

| Meeting Date | Language Access Committee | |
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| March 20, 2015 | Judicial Council Room | |
| Members Present | Member Excused | |
| Judge Rick Romney | Judge Rick Smith | |
| Judge Su Chon | Shantelle Argyle | |
| Randall McUne | | |
| Jennifer Andrus | | |
| Michelle Draper | | |
| Megan Haney | | |
| Mary Kaye Dixon | | |
| Miguel Medina | | |
| Gabriela Grostic | | |
| Maureen Magagna | | |
| Wendell Roberts | | |
| Staff: Alison Adams-Perlac, Rosa P. Oakes | | |
| Guests: Luther Gaylord, Noelia Erickson | | |
| <p>Judge Romney welcomed committee members and sought to correct an omission from the previous meeting wherein a motion was not made to re-open the meeting. Megan Haney moved to open the meeting; Maureen Magagna seconded the motion. Motion passed.</p> | | |
| <p>Topic: Approve minutes of January 23, 2015</p> <p>Michelle Draper moved to approve the minutes; Randall McUne seconded the motion.</p> <p>Motion: Passed unanimously</p> | | |
| Topic: Credentialing Exception | | By Rosa P Oakes |
| <p>Ms. Oakes asked the committee to consider an exception in the credentialing of a Farsi-speaking interpreter. The interpreter has worked in the courts as an independent contractor under the "Approved" designation for many years. Previously approved interpreters were reclassified as "Registered II" due to the addition of a foreign language exam component for the Approved credential. Further, the elimination of the "Registered II" designation on May 1, 2015 requires interpreters to complete the component by that date, or face elimination from the roster. While the Farsi-speaking interpreter has taken the foreign language exam two separate times with two different testing organizations, she has failed to achieve the established passing score by 1 point. Upon significant discussion, the committee requested an update on the situation at the next meeting in May. If the interpreter has not at that time achieved the required passing score, she should request an extension directly to the committee.</p> | | |
| Topic: Records Retention Proposal | | By Alison Adams-Perlac |
| <p>Ms. Adams-Perlac followed-up on the previous meeting's conversation on this topic. She stated that there are certain pieces of information currently kept in a physical file for each credentialed interpreter that should be saved permanently in an electronic form. These items are: progress sheet (log of requirements met and when); certification certificate; proof of exams and scores; most recent CE compliance forms; and, any</p> | | |

disciplinary documentation. She also recommended that CE compliance forms for previous reporting periods be kept for 1 year and all other documents be maintained for at least 3 years. Ms. Adams-Perlac noted that it is not yet clear on where this policy will reside – whether it will become a part of the Rule or the Records Retention policy. If the committee agrees with the proposal, Ms. Adams-Perlac will further develop the policy language.

Mary Kaye Dixon moved to approve the proposed Records Retention Policy in concept; Judge Chon seconded the motion. Motion passed unanimously.

Topic: Proposed Amendments to Rule 3-306

By Alison Adams-Perlac

Ms. Adams-Perlac reviewed a proposed new format for the Rule. She mentioned that based on a request from the Judicial Council, a change is proposed on how often the Council will review the interpreter fee structure. Currently, the Judicial Council reviews interpreter fees annually; however, they would prefer to review it every 3 years along with a national wage analysis. This does not, however, preclude the Council from reviewing interpreter fees on a more frequent basis if needed.

In response to concerns about access to and ease of commenting on Rule changes, Ms. Alison-Perlac agreed to post a link on the committee website and add a reminder to the agenda.

Ms. Adams-Perlac highlighted a proposal that gives the interpreter coordinators discretion, as long as he or she complies with the Rule, to decline to assign interpreters. Ms. Grostic raised concerns about the ambiguity of the policy regarding when/how coordinators decide on which interpreters to schedule. After considerable discussion, Ms. Grostic requested the opportunity to present her views more formally at the next meeting. She moved to set this topic on the agenda for the May committee meeting. Randall McUne seconded the motion. Motion passed.

Ms. Adams-Perlac described proposed changes to the disciplinary process for interpreters. Various comments and suggestions were made and subsequently, she asked committee member to take time to consider these and prepare to discuss further at the May meeting.

Other business:

Megan Haney inquired about the availability of interpreters for probation Interviews, which are primarily held in the probation offices. Ms. Adams-Perlac responded that interpreters can and should be provided for LEP individuals in those interviews.

Judge Chon mentioned that courthouse sound systems are currently being upgraded and wondered if there would be issues with the interpreter headsets. Ms. Oakes agreed to investigate the issue.

Meeting Adjourned

Next meeting is scheduled for May 15, 2015