

Meeting Date	Language Access Committee	
January 23, 2015	Conference Rooms W19 B/C	
Members Present	Member Excused	
Judge Rick Romney	Maureen Magagna	
Judge Su Chon	Shantelle Argyle	
Randall McUne	Ghulam Hasnain	
Wendell Roberts	Judge Rick Smith	
Michelle Draper		
Mary Kaye Dixon		
Miguel Medina		
Gabriela Grostic – welcomed as new member		
Jennifer Andrus		
Megan Haney		
Staff: Alison Adams-Perlac, Rosa P. Oakes		
Guests: Luther Gaylord		
Topic: Approve minutes of November 21, 2014		
Megan Haney moved to approve the minutes; Randall McUne seconded the motion.		
Motion: Passed		
Topic: Interpreter Request for Reconsideration of Discipline		By Alison Adams-Perlac
Judge Chon moved to close the meeting; Michelle Draper seconded – motion passed.		
The minutes from this portion of the meeting are not public, since the meeting was closed under rule 3-306 of the Utah Code of Judicial Administration.		
Oversight – motion to open the meeting		
Topic: Records Retention		By Rosa Oakes
Ms. Oakes asked the committee to consider the issue of retention of files on court interpreters. The AOC has collected physical files on interpreters dating back to 1996. Since then, many interpreters have moved away, are retired or deceased. Given that established retention policies do not apply to contract employees, some guidance is required in the handling or disposing of such. Upon considerable discussion, it was decided that more information would be needed. Ms. Oakes was asked to obtain information on current retention policy as it relates to personnel files from the court HR office and state government offices in general. The topic will be reviewed at the next meeting.		
Topic: Interpreters Completing Forms		By Alison Adams-Perlac
Ms. Adams-Perlac reported that it had come to her attention that interpreters were performing duties outside of their scope of practice, specifically, filling out forms for non-		

English speakers on the Online Court Assistance Program (OCAP) located in the Law Library. She asked that interpreters cease this practice, given that it goes against the Interpreter's Code of Ethics and creates issues with accountability as well as the perception that interpreters are advocates. After a meeting with top administrators, a proposed amendment to the Interpreter's Code of Ethics, which would allow the practice, was offered by Tim Shea. The committee resolved that this matter involves two separate issues; 1) allowing interpreters to fill out forms for LEP patrons, and 2) interpreters assisting illiterate patrons. Consequently, Jennifer Andrus moved to not approve the amendment to the Code of Ethics. Michelle Draper seconded the motion. Motion passed unanimously. Jennifer Andrus moved that patrons should complete forms in their first language and the court have them translated after they have been filed and if the patron is illiterate, the patron will receive accommodations under the ADA. Randall McUne seconded the motion. Motion passed unanimously.

Other Business: Gabriela Grostic suggested that interpreters be given copies of Rule 3-306 and some instruction with an opportunity to ask questions.

Meeting Adjourned

Next meeting March 20, 2015