

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

## ***Executive Committee Minutes***

**January 18, 2012**

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

Brenda Aiken, Chair, called to order a teleconference meeting of the Executive Committee on January 18, 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 December minutes were revised in accordance with suggestions from committee members and distributed on December 29, but they have not yet been approved. Brenda asked members to review the minutes and approve (or suggest further revisions) by the end of the week. Janica sent the December 29<sup>th</sup> email (which contained the draft minutes as an attachment) to the committee members.

### **IV. COSCA liaison report**

Pat reported that she would be attending a teleconference scheduled for 1:00 p.m. on January 18 (she may have to leave this committee meeting in order to join that teleconference) with the COSCA Board to discuss the funding methodology for the restructure. Once the funding formula is decided, the funding and restructure recommendations will be presented to CCJ at its January 28<sup>th</sup> meeting. If CCJ approves the recommendations, members will be appointed to COSCA's new Language Access Advisory Committee (LAAC) which will begin to set up a new structure for the Consortium. As reported in previous minutes the former-Consortium members will become a working group that focuses on language access program issues and provides information, data, and recommend policies, as requested by the LAAC.

The members discussed their perception of the transition and made some recommendations to Pat.

- The members recommended that the hiring process for the Executive Director position would be an open and transparent process. It was suggested that one or more members of the Consortium's Executive Committee might serve on the interview panel.

Pat reported that Mary McQueen has assured her that the process will be open and transparent, but she didn't know what the makeup of the interview panel would be.

- The members want to continue to review manuals and standards developed by staff especially certain projects; for example, working on the Technical Committee manuals and some other ongoing projects as well as current projects of the Professional Issues Committee. The Executive Committee expressed concern that during the transitional process, committee projects should be itemized and prioritized so that projects do not get delayed or lost. Pat agreed that staff and the LAAC would continue to reach out to the membership for assistance, review, revisions, and advice, even after the restructure, since members' expertise and knowledge would remain invaluable in the process.
- The members expressed a hope that the focus of staff won't be solely on the testing (test development, modification, rating, etc.) issues since there is a need for public relations, marketing, outreach, and other broader issues to consider.

It is understood that those broader issues are exactly what the new Executive Director position would be focusing on.

There was general discussion about the restructure. It is expected and necessary that program managers have clear lines of communication with their state court administrators so that COSCA can make good decisions about what direction language access issues take. There was concern that there still won't be adequate staff time available to do all the test-related activities and give attention to the broader issues, mentioned above.

It was reported that during the teleconference calls with the regional members, some members questioned why they might attend the annual business meeting given the reorganization process that is taking place. The Executive Committee asked Mara and Katrin to draft a letter to the membership explaining why this meeting is critical because it will give the membership an opportunity to provide input to COSCA's LAAC. Pat, too, drafted a separate memo which she intended to go to the membership. After discussion, a motion was made to send the memo from the Annual Meeting Committee now and send the one from Pat after the CCJ meeting. The motion was seconded and approved unanimously.

Both Pat Griffin and John Goerdts had other meetings scheduled and had to leave the meeting at this point.

**V. Professional Issues Committee report**

Carmel reported that the flyer on the online training courses was distributed and registration is open now for the March courses. A subcommittee is working on a *remote interpreting guide* which should be ready for at least initial review by the annual meeting. The Executive Committee praised the work of the Professional Issues Committee on this project.

**VI. Technical Committee**

Emy reported that the committee is still working in subcommittees. The subcommittee looking into best practices for languages in which there is no examination available

included some questions in the Annual Meeting Committee's survey. It is hoped that those responses will be compiled in time to present at the annual business meeting. Emy reported to the subcommittee looking into alternatives for a secure online site that Wanda reported to her that the NCSC's IT department has expressed its commitment to making the SharePoint secure site work. Wanda will talk with IT about a deadline, so that a demonstration of the site can be presented during the annual business meeting. Emy reported that an online refresher training was completed and is now available and it, too, will be shared with members at the annual business meeting.

**VII. Annual Meeting Committee**

Mara reported that the committee is finalizing the online state reports survey, checking links and making sure that the survey works properly. The link to the survey should be sent to the membership within the next few days. She reminded committee chairs to be thinking about the committees' annual reports and submit them to staff in the near future.

**VIII. Staff report**

Brenda inquired about the Integral 7 software that was marketed to the Executive Committee after the 2011 annual business meeting. Wanda reported that Harold Brandt followed up with staff and there was communication, but with the restructure of the Consortium, it was on hold.

The 2011 budget cannot be finalized until finance and accounting has posted all 2011 revenue and expenses. Staff will be notified when that is finished and will finalize the budget and share the final information with the committee.

Brenda inquired about the status of the online committee meeting minutes. Wanda will follow up with staff to see what the status is (by the time she followed up, all of the approved meeting minutes had been posted).

Wanda had to leave the meeting at this point and Emy continued taking notes for the minutes.

**IX. Technical Committee face-to-face meeting**

Emy reported that the Technical Committee's voting members have inquired whether there will be a face-to-face meeting of the Technical Committee prior to the annual meeting. Another option that committee discussed is to meet after the annual meeting during the transition process to help with items that are crucial to Technical Committee's projects and duties. Janica made a motion to approve holding the Technical Committee's in person meeting sometime at a later date and after the annual business meeting has taken place. This will provide support and expertise to National Center staff in the transition process as it relates to the Technical Committee's ongoing work. Brenda seconded the motion and it carried. The actual face-to-face meeting date and details will be determined as the transition process moves forward.

**X. Executive Committee face-to-face meeting**

Brenda asked committee members if it would be possible to arrive on either Saturday or early Sunday prior to the annual meeting and stay through Wednesday to debrief and plan for next steps. Members agreed that this is a good idea but details about travel needed to be addressed. Brenda will contact Wanda and then email the EC to see what is possible. It was decided that members should plan on staying overnight on Wednesday. More coordination will take place by email after the meeting adjourns.

**XI. Regional teleconferences**

Katrin summarized the regional teleconferences that took place last week. The Mid West, Southern, Western and Mid-Atlantic Regional Teleconferences took place from January 9 through the 13, 2012. The New England teleconference did not take place due to scheduling conflicts. Teleconferences were successful and varied, providing members a way to stay connected, ask questions, and share concerns. Topics varied from current practices within interpreter programs in different states, to recommendations for COSCA regarding the proposed restructure of the Consortium. Katrin and Brenda are working on a summary document that will be available to the membership and will inform all states of the topics that were discussed on the four calls. The Executive Committee will follow up with action items that were identified by members. In addition, during the Executive Committee presentation at the annual meeting a discussion regarding future teleconferences and other means of feedback and collaboration will be held. Brenda identified some details relating to program innovations, special recognitions, and mission awards to be presented at the annual meeting. These awards will be further developed and discussed at the committee's next teleconference.

**XI. Adjournment and Next Meeting**

The next meeting of the committee is scheduled for February 15, 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.

Next meetings:  
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.