

Consortium for Language Access in the Courts

Executive Committee Minutes

December 8, 2011

I. Call to order

Brenda Aiken, Chair, called to order a teleconference meeting of the Executive Committee on December 8, 2011 at 2:00 p.m. Eastern time.

II. Roll call

The following persons were present for the meeting: Brenda Aiken (AK), Janica Bisharat (ID), Carmel Capati (WI) who had to leave the meeting early, John Goerdts (IA), Katrin Johnson (WA), Emy López (CO), Mara Simmons (AR), and Wanda Romberger, as staff. Patricia Griffin, COSCA liaison, joined the call at approximately 3:15 p.m.

III. Minutes

Wanda reported that the minutes of the November meeting were approved by the committee members via e-mail and distributed to the membership by Katrin on December 5, 2011.

IV. Professional Issues Committee report

Carmel reported that the online interpreter training program developed in collaboration with the University of New Mexico-Los Alamos New Mexico Center for Language Access was demonstrated to committee members on December 7 and it was very impressive and well done. Marketing efforts will begin in January and extend through February, with the training class beginning the first week in March 2012. The other committee projects are also progressing and the committee will be in a position to report on them during the 2012 annual meeting in Little Rock.

V. Technical Committee

Emy reported that the committee has established three subcommittees; one to examine possible secure web site resources which can be shared with staff, one to research what members need to measure the competency of interpreters in languages for which there are no oral certification exams and to test bilingual employees, and one to examine procedures and processes that should be developed regarding raters and the rating process. She and Wanda met to discuss 2012 rater recruitment needs and rater calibration and training. They also discussed in what areas Robert Joe Lee will contribute to the committee in 2012. Emy reported that Robert Joe Lee is nearly finished with the Arabic and Korean exam revisions and will continue his efforts into 2012.

VI. Annual Meeting Committee

Mara reported that the annual meeting marketing packets were distributed to the full membership. She is securing internet access from the hotel for the annual meeting. The Annual Meeting Committee is completing the survey format for the annual state reports

and plans to send it out to the membership on December 15 or 16. Mara is also purchasing the airline ticket for the guest speaker, Chhandasi Pandya, from the Migration Policy Institute in Washington, D.C. from funds donated by Arkansas. In addition, Arkansas has donated \$3,000 to offset annual meeting expenses related to the group dinner, transportation, and if possible, internet access.

VII. Staff report

Wanda reported that the members submitted no questions about the proposed 2012 budget and she will call for the vote on the budget on December 14, with a deadline of December 30. During the first few weeks of 2012, staff will update the budget with actual “balance brought forward” figures and adjust the expected annual fee collection for the year.

Executive Committee members inquired about the status of the online minutes and Wanda agreed to check with NCSC’s IT department to find out why the minutes of the Technical and Executive Committees are so far behind when the Professional Issues and Annual Meeting Committees’ minutes are up to date.

VIII. Newsletter

Brenda asked if there would be agendas for the January membership teleconferences. After discussion, it was decided that there should be an informal agenda, generally as follows:

- Introduction of everyone on the call;
- Ask members to share program highlights within their states;
- Ask what members feel they need from the Consortium and staff; and
- Discuss cross-state collaborations.

Two Executive Committee members are scheduled to attend each of the teleconferences, one serving as facilitator to help keep the discussions moving forward and the other taking notes. The Executive Committee members will collect the questions and concerns of the membership and present them to COSCA’s special subcommittee.

IX. Topics of interest

Pat Griffin had not yet joined the meeting and Brenda asked Wanda to describe what took place at the meeting of COSCA’s special subcommittee in San Antonio. Wanda provided a general description of the meeting, including the fact that some program managers are expected to serve as non-voting members of the special subcommittee. The ABA Standards were revised by CCJ/COSCA and the ABA and an agreed upon version of the standards was distributed and will be presented to the ABA House of Delegates in February for adoption. CCJ/COSCA adopted a resolution supporting the revised version. Wanda reported that a NCSC grant proposal was funded by SJI to convene a national summit on LEP issues in October 2012.

X. COSCA liaison report

Pat Griffin joined the call and reported that the COSCA Board recommended approval of the report and recommendations of the special subcommittee, with a modification recommended by the special subcommittee that representatives of the Consortium should

be appointed to serve as non-voting members of the proposed COSCA subcommittee on language access. Some COSCA members wanted to further review the proposed annual fee structure to explore different approaches which might be less burdensome for states with fewer LEP individuals. Therefore, the special subcommittee is considering some alternative approaches to the calculation of the fees. It is anticipated that the modified report and recommendations will be voted on by CCJ at the end of January, and the COSCA subcommittee will be appointed to begin addressing issues in the near future, as well.

Pat also informed the committee members that either Mary McQueen or Rob Baldwin will attend the annual business meeting to assist in presenting the restructuring approach and answer questions. She indicated that the Executive Committee can help by thinking about what the new organization might look like. Pat will prepare a summary document and have the Executive Committee review it before distributing it to the general membership.

Brenda reiterated that the Executive Committee members are available to meet telephonically with subcommittee members to assist in whatever way is needed.

XI. Adjournment and Next Meeting

The next meeting of the committee is scheduled for January 18, 2011 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. Wanda will let Carmel know the next meeting day and time, since she had to leave the meeting early.

The meeting adjourned at 3:45 p.m.

Next meetings:
February 15,
March 14, and
April 10, 2012

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.