

Transitional Council

2013 Conference Planning Meeting

Thursday, June 28, 2012 Conference Call Minutes

Members Present: Brenda Aiken, Alaska; Janica Bisharat, Idaho; Carmel Capati, Wisconsin; Gaye Gentes, Massachusetts; John Goerdt, Iowa; Katrin Johnson, Washington; Kent Kelly, NCSC; Jacquie Ring, California.

Introduction: This was the first conference call to discuss the 2013 professional development conference, to be held in Salem, MA. The Transitional Council will serve as the planning committee and will plan the meeting agenda and professional development sessions.

Update on Conference Planning and Discussion: Gaye Gentes, local host, provided an overview of conference planning tasks to date. Many potential sites were reviewed and NCSC conference staff determined that Boston proper was deemed to be too expensive, so the town of Salem was selected. An agreement was reached with the Hawthorne Hotel; hotel features can be reviewed at <http://www.hawthornehotel.com/>.

The confirmed dates are April 21-24, 2013, which will not conflict with major holidays or Boston events. Gaye and Valerie Hansford (NCSC) secured an \$87/night room rate, with the provision of a minimum expenditure \$3,000 on food and beverages, which is on par with the prior conference year. The rate is extended 3 days prior and 3 days post if people want to come early and visit the area. The meeting room that is secured accommodates 80 people maximum. Approximately 60 people are planned to attend so far. With new states and regions involved, potentially higher numbers of attendees need to be considered. Other meeting rooms are available. Last year, events were plenary with no major breakout of sessions, so a large conference room will be required if that model is followed in 2013. There are 3-4 other smaller conference rooms available if needed.

NCSC association staff have committed to working with Gaye throughout the planning process.

Save the Date Notice: Before the end of summer, the Transitional Council will want to announce to the appropriate list (specific individuals still TBD) to let people know the conference date, so that they can begin planning to attend. An advance notice will be sent out to the current on-the-list program managers. A new listserv may need to be created.

Brenda Aiken will e-mail Laura Klaversma and cc Pat Griffin to ask when that list of contacts might be complete, and then will let the team know. The save the date flyer will be drafted by Gaye.

Conference Agenda Brainstorming: Potential topics for professional development sessions at the conference were already discussed in Little Rock. The committee assumes that the conference will feature a COSCA/NCSC presentation, with a presentation from the new executive director of the unit, as well as COSCA's language access (LAAC) group.

Committee members have not yet seen the final agenda for the October Language Access Summit in Houston, so that potential source of session's topics will need to be considered in the future. Kaye Farley sent out a draft of proposed summit plenary sessions to the COSCA LAAC people and NCSC members (Mary McQueen, Laura Klaversma, Wanda Romberger, Rob Baldwin) on 6/27, and that is the most recent information available. Recipients of that draft have been requested to provide comments by July 11.

Carmel Carpati will confirm at the next LAAC meeting whether COSCA/NCSC will be making presentations and introducing the executive director in that timeframe. The next LAAC meeting, COSCA CCJ summer meeting is 3rd week in July and meeting will be held there on Sunday, July 22.

Professional Development for Participants: Preliminary discussion centered on the anticipated future audience for the conference, with new CLAC members joining. At this time, it is assumed that the conference will have a state-level focus. The group is anticipating that the April 2013 meeting will have some new people from the states that were not former CLAC members, who (due to the transition) will now become members, including the US territories and states that do not yet have programs which will be starting out.

Current LAAC meetings are focused on the process and communication, but visioning of a future council has not yet been formally conducted. The LAAC group is striving to guide planning efforts for the future executive director and establishing communication patterns, including listservs.

Due to the attendance of representatives of both established and "newcomer" states at the future conference, the committee discussed the needs of each group in turn. Established states will require sessions on advanced topics, while new state representatives will need introductory information and mentorship.

Introduction information could include background on the tests and what they are, the role of NCSC, security standards, etc. To further develop mentorship roles, the conference would be an excellent time for professional development of both the experienced and introductory

groups. For new members, they will participate in the introductory session(s) as a requirement of conference attendance. New states/territories should also have access to introductory training on administering and proctoring oral exams. This approach will develop good connections between state representatives. If mentors agree to assist the new representative moving through the entire 3 day conference, that would be very helpful to the new participants.

