assessment dues will be \$7,860 annually; unless a change occurs in the structure, the membership fee would cover the first three years of dues, with around \$1,000 remaining to cover part of the fourth year's invoice. [Wanda provided that information to Louisiana and it has reported that it will send the signed Agreements and membership fee immediately. Richard Williams is the program manager and is registered for the annual business meeting.]

#### **VI. Technical Committee report**

Emy asked Wanda to report on the rater training/calibration event. Wanda reported that the finance department has not posted any of the expenses related to the event yet, so no update on the budget can be provided at this point in time. Later in the meeting, members requested an update on how the event proceeded in general and whether it was considered successful. Wanda reported that the group was enthusiastic, supportive of the rating methodology, and the training was thought to be highly successful. Dr. Carolyn

Kinney attended the event and evaluated the training. Dr. Kinney is the former Contracting Officer's Technical Representative (COTR) for the Federal Court Interpreter Certification Examination (FCICE) contract. She will provide some feedback about the order of the presentations, the training materials, and faculty performance and will make recommendations for improvement.

Emy reported that the subcommittees continue their work and various topics and materials will be provided at the annual meeting. She plans to use a little of the time at the annual meeting to provide some background about the Technical Committee and its work, since several attendees will not be familiar with it.

She also reported that Wanda spoke to Rob Baldwin about some of the projects the Technical Committee is working on, asking that the members be provided the opportunity to continue their work if they so desire:

- How to identify and determine qualifications of interpreters in languages for which no examination exists; testing/managing bilingual employees;
- Standards for rater recruitment, training, and management; and
- Revisions to manuals.

## **VII. Annual Meeting Committee**

Mara reported that there are 48 registrations for the annual meeting, representing 38 states to date. The committee chose the menus and ordered AV specifications for the meeting. The plenary room seats up to 60 people, so unless many more register for the meeting, it should be sufficient.

Wanda said she will ask Carola to send Mara the most current numbers she has for the dinner on Monday evening. Brenda asked Wanda to send a final list of visitors who will be attendance to the Executive Committee.

Mara reported that there may be two additional presenters for the Wednesday session (remote interpreting), since she has invited South Dakota and Florida's 9<sup>th</sup> Judicial Circuit to attend and present their remote interpreting programs.

There was some discussion about Senator Kohl's availability to attend the meeting to accept the Resolution via Skype or by telephone. The members were hesitant to spend a large sum to ensure video linkage unless Senator Kohl's calendar allowed for a guarantee of attendance. After discussion, Carmel was asked to tell the Senator's office that it will be possible for him to attend by telephone or by Skype, but the planning committee will need to have a *scheduled* day and time for that appearance.

## **VIII. Executive Committee report**

### Annual Report

There was one suggested revision for the Executive Committee annual report. It was suggested that a short reference be added to the end, indicating that for more information on standing committee activities in 2011, members should see the committee's annual report. Wanda will make the revision and circulate a final draft to the Executive

Committee for review. The report will then be sent to Mara for inclusion in the committee reports section.

#### Member awards

Carmel reported that she sent emails to solicit information from the members about exciting, innovative, or interesting projects they've been involved in. She received seven submissions and some are multi-project for one member. She wondered if more than one award would be presented to one member state. After discussion, it was decided that Carmel and Emy will cull through information available from the state reports survey and review the summary of regional teleconferences in an effort to identify at least one member for awards in the following categories:

- Collaboration
- Funding
- Training/Education
- Technology.

The committees will leave it up to Emy and Carmel to recommend whether one state should receive more than one award.

#### Mission award/Resolutions

Wanda distributed draft mission award/resolutions to the committee prior to the meeting. It was decided that once she incorporates revisions, she will share the final products with Emy, who will format, print, and frame the documents for presentation. Wanda will prepare a certification of appreciation for the State of Arkansas for its hospitality and generosity.

### **IX. Adjournment and Next Meeting**

The next meeting of the committee is scheduled for April 10, 2012 at 12 Noon Eastern, 11:00 a.m. Central, 10:00 a.m. Mountain, 9:00 a.m. Pacific, and 8:00 a.m. Alaska time.

The meeting adjourned at 1:30 p.m.