

**Language Access Committee**  
Matheson Courthouse  
Council Room  
450 South State St.  
Salt Lake City, Utah 84111

July 26, 2019

**Members Present**

Michelle Draper - Chair  
Yadira Call - by phone  
Judge Su Chon  
Monica Greene Diaz  
Mary Kaye Dixon  
Judge Michael Leavitt

**Members Excused**

Amine El Fajri  
Megan Haney  
Russ Pearson  
Lynn Wiseman  
Judge Kelly Schaeffer-Bullock

**Staff**

Kara Mann  
Jeni Wood - recording secretary

**Guests**

**(1) Welcome.**

Michelle Draper welcomed everyone to the meeting.

Kara Mann addressed the May 17, 2019, minutes. Two changes were recommended. 1.) Under notice of formal complaint section: "The committee went into an executive session to address a formal complaint." 2.) In the Interpreter Coordinator's Handbook section: clarify "ASL" interpreter for jurors. Judge Michael Leavitt moved to approve the May 17, 2019, minutes, as amended. Monica Diaz seconded the motion. The motion carried unanimously.

Ms. Mann next addressed committee membership. After the last committee meeting, Chris Kunej resigned from the committee and Randall McUne's second term ended. Ms. Mann will seek replacements and send the notice to the committee members. Ms. Mann will speak with Mr. McUne about any possible recommendations.

**(3) Language Access Plan**

Ms. Mann reminded the committee the purpose of a Language Access Plan is to provide information; including rules, needs, judicial structure, and services. Ms. Mann obtained Plans from New Mexico and Oregon to provide as examples for the committee to consider when discussing the methodology for updating Utah's Plan.

The committee edited the proposed outline. Recommended edits made to the proposed outline:

- Ensure the Plan is simple because it could be viewed by stake holders and the public.
- Make the Plan more accessible to the public.
- Hyperlink statutes and rules.
- Section I - Change the name to Introduction and Overview, include the requirements and need in separate appendixes.

- Section I-Move directive and legal basis to an appendix.
- Section I- Add subparagraph on need, include data on people living below the poverty line.
- Section I- Include demographic data in an appendix.
- Section II- Change name to Structure and Funding, with subparagraphs on judicial structure and management structure.
- Section II- Include program funding.
- Section II- Include a paragraph stating language services are available at all court levels with a description of types of hearings (in an appendix).
- Section II-Include the Language Access Committee and data collection as subparagraphs to the Management structure.
- Break services into separate sections.
- Section III- Include video capabilities.
- Section IV- Include law library with services outside the courtroom.
- Section V-Add mediation and probation to court-related services.
- Section VI- Change to Remote Interpreting
- Section VI- Include a clear definition of remote interpreting.
- Section VIII- Include working with other organizations
- Section IX: Include complaint process to quality control.
- Section IX: Add best practices.

Ms. Mann will make adjustments as recommended and readdress the Plan with the committee at a later meeting. Ms. Mann noted the Plan is not available in other languages at this time.

Judge Leavitt moved to approve the outline, as amended.

The committee chose to have Ms. Mann create the Plan then create subcommittees to review sections prior to the next meeting. Ms. Draper and Judge Leavitt volunteered to be on the editing committee. Ms. Mann will send an email to the committee to get additional volunteer members.

Judge Leavitt moved to create an editing subcommittee. Monica Diaz seconded the motion, and the motion passed unanimously.

### **(3) Updating the Code of Professional Responsibility for Court Interpreters Exam**

Ms. Mann noted the exam has been used since 2000, and doesn't appear to have been updated since as many questions were outdated and simple. The committee reviewed the exams and made suggested edits.

Judge Leavitt moved to approve the suggested edits. Ms. Diaz seconded the motion, and the motion passed unanimously.

### **(4) Recorded Evidence Guidelines**

This item was not addressed due to time.

### **(5) Other Business.**

No further business was discussed.

**(6) Adjourn**

There being no further business, the meeting adjourned at 2:04 p.m.