



Judicial Council of California

Information Technology
Advisory Committee

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INFORMATION TECHNOLOGY ADVISORY COMMITTEE

MINUTES OF OPEN MEETING

May 15, 2024

12:00 p.m. to 1:00 p.m.

Videoconference

Advisory Body Members Present: Hon. Sheila F. Hanson, Chair; Vice- Chair; Mr. Brian Cotta; Hon. Tara Desautels; Mr. Jason Galkin; Mr. A.J. Guzman; Hon. Ioana Petrou; Mr. Jake Pison; Mr. Mike Baliel; Ms. Carrie Holmes; Mr. Adam Creiglow; Hon. Julie Culver; Hon. Bruce Smith; Mr. Neal Taniguchi.

Advisory Body Members Absent: Chief Judge Wiseman.
Hon. Kyle Brodie; Assembly Member Damon Connelly; Hon. Truc Do; Ms. Rebecca Fleming; Hon. Michael S. Groch; Hon. Amy Guerra; Mr. Brett Howard; Hon. Samantha P. Jessner; Hon. Kimberly Menninger.

Others Present: Lisa Chavez, Information Systems Supervisor, Judicial Council; John Yee, Acting Chief Information Officer, Judicial Council

OPEN MEETING

Call to Order and Roll Call

The chair called the meeting to order and took roll call.

Approval of Minutes

The following Information Technology Advisory Committee meeting minutes were approved:

- March 7, 2024

There were no written public comments received for this meeting.

DISCUSSION AND ACTION ITEMS (ITEMS 1-2)

Item 1

Chair's Report

Update: Hon. Sheila F. Hanson welcomed members. The chair extended congratulations to Justice Desautels who was confirmed to the First District Court of Appeal on May 14, 2024. Judge Hanson announced a change in the council's IT leadership. Heather Pettit has left her Chief Information Officer position after 17 years of service in the Judicial Branch. She thanked Heather Pettit for her tremendous work and welcomed John Yee as the Acting Chief Information Officer of the council. Next, Judge Hanson gave the following updates about the current workstreams:

- Electronic Evidence Phase II – the findings and recommendations report was approved and officially sunset in March 2024.

- Tactical Plan for Technology – the kickoff meeting was held on May 6, 2024 The workstream group will deep dive into the Tactical plan and have a draft prepared for the 2025 – 2026 Tactical Plan in October of this year.
- IT Modernization Funding Program for fiscal year 2024 – 2025 – the program is well underway. Today’s meeting is dedicated to reviewing and approving their funding recommendations for fiscal years 2024-25.

Item 2

IT Modernization Workstream Recommendations (Action Requested)

Update: Lisa Chavez, Information Systems Supervisor, Judicial Council presented the overview of the IT Modernization program and timeline. She described the Workstream evaluations that resulted in a list of projects that the team recommended for funding approval. Hon. Sheila F. Hanson, reiterated that the Technology Committee directed ITAC to oversee the workstreams that evaluate the individual project proposals, sighting the vast amount of work done in a relatively short period of time. Judge Hanson asked the committee to review and consider approval of the project recommendations for the IT Modernization Fund program for fiscal year 2024-25.

Action: The committee unanimously approved the IT Modernization Fund program for fiscal year 2024-25, pending the Technology Committee’s approval.

A D J O U R N M E N T

There being no further business, the meeting was adjourned.



Judicial Council of California

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REPORT TO THE JUDICIAL COUNCIL

Item No. 24-033

For business meeting on September 20, 2024

Title

Language Access Plan: Proposed Allocations for Signage and Technology Grant Program, Cycle 6, Fiscal Year 2024–25

Rules, Forms, Standards, or Statutes Affected

None

Recommended by

Advisory Committee on Providing Access and Fairness

Hon. Kevin C. Brazile, Cochair

Hon. Victor A. Rodriguez, Cochair

Language Access Subcommittee

Hon. Victor A. Rodriguez, Chair

Information Technology Advisory Committee

Hon. Sheila F. Hanson, Chair

Hon. Samantha P. Jessner, Vice-Chair

Agenda Item Type

Action Required

Effective Date

September 20, 2024

Date of Report

June 21, 2024

Contact

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Executive Summary

The Advisory Committee on Providing Access and Fairness and the Information Technology Advisory Committee recommend approving proposed grant awards for the Language Access Signage and Technology Grant Program of \$2.35 million to expand language access for court users. For Cycle 6 (fiscal year 2024–25), 18 courts applied for signage and technology needs.

