

**Consortium for Language Access in the Courts
Executive Committee Minutes**

**Final
September 8, 2011**

Call to order

Brenda Aiken, Chair, called to order a telephonic meeting of the Executive Committee on September 9, 2011 at 2:05 p.m. Eastern time.

Members present

The following persons were present: Brenda Aiken (AK), Janica Bisharat (ID), Carmel Capati (WI), John Goerdts (IA), Pat Griffin (COSCA liaison), Katrin Johnson (WA), and Mara Simmons (AR).

Not attending

Emy Lopez (CO) and Wanda Romberger (NCSC)

Minutes

All minutes are approved and up-to-date.

COSCA liaison update

Pat Griffin reported that in the next few weeks, she will talk to Robert Baldwin to finalize the COSCA committee report on the structure of the Consortium. The full report will go to the COSCA membership at the COSCA mid-year meeting. It was noted that the Consortium membership is interested in learning more as COSCA moves forward. The Executive Committee agreed to forward any questions or thoughts received on to Pat.

Pat announced that COSCA/CCJ leadership and NCSC President Mary McQueen are working on language changes to the ABA Standards to address the concerns of COSCA/CCJ specifically when courts provide language services free of charge. COSCA/CCJ would also like to see the Standards be applied to all courts and not just state courts. Once language changes are made, the revised changes will be sent to the ABA for consideration at their February 2012 meeting.

Brenda announced that Pat has been reappointed to serve as the COSCA liaison to the Consortium Executive Committee. The appointment letter will be posted to the Consortium's website.

Budget review and next steps--Janica Bisharat

Janica has received budget proposals from the Professional Issues Committee (Carmel Capati, chair) and from the Annual Business Meeting Committee (Mara Simmons, chair). The Technical Committee & Executive Committee budget proposals are waiting for information from NCSC staff. Janica proposed developing a draft with current

information and the Executive Committee agreed this would be a good approach. Katrin Johnson agreed to work with Janica in developing a draft budget for the October Executive Committee meeting. Katrin agreed to contact California for information on the Technical Committee budget.

Annual Business Meeting Report --Mara Simmons, Chair

Mara reported that 24 states responded to the survey about preferences for the annual meeting. A presentation on video remote interpreting (VRI) technology was the first preference of the membership followed by using Census data information & program management. The Executive Committee discussed the possibility of arranging presentations on different approaches used by state judiciaries to VRI. Presenters representing a region could be a combination of program managers and representatives from the companies, providing an opportunity to learn about both the business practices and the technological requirements. It was agreed that two professional development sessions could be offered and that the Census session would be of great benefit to membership. Katrin suggested contacting the Census and Migration Policy Institute who may be able to focus the presentation and discussion on language data. Katrin has contact information and will email it to Mara. The Executive Committee recommended that her committee prepare an outline of each session to define more clearly the goals, learning objectives, and outcomes. This will clarify the expectations of the sessions and be a resource for the membership when they request detailed information to justify their attendance at the annual meeting. Mara agreed to prepare these documents.

Mara asked Brenda to invite COSCA President Rosalyn Frierson (SC) to the annual meeting. Brenda stated that she was going to write a letter thanking COSCA for the reappointment of Pat Griffin as liaison to the Consortium and will extend an invitation to the annual meeting in the letter. It was noted that there needs to be an adjustment to the annual business meeting budget to accommodate expert speakers on the topics proposed.

Mara announced that Arkansas is donating \$3000 to go towards some element of the Annual Business Meeting. She will verify whether that amount could be applied to costs for bringing in outside speakers.

Membership Outreach Plan—Katrin Johnson

Katrin emailed meeting minutes to the membership, and requested ideas on how the Executive Committee could enhance its communication with members. No suggestions were submitted. Katrin submitted a plan for conducting regional telephonic meetings with the membership. Two at-large members can facilitate conversations per regions, and the regional approach keeps the conversations to a workable number of people. It was suggested that we combine states using the COSCA/CCJ regions. Pat will send Katrin this information and Katrin will revise the regional listing.

Brenda suggested that for the first teleconference discussions, the focus be directed to the following questions:

1. Updates on standing committees' projects.
2. Needs assessment – Is the Consortium meeting members' current level of needs? What's going well? What needs improvement?
3. News from the frontlines – interesting happenings occurring in members' states.
4. Questions & concerns on other topics to pass along to the full Executive Committee.

Responses and discussion regarding these questions would be a good way to find out what the membership's current needs are, particularly in light of the upcoming COSCA restructuring. Feedback received on these questions can also help to organize our discussion for the annual meeting.

The Executive Committee agreed that this outreach plan is very valuable and asked Katrin to revise it and develop a timeline so that we could move forward with implementation.

It was noted that the Executive Committee budget would need to be revised to reflect the costs of the teleconferences. The Committee noted that a 2nd quarter budget had not been disseminated so it is unknown if the budget could support the costs. Brenda will email Carola and ask for a 2nd quarter budget report.

Professional Issues Committee—Carmel Capati, Chair

Carmel reported that the online MOU was submitted for review to Rob Baldwin. Upon review, he required more detailed information on the individual obligations and expectations between the Consortium and the New Mexico Center for Language Access. Pam Sanchez agreed to revise the MOU and is confident that the revisions can be accomplished by October. The revised MOU will be sent to the Executive Committee for review and discussion.

Carmel reported that the web page recommendations prepared by Kelly Mills (OR) & Brenda Carasquillo (NJ) on behalf of the Professional Issues Committee have been submitted by Wanda to the National Center's IT Department for a review and cost analysis. We are waiting for a response to the proposal.

Other business:

- John noted that the next Executive Committee meeting is scheduled for Thursday, October 13. Brenda will be in travel status and is unable to attend the October meeting. Brenda announced that she will prepare the agenda with John and that John will chair October meeting.

- Katrin announced that she received an email from a new NCSC staff person, JoAnn Lankford. Brenda will ask staff to notify the membership that there is a new staff person. *(Note: It was later discovered that JoAnn has been hired as a temporary employee until the position is permanently filled. See email from Carola Green dated 9/8/2011 "update regarding temporary personnel helping out with Consortium activities")*

The meeting adjourned at 3:05 p.m. Eastern time.