

Consortium for Language Access in the Courts

Executive Committee Minutes

February 15, 2012

I. Call to order

Brenda Aiken, Chair, called to order a teleconference meeting of the Executive Committee on February 15, 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 January minutes were revised in accordance with suggestions from committee members and distributed on February 1, but they have not yet been approved. Members agreed that the revised minutes are acceptable and approved them unanimously.

IV. Budget

Wanda shared the 4th quarter 2011 budget report prior to the meeting. It was pointed out that actual revenue in 2011 (\$451,510) significantly exceeded projected revenue (\$371,246) because over 80 percent of the 2012 membership dues were collected in 2011. This means that fewer of the 2012 dues projected for collection will actually be collected in 2012. Until staff learns from COSCA when it would like the 2013 dues invoiced, there is uncertainty about how much revenue to forecast for the 2012 budget (leadership at NCSC has considered invoicing in November 2012 for the 2013 dues, which would match other NCSC invoicing cycles). The members agreed that Wanda would distribute the report to the membership and mention specifically that over 80 percent of the 2012 dues have already been collected. In earlier meetings Emy indicated that she may request that some of the money not spent in 2011 for test modifications and revisions be included to increase that line item in the 2012 budget, but in light of this discussion she will hold off on that request until more is known about 2012 revenue generation.

V. COSCA liaison report

Pat reported that a notice recently went out from the COSCA president to the general membership of COSCA announcing that the ABA formally adopted the Standards for Language Access in State Courts at its February meeting.

She also reported that COSCA's recommendations concerning the reorganization of the Consortium for Language Access in the Courts and the language access area, as well as the new annual testing assessment, providing for a base amount of \$7,000 and a factor of \$2.25 for every 1,000 LEP persons in the state, were approved by the Conference of Chief Justices at its midyear meeting at the end of January. Subsequent to that

meeting, COSCA established a Language Access Advisory Committee (LAAC) under the auspices of COSCA's Access, Fairness, Public Trust, & Confidence Committee. The LAAC currently consists of Pat Griffin, as chair, Daniel Becker (UT), Sue Dosal (MN), Steven Canterbury (WV), Marla Moore (GA), and Jeff Hall (WA). These members will meet initially and make decisions about implementing the reorganization recommendations, including involvement of the Consortium membership in the work of the LAAC, and will be making a presentation to the Consortium general membership at the April meeting on next steps. Pat plans to convene a meeting of the LAAC within the next few weeks, during which they will begin preparing a more formal plan for moving forward.

Preliminary plans for the LAAC's April 24th presentation during the Annual Business meeting include having COSCA, LAAC and NCSC representatives in attendance to discuss the transition plans generally, respond to questions, and seek Consortium members' input related to preparation plans for the Language Access Summit scheduled for October 2012. LAAC members also plan to meet and debrief with the Consortium's Executive Committee members during the Business Meeting. Pat indicated that additional consideration is being given to the appropriate title for the reorganized "Consortium," with one possible example, "Council of Language Access Coordinators" being discussed.

It was thought that the Consortium will continue operations as usual for a number of months, until the executive director is hired and in place at the NCSC, and the full transition process is mapped out, ready for implementation and understood by all stakeholders.

Once the LAAC has established more concrete plans, Pat will send a summary to the full membership, stressing the importance of attending the annual business meeting. The Executive Committee's Consortium Reorganization Recommendations were discussed and it was decided that they should be shared with the full membership. Wanda will prepare a draft email and provide it to Brenda.

VI. Technical Committee report

Emy reported that the committee will meet next week and the annual business meeting will be a major topic of discussion at that meeting. She explained that she will not be personally attending the rater training/calibration event. Wanda described the event, the number of raters planning to attend and the languages for which training is taking place. More raters are being trained at this event than is typical, in part because the new recruitment efforts, especially by Robert Joe Lee, were very successful. The committee questioned the amount that was budgeted for the event. Wanda reported that the event may end up going over budget by some amount, but that will not be known until all expenses are accounted for (travel and other expenses are simply estimates at this time). The committee discussed the amount of resources being invested by the Consortium in its raters and discussed ways to assure a reasonable return on the investments, especially on raters in languages other than Spanish.

Wanda explained the importance of effectively managing raters and rater time, encouraging program managers to be sure that the raters know up front what exactly is expected of them and are provided a deadline by which the work must be completed and returned to the program manager. Emy suggested this would be a good topic to discuss at the annual business meeting and one which program managers may find helpful.

VII. Professional Issues Committee

Carmel reported that the online interpreter training courses will begin on March 5. About 50 interpreters completed the application process and of those, 10 languages and 13 states were represented.

Carmel sent the Remote Interpreting Guide for review by the members shortly before this meeting. She explained there is little time for edits and suggestions because she will be presenting the document at COSCA's upcoming Mid-Atlantic Regional Meeting in West Virginia. Pat Griffin will talk further with Carmel about who the audience at the meeting will be and to plan for the presentation.

Senator Kohl's staff requested additional input, specifically asking for wording to put in the proposed Bill regarding the potential cost savings to the courts. Wanda received the request, too, and will review it and provide some feedback.

VIII. Annual Meeting Committee

Mara reported that currently there are 24 registrations for the annual business meeting, representing 19 states. . The committee plans to send a reminder to members about the state reports, since only 17 have been received so far. The committee is contacting all presenters to confirm arrangements, travel plans, and any final outstanding issues.

Emy and Carmel will work on Awards and Brenda will work on the Mission Award. Brenda suggested that a Resolution also be awarded to Senator Kohl for his efforts to provide funding to the state courts. Wanda will prepare draft Resolutions for the Executive Committee's approval.

On behalf of the Annual Meeting Committee, Mara recommended that the 2013 meeting (which is scheduled to take place in Boston, Massachusetts) be held either April 28 through May 1, or May 5 through May 8. That meeting is subject to the reorganization plans and will be held at COSCA's direction.

XI. Other Business

Katrin distributed a summary of the regional teleconference meetings to the membership on February 8, 2012.

X. Staff report

Wanda reported that the IT department has reported no progress on the web improvements on the Consortium's site, emailing her that "We are sorry, but we're nowhere on this, and not likely to be anytime soon."

XI. Adjournment and Next Meeting

The next meeting of the committee is scheduled for March 14, 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 2:07 p.m.