Recommendation

The Advisory Committee on Providing Access and Fairness and the Information Technology Advisory Committee recommend that the Judicial Council, effective September 20, 2024:

1. Approve the proposed allocations of \$603,811.54 for signage and \$1,746,188.46 for technology for the Language Access Signage and Technology Grant Program for fiscal year (FY) 2024–25; and
2. Direct Language Access Services staff to work with Branch Accounting and Procurement to draft and execute intra-branch agreements with each awarded court.

The proposed allocations and summary of the requests for funding are included as Attachment A.

Relevant Previous Council Action

In January 2015, the Judicial Council adopted the *Strategic Plan for Language Access in the California Courts*. The plan provides recommendations, guidance, and a consistent statewide approach to ensure language access for all of California’s approximately 6.4 million limited-English-proficient (LEP) residents and potential court users.

The Budget Act of 2018 (Stats. 2018, ch. 29) included \$2.55 million in ongoing funding for language access signage and technology (S&T) infrastructure support and equipment needs for the trial courts and the Judicial Council. On September 24, 2019, the Judicial Council adopted a process to annually disburse these language access signage and technology grants to the trial courts and directed Language Access Services staff to solicit and review grant applications and develop recommendations for review and approval by the Advisory Committee on Providing Access and Fairness, the Information Technology Advisory Committee, and the Judicial Council.¹ Grants are also approved by the Technology Committee.

Under the Language Access Signage and Technology Grant Program, courts may be eligible to receive up to \$200,000 for signage projects and up to \$270,000 for technology projects, unless total requests are under the annual allocation for each category, in which case, larger amounts may be requested and approved by the council for grants to expend funding.² This is the sixth year of the Language Access Signage and Technology Grant Program (Cycle 6). Most recently in September 2023 for Cycle 5 (FY 2023–24), the council approved grants to all 13 trial courts that applied for S&T grants and 4 additional courts that applied for grants under different but related grant opportunities.³ All funding from Cycle 5 under the \$2.35 million annual allocation was distributed to courts.

¹ See Judicial Council of Cal., Advisory Com. Rep., *Language Access Plan: Signage and Technology Grants* (Sept. 9, 2019), <https://jcc.legistar.com/View.ashx?M=F&ID=7675626&GUID=F2CCA714-356A-41B7-82B5-05C058CE0D6E>.

² See Judicial Council of Cal., Advisory Com. Rep., *Language Access Plan: Signage and Technology Grant Program, Fiscal Year 2021-22: Requests and Proposed Allocations* (Sept. 30, 2021), <https://jcc.legistar.com/View.ashx?M=F&ID=9942092&GUID=5220FB28-A269-47DA-BAAD-4D8A89638903>.

³ See Judicial Council of Cal., Advisory Com. Rep., *Language Access Plan: Proposed Allocations for Signage and Technology Grant Program, Cycle 5, Fiscal Year 2023–24* (Aug. 23, 2023), <https://jcc.legistar.com/View.ashx?M=F&ID=12246027&GUID=DD2336E8-D1E6-4D2C-B3D8-D8CF7AA38921>.

Analysis/Rationale

To support judicial branch language access expansion efforts, the Budget Act of 2018 included ongoing funding of \$1 million per year for language access signage and \$1.55 million per year for language access technology infrastructure support and equipment needs. Of the \$1.55 million for technology, \$200,000 is dedicated to the Judicial Council for upgrades to the online Language Access Toolkit and other council language access infrastructure support (such as translation costs for statewide forms, web content, and other multilingual resources for LEP court users). The amount available to trial courts for technology is, therefore, \$1.35 million each year. With the signage funding, the total grant amount available to trial courts each year is \$2.35 million.

Following are the goals of the Language Access Signage and Technology Grant Program:

- Support courts with the development of multilingual signage to help LEP court users navigate the courthouse.
- Assist courts that may need equipment or software that will facilitate communication with LEP court users and the courts.
- Allocate funds to as many trial courts as possible within the given budget to support language access signage and technology initiatives.
- Fund enhancements that provide LEP court users with greater access to the courts and to information in their language.
- Encourage courts to establish for grant funding an ongoing plan that coordinates with other facilities planning and/or with planned or ongoing technology initiatives that support language access as a core service of the court.

On March 15, 2024, a memorandum was released by Judicial Council Information Technology to courts on how to request funding for various technology grant opportunities on a single platform. The deadline for courts to apply was April 2, 2024.

