

**Professional Issues Committee
Consortium for Language Access in the Courts**

Minutes

September 1, 2011

3:00 EDST, 2 CDST, 1 MDST, 12:00 PDST

Call-in number: 1-800-503-2899

Access Code: 8062346

Present: Carmel Capati (WI), Andrea Krlickova (NV), Brooke Bogue (NC), Katrin Johnson (WA), Kelly Mills (OR), David Sawyer (AL), Terry Ince (CA), Maria Perez-Chambers (DE), Brenda Carasquillo (NJ), with Nikesha Cosby as staff.

Absent: Pam Sanchez (NM), Camille Wiggins (IN), Jennifer Singletary (WV), Alejandra Donath (CT), and Kesenia Boitsova (MD)

Approval of Minutes: Carmel Capati (WI) moved to approve the August 4th minutes, motion seconded by David Sawyer (AL). Motion carried. All approved minutes will be uploaded to the members' only web page.

2011-12 Project Reports

- **2012 Online Interpreter Training:** Carmel reported on behalf of Pam Sanchez (NM) who was unable to attend. Upon approval of the MOU regarding the online interpreter training proposal by the Executive Committee, it was submitted to the NCSC for their consideration. Rob Baldwin (NCSC) reviewed the document and suggested more details be included to better define the expectations and obligations between the NCSC, the Consortium and the New Mexico Center for Language Access (NMCLA). Carmel said Pam is working with NMCLA to produce a revised draft. Pam informed Carmel she hopes to have a revised MOU completed in time for the next PIC conference call in October.
- **CLAC and Members Only Webpage Redesign:** Carmel reported that the Executive Committee appreciated the work of Brenda Carasquillo (NJ) and Kelly Mills (OR) on creating recommendations for modification of the Consortium web pages. Wanda Romberger has forwarded the recommendations to the IT department at NCSC and is waiting for follow up from them regarding feasibility of the project, time and cost it will take to make the upgrade. Wanda will let Carmel know when she has the information.
- **Guide for Remote Use of Interpreters:** Andrea Krlickova (NV) reported that their sub-group met to share preliminary research individual sub-committee members had done on this topic and to create a roadmap on how to begin the project. Katrin Johnson (WA) and

Terry Ince (CA) will be able to provide their knowledge and experience on Video Remote Interpreting (VRI) since both states have embarked on pilot projects with this technology. Andrea said the plan is to divide up the work between members. She said the guide will be similar in format to the Translation of Court Documents Guide and will include recommendations for how to use the various technologies, pros and cons, a glossary and cheat sheets for judges, attorney and court staff. .

- **Judicial Training Module:** Maria Perez-Chambers (DE) distributed a preliminary outline of items which should be included in a standard judicial training module. Maria said the outline started with general concepts and then moved to more specific topics. Katrin suggested adding a section on in the importance of using certified interpreters and perhaps including interpreter exercises. Carmel suggested this group meet in a sub-committee to continue the work.
- **Collection of LEP information for Program Managers:** Brooke Bogue (NC) reported that she and Jennifer Singletary (WV) have been making progress on this project but would like some more direction as to which materials would be most beneficial to collect for member states. Carmel offered to work with the group to try to provide more guidance on this project.

Next Meeting Teleconference Call: The next teleconference call has been set for Thursday October 6th, 2011 at 2 pm EST. An e-mail informing all committee members will be sent out plus reminders prior to the meeting. Conference number is 1-800-503-2899 and the access code is 8062346.