Potential Topics for Professional Development Sessions: The following preliminary suggestions were provided by the committee as session topics:

Topic	Notes/Description
Bilingual Services	Training and testing are needed for bilingual court employees.
Data Collection	How to collect the data people are looking for in regard to interpreters; would be interesting to see what other states are doing with data collection, and would help a lot of people. Perhaps state examples of integrated case management system data gathering etc. and general overviews of how other states collect data.
Standards for Non-Certifiable Languages	Talk to Emy Lopez.
Standards on Video Remote Interpreting (VRI)	People are interested because it is new. Draft of Kohl bill, grant would include funding for remote interpreting equipment and technology included in the bill, so people are aware it's a major topic.
Writing Grants and Proposals	Would it be good to have a concurrent session on what are the basic principles: how do you sell your needs for writing grants, federal/foundational or other grants? Might want to recruit a professional speaker for that who is not part of this group. Federal grants are very complex, people need guidance on how to write them and also how to monitor them, which is time-consuming. Pros and cons of going after complex grants; speaker would need to know about writing grants for a government entity as opposed to writing for a non-profit organization.
Underway Projects and the Transitional Process	The current Professional Issues Committee and the Technical Committee are completing long-term projects. Perhaps a session reviewing their projects, their elements, how those projects can help someone in their own programs. Discussion of potential similar implementation for different program managers. If there are project-specific committees in the future, present on their projects in 2013; in the fall, start envisioning what some of those projects might look like.
Training for Testing	In agreements, it is stated that people cannot administer tests until they have been trained; that session was offered on a Sunday afternoon last year. Include that piece in Salem 2013.

Translation of Forms	Standards, bilingual or monolingual, reviewing what other states have done. The Professional Issues Committee put out a best practices guide in 2011, which could inform this. Good session for asking questions, how do you decide what is vital for guidelines, how do you keep up with legislative changes, etc.
Websites	Bilingual access etc., what do you translate, pop-up windows for those who are hard of hearing who view a sign language speaker video online, websites overall would have interesting issues for a discussion session.
Interpreter Compliance	Compliance with providing interpreters for court mandated anger management and parenting programs, how states are doing that, requirements and skill sets.
Other Topics	When the communication structure is more fully in place, it will be possible to start having regional conference calls with members, which will generate further ideas for session topics. Membership polling will help as well. (See timeline, below)

Additional Planning Concerns: The committee discussed potentially having two conference tracks after the introductions, with one for advanced topics and one for introductory guidance.

Issues regarding the discussion of sensitive business and possibly restricted attendance for sessions were also discussed. Carmel Carpati will follow up with the LAAC Committee for guidance.

The conference budget was also discussed. It is Gaye's understanding that the money comes from registration will fund the conference. Food and beverage costs, room rates etc. will all be covered by registration. The group will need to formulate a tentative budget, which will require estimated the expected number of attendees. This will be discussed in the future with Laura Klaversma.

Planning Timeline: The following tentative timeline was discussed to guide future discussion of planning activities:

Timeframe	Event/Task
June 28	First conference call held, initial brainstorming sessions
Early July	Completion and formalization of minutes, so that the team can review the list of session topic sessions for further additions
Early July?	Receive full list of people for e-mail contact
July	Issue save the date notice to program managers
July	COSCA/CCJ conference
July or August	First regional teleconferences to discuss and receive input on potential session topics
End of August	Another conference call with this group to be scheduled, after regional conference calls have been established, date TBD based on availability
September	Consolidate list of session topic suggestions and send to listserv
October 1-3	At the summit, this committee will try to meet over lunch for further planning discussions. Question – will Laura Klaversma and/or Pat Griffin be able to attend?
October	Refine what professional development topics will be based on feedback
November	Prioritization of topics with member poll
November?	Securing professional speakers for the April conference dates

Next Conference Call: The next call will be held in late August, date to be determined.