Judicial Council staff coordinated the review of Cycle 6 Language Access Signage and Technology (S&T) Grant requests with the other technology funding requests (Information Technology Modernization Fund (ITMF) Program and Jury Management Systems Grant) to ensure that no court would receive duplicate funding for the same project.

For Cycle 6, 18 courts applied for signage and technology needs. Of the 18 courts that applied, seven courts also applied for grants with the ITMF Program. The projects from all 18 courts can be funded, with the exception of the Superior Court of San Francisco County's second priority signage project as the court's maximum request for grant funding has been met (see below).

For signage, San Francisco requested a total of \$419,023.75 for their two projects over the signage maximum application amount (\$200,000). Between the two projects submitted for consideration, the recommendation is to fund the court's first priority project up to the maximum amount. When tabulating the all signage-related projects from courts, \$396,188.46 remained in the signage category.

During Cycle 4, Budget Services confirmed that remaining funding from the signage category is allowed to go toward related technology category projects, and vice versa, as long as the projects benefit LEP court users. For Cycle 6, this approach results in a proposed allocation of \$603,811.54 for signage projects, and \$1,746,188.46 for technology projects, which would allocate the entire \$2.35 million.

For technology, project requests exceeded the available S&T technology funding of \$1.35 million because the Superior Court of Los Angeles County requested \$13,150,508.95 for a digital signage and wayfinding project. For Los Angeles, only the maximum of \$270,000 will be funded for technology. The Superior Court of Sonoma County requested \$277,236.03, which was over the maximum technology application amount. Because the Sonoma court applied for the same project under the ITMF, both grant programs agreed to split the funding with S&T to cover \$270,000, with the remainder of \$7,236.03 to be covered by the ITMF. The Superior Court of Yolo County applied for more than the technology maximum amount, but since the amount over the maximum is minimal (\$300), S&T will cover the full \$270,300. The Superior Court of Solano County also applied under the ITMF, and both grant programs agreed to split the funding with S&T to cover \$175,063.29, with the remainder of \$63,936.71 to be covered by the ITMF.

The proposed allocations were reviewed and approved by the Advisory Committee on Providing Access and Fairness on June 20, the Information Technology Advisory Committee on July 17 (TBD), and the Technology Committee on August 12, 2024 (TBD).

Proposed Allocations: Signage and Technology Grant Program, Cycle 6 (FY 2024–25), in Dollars⁴

County of Trial Court	Signage Award	Technology Award	Total Proposed Award
Alameda	35,000.00	—	35,000.00
Contra Costa	—	22,500.00	22,500.00
Kings	6,953.54	19,870.00	26,823.54
Los Angeles	200,000.00	270,000.00	470,000.00
Monterey	—	15,000.00	15,000.00
Orange	—	55,000.00	55,000.00
Riverside	—	75,000.00	75,000.00
San Benito	24,358.00	12,418.00	36,776.00
San Diego	—	35,000.00	35,000.00
San Francisco	200,000.00	270,000.00	470,000.00
San Mateo	2,500.00	14,000.00	16,500.00
Santa Barbara	85,000.00	—	85,000.00

⁴ The seven courts that also applied for grants under IT Modernization Fund Program are Kings, Riverside, San Benito, Solano, Sonoma, Ventura, and Yolo. These courts can be fully funded by S&T, with the exception of Solano and Sonoma.

Solano	—	175,063.29	175,063.29
Sonoma		270,000.00	270,000.00
Tulare	50,000.00	—	50,000.00
Ventura	—	232,551.76	232,551.76
Yolo	—	270,300.00	270,300.00
Yuba	—	9,485.41	9,485.41
	\$603,811.54	\$1,746,188.46	\$2,350,000.00

The table below summarizes the number of project requests by signage grant priority.

Signage Grant Projects

Priority #	Signage Grant Project	Total # of Projects
1	Translation of Signage	0
2	Court Websites & Wayfinding Translations	4
3	Multilingual Wayfinding Strategies	5
4	Automated Queue-Management System	1
5	Multilingual Non-electronic Signage	0
	Total Signage Grant Projects	10

The table below summarizes the number of project requests by technology grant priority.

Technology Grant Projects

Priority #	Technology Grant Project	Total # of Projects
1	Telephonic/Video Remote Solutions to Support Language Access	5
2	Interpreter Equipment	5
3	Scheduling or Other Software	1
4	Multilingual Videos	0
5	Audiovisual Systems Upgrade	6
6	Multilingual Kiosks	2
	Total Technology Grant Projects	19

The above two tables summarize the total number of projects requested; some courts requested multiple projects. As a result, the total number of projects in the third column exceeds the total number of courts that applied this cycle. For a detailed explanation of all the grant projects, see Attachment A.

Policy implications

Under the grant program, courts can apply for funding for audio or video remote solutions to support language access, including video remote interpreting (VRI), if permitted by their memorandums of understanding and any other agreements between court administration and court employees or independent contractors. All courts, including courts that participate in the grant program and request funding for VRI equipment, will be asked to follow the council's VRI guidelines for spoken language-interpreted events.⁵

Comments

Public comments were not solicited for this proposal because the recommendations are within the Judicial Council's purview to approve without circulation.

Alternatives considered

No alternatives were considered because the recommended allocations were calculated using the funding methodology approved by the Judicial Council.

Fiscal and Operational Impacts

Funding assists courts with language access signage and technology initiatives. Because funding is ongoing for the trial courts, individual courts are encouraged to establish an ongoing grant funding plan that coordinates with other facilities or technology initiatives planned or underway in their court to support language access.

Judicial Council staff has clarified with Branch Accounting and Procurement and Facilities staff that courts may use grant funding for facilities modification costs that directly relate to the purpose of the grant—for signage or technology—as long as the anticipated facility modification costs are built into the total grant amount.

All courts that submitted S&T requests for Cycle 6, FY 2024–25, will be notified as to whether they will receive funding. Intra-branch agreements for the S&T grant requests that are funded are expected to be delivered to court executive officers for signatory approval and returned to the Judicial Council in November 2024. If the reimbursement request and invoices to support the requested reimbursement amount are not received by June 30, 2026, grant funding for the cost of the project will be unavailable for reimbursement to the awarded court.

Attachments and Links

1. Attachment A: Signage and Technology Grant Program, FY 2024–25: Proposed Allocations

⁵ See Judicial Council of Cal., *Recommended Guidelines and Minimum Specifications for Video Remote Interpreting (VRI) for Spoken Language-Interpreted Events* (May 21, 2021), <https://languageaccess.courts.ca.gov/sites/default/files/partners/default/2023-07/vri-guidelines.pdf>.

**Attachment A: Signage and Technology Grant Program, FY 2024-25: Proposed Allocations
(Signage)**

#	Trial Court Name	SIGNAGE Project Description(s):	TOTAL SIGNAGE Requested	PROPOSED SIGNAGE Awards
1	Alameda	Document Translation - Signage Priority 2: Court Websites Wayfinding Translations	25,000.00	25,000.00
		How to File Video Modification - Signage Priority 3: Multilingual Wayfinding Strategies	10,000.00	10,000.00
2	Kings	Qmatic Upgrade for Self Help and Family Court Services - Signage Priority 4: Automated Queue Management System	6,953.54	6,953.54
3	Los Angeles	CourtWays Digital Signage and Wayfinding Implementation - Signage Priority 2: Court Websites Wayfinding Translations	200,000.00	200,000.00
4	San Benito	CourtBoard External Hearing Display - Signage Priority 3: Multilingual Wayfinding Strategies	24,358.00	24,358.00
5	San Francisco	ACCESS Center PARTWAYS Virtual Wayfinder Project - Signage Priority 3: Multilingual Wayfinding Strategies	200,000.00	200,000.00
		Court's Update Signage System & Display - Signage Priority 3: Multilingual Wayfinding Strategies	219,023.75	-
6	San Mateo	Multilingual Online Wayfinding - Signage Priority 2: Court Websites Wayfinding Translations	2,500.00	2,500.00
7	Santa Barbara	Digital Content Refresh & Translation - Signage Priority 2: Court Websites Wayfinding Translations	85,000.00	85,000.00
8	Tulare	Signage Modernization - Signage Priority 3: Multilingual Wayfinding Strategies	50,000.00	50,000.00
			\$822,835.29	\$603,811.54

Signage and Technology Grant Program, FY 2024-25: Proposed Allocations (Technology)

#	Trial Court Name	TECHNOLOGY Project Description(s):	TOTAL TECHNOLOGY Requested	PROPOSED TECHNOLOGY Awards
1	Contra Costa	Courtroom Interpreter Equipment Devices - Technology Priority 2: Interpreter Equipment	22,500.00	22,500.00
2	Kings	Multilingual Kiosks - Lobby - Technology Priority 6: Multilingual kiosks	14,500.00	14,500.00
		Video Remote Interpreting - Technology Priority 1: Telephonic/Video Remote Solutions	5,370.00	5,370.00
3	Los Angeles	CourtWays Digital Signage and Wayfinding Implementation - Technology Priority 6: Multilingual Kiosks	13,150,508.95	270,000.00
4	Monterey	Self-Help Bookings - Technology Priority 3: Scheduling or Other Software	15,000.00	15,000.00
5	Orange	Video Remote Interpreting Equipment - Technology Priority 1: Telephonic/Video Remote Solutions	55,000.00	55,000.00
6	Riverside	Interpreter Equipment - Technology Priority 2: Interpreter Equipment	75,000.00	75,000.00
7	San Benito	Wireless Microphones for Courtrooms - Technology Priority 2: Interpreter Equipment	12,418.00	12,418.00
8	San Diego	Interpreter Equipment Upgrades - Technology Priority 5: Audio-Visual Systems Upgrade	15,000.00	15,000.00
		Interpreter Video Equipment Upgrades - Technology Priority 5: Audio-Visual Systems Upgrade	20,000.00	20,000.00
9	San Francisco	ACCESS Center PARTWAYS Virtual Wayfinder Project - Technology Priority 1: Telephonic/Video Remote Solutions	270,000.00	270,000.00
10	San Mateo	Interpreter Equipment and Coordination Enhancement - Technology Priority 2: Interpreter Equipment	14,000.00	14,000.00
11	Solano	Wireless Interpreting Equipment - Technology Priority 2: Interpreter Equipment	13,000.00	13,000.00
		Criminal Courtroom A/V Upgrades - Technology Priority 5: Audio-Visual Systems Upgrade	226,000.00	162,063.29
12	Sonoma	Audio-Visual Systems Upgrade - Technology Priority 5: Audio-Visual Systems Upgrade	267,750.14	260,514.11
		Interpreter Equipment Upgrade - Technology Priority 5: Audio-Visual Systems Upgrade	9,485.89	9,485.89
13	Ventura	Courtroom Video Upgrades Remote Proceedings - Technology Priority 1: Telephonic/Video Remote Solutions	232,551.76	232,551.76
14	Yolo	Workshops/Training Rooms AV Upgrade - Technology Priority 5: Audio-Visual Systems Upgrade	270,300.00	270,300.00

Signage and Technology Grant Program, FY 2024-25: Proposed Allocations (Technology)

15	Yuba	Speakerphones for Telephonic Interpretation - Technology Priority 1: Telephonic/Video Remote Solutions	9,485.41	9,485.41
			\$14,697,870.15	\$1,746,188.46

Signage and Technology Grant Program, FY 2024–25: Proposed Allocations (Summary)

#	Trial Court Name	Funded in FY 2019-2020	Funded in FY 2021-2022	Funded in FY 2022-2023	Funded in FY 2023-2024	Funded in FY 2024-2025	SIGNAGE AWARD	TECHNOLOGY AWARD	TOTAL PROPOSED AWARDS
1	Alameda	Yes	Yes	Yes	No	Yes	35,000.00		35,000.00
2	Contra Costa	No	No	No	Yes	Yes		22,500.00	22,500.00
3	Kings	Yes	No	Yes	Yes	Yes	6,953.54	19,870.00	26,823.54
4	Los Angeles	Yes	No	No	Yes	Yes	200,000.00	270,000.00	470,000.00
5	Monterey	No	Yes	Yes	No	Yes		15,000.00	15,000.00
6	Orange	Yes	Yes	Yes	Yes	Yes		55,000.00	55,000.00
7	Riverside	No	No	No	No	Yes		75,000.00	75,000.00
8	San Benito	No	No	Yes	Yes	Yes	24,358.00	12,418.00	36,776.00
9	San Diego	No	No	Yes	Yes	Yes		35,000.00	35,000.00
10	San Francisco	Yes	No	Yes	Yes	Yes	200,000.00	270,000.00	470,000.00
11	San Mateo	Yes	Yes	Yes	Yes	Yes	2,500.00	14,000.00	16,500.00
12	Santa Barbara	Yes	No	Yes	No	Yes	85,000.00		85,000.00
13	Solano	Yes	No	Yes	No	Yes		175,063.29	175,063.29
14	Sonoma	No	No	No	No	Yes		270,000.00	270,000.00
15	Tulare	No	Yes	No	Yes	Yes	50,000.00		50,000.00
16	Ventura	No	No	Yes	Yes	Yes		232,551.76	232,551.76
17	Yolo	No	Yes	Yes	Yes	Yes		270,300.00	270,300.00
18	Yuba	Yes	No	Yes	No	Yes		9,485.41	9,485.41
							\$603,811.54	\$1,746,188.46	\$2,350,000.00