



Judicial Council of California

Information Technology
Advisory Committee

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INFORMATION TECHNOLOGY ADVISORY COMMITTEE

MINUTES OF OPEN MEETING

January 21, 2025

12:00 – 1:00 p.m.

Videoconference

Advisory Body Members Present: Hon. Sheila F. Hanson, Chair; Hon. Samantha P. Jessner, Vice-Chair; Mr. Mike Baliet; Hon. Benjamin J. Cassady; Hon. Kathy Ciuffini; Mr. Brian Cotta; Mr. Adam Creiglow; Hon. Julie R. Culver; Hon. Tara M. Desautels; Mr. Jason Galkin; Hon. Michael S. Groch; Mr. A.J. Guzman; Ms. Carrie Holmes; Mr. Brett Howard; Hon. Kimberly Menninger; Hon. Ioana Petrou; Mr. Jake Pison

Advisory Body Members Absent: Hon. Damon Connolly; Ms. Rebecca Fleming; Hon. Amy Guerra

Others Present: Hon. Kyle Brodie; Mr. John Yee; Judicial Council staff

OPEN MEETING

Call to Order and Roll Call

The chair called the meeting to order. Staff took roll call and made opening announcements.

Approval of Minutes

The advisory body reviewed and approved the minutes of the December 18, 2024, Information Technology Advisory Committee meeting.

DISCUSSION AND POSSIBLE ACTION ITEMS (ITEMS 1–4)

Item 1

Chair Report

The committee received an update on activities and news from the Information Technology Advisory Committee chair, Hon. Sheila F. Hanson.

Item 2

2025–2026 Tactical Plan for Technology

The committee received updates on the draft from the workstream sponsor, Hon. Sheila F. Hanson, and workstream member Mr. Brian Cotta. Updates included the addition of an ‘Introduction’ page and addressing feedback from the public comment period.

Action: *The committee voted to recommend the draft 2025–2026 Tactical Plan for Technology to be forwarded to the Technology Committee for approval.*

Item 3

2025 Annual Agenda

The committee received an overview of the proposed 2025 Annual Agenda which includes six workstreams and two subcommittees, from the Information Technology Advisory Committee chair, Hon. Sheila F. Hanson.

Action: The committee voted to recommend the 2025 Annual Agenda to be forwarded to the Technology Committee for approval.

Item 4

Judicial Branch Technology: Rules for Adoption of Technology and Data Security Guidelines

The committee reviewed a report recommending that the Judicial Council revise California Rules of Court, rule 10.172 and adopt rule 10.405, from the Joint information Security Governance Subcommittee chair, Hon. Tara M. Desautels and Legal Services Attorney, Ms. Jenny Grantz.

Action: The committee voted to recommend the rules proposal for Adoption of the Technology and Data Security Guidelines to be forwarded to the Technology Committee for approval.

A D J O U R N M E N T

There being no further business, the meeting was adjourned.

Approved by the advisory body on enter date.



Judicial Council of California

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REPORT TO THE JUDICIAL COUNCIL

Item No. 25-069

For business meeting on July 18, 2025

Title

Language Access Plan: Allocations for
Signage and Technology Grant Program,
Cycle 7, Fiscal Year 2025–26

Report Type

Action Required

Effective Date

July 18, 2025

Rules, Forms, Standards, or Statutes Affected

None

Date of Report

April 17, 2025

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

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Executive Summary

The Advisory Committee on Providing Access and Fairness (PAF) and the Information Technology Advisory Committee (ITAC) recommend approving proposed grant awards for the Language Access Signage and Technology (S&T) Grant Program of \$2.35 million to improve services and expand language access for court users. For Cycle 7 (fiscal year 2025–26), 17 courts applied for and will be awarded grants for signage and technology projects.

Recommendation

The Advisory Committee on Providing Access and Fairness and the Information Technology Advisory Committee recommend that the Judicial Council, effective July 18, 2025:

1. Approve the proposed allocations of \$707,792.00 for signage and \$1,642,208 for technology, totaling \$2.35 million for the Language Access Signage and Technology Grant Program for fiscal year (FY) 2025–26; and
2. Direct 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*.¹ 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, as well as those who are deaf or hard of hearing.

The Budget Act of 2018 (Stats. 2018, ch. 29) included \$2.55 million in ongoing funding for language access signage and technology 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 S&T 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, the Technology Committee, and the Judicial Council.²

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. If total requests are under the annual allocation for each category, then larger amounts may be requested and approved by the council for grants to expend funding.³

This is the seventh year of the Language Access Signage and Technology Grant Program (Cycle 7). For Cycle 6, the council approved S&T grants to all 18 trial courts that applied under the \$2.35 million annual allocation.⁴

¹ Available at https://languageaccess.courts.ca.gov/sites/default/files/partners/default/2024-01/CLASP_report_060514.pdf.

² 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>.

³ 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>.

⁴ See Judicial Council of Cal., Advisory Com. Rep., *Language Access Plan: Proposed Allocations for Signage and Technology Grant Program, Cycle 6, Fiscal Year 2024–25* (Oct. 22, 2024), <https://jcc.legistar.com/View.ashx?M=F&ID=13392861&GUID=20566B41-E6E8-449F-A7E9-B56EDC8B92A8>.

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 updates to the Language Access Toolkit resources, which now include multilingual resources on the California Courts Self-Help Guide site, and other council language access resource development, including translation of court forms and web content. The amount available to trial courts for technology is, therefore, \$1.35 million each year. With the \$1 million available for 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, which are aimed at enhancing court access for LEP, deaf, or hard of hearing court users:

- Support courts with the development of multilingual signage to help court users navigate the courthouse.
- Assist courts that may need equipment or software that will facilitate communication with 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 court users with greater access to the courts and to information in the languages needed to serve court users.
- Encourage courts to establish 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 February 5, 2025, Judicial Council Information Technology released a memorandum to courts on how to request funding for various technology grant opportunities via a single application process. The deadline for courts to apply was February 28, 2025.

Judicial Council staff coordinated the review of Cycle 7 Language Access Signage and Technology Grant requests with the other technology funding requests (i.e., IT Modernization Funding Program and Jury Management Systems Grant (JMSG)) to ensure that no court would receive duplicate funding for the same project.

For Cycle 7, 17 courts applied for signage and technology needs. The majority of the projects proposed by all 17 courts can be fully funded, with the following adjustments: one court's signage award will be capped at the maximum award limit; two courts submitted a jury related project, and those two projects are being considered by JMSG; and one court submitted four proposals, of which, two did not meet program requirements, one was withdrawn, leaving one for consideration.

The total recommended signage allocation is \$707,792 leaving \$292,208 unallocated in the signage category. The remaining funding from the signage category is allowed to go toward

related technology category projects as long as they are language access projects that benefit LEP, deaf, or hard of hearing court users. As in prior cycles, the recommendation is to apply this \$292,208 in unallocated signage funds to the technology category.

For the technology category, all but two courts can be fully funded for their requested amounts. Those two courts had requests exceeding the maximum limits. Three courts will receive the maximum technology award of \$270,000. One court will receive a higher technology award of \$300,250 because, upon consultation, the court requested that grant funding go towards one project only; and despite exceeding the standard technology funding limit, the court's total grant award will remain below the \$470,000 total received by the other three courts across both signage and technology categories. See Attachment A for details.

The proposed allocations were reviewed and approved by the Advisory Committee on Providing Access and Fairness on April 17, the Information Technology Advisory Committee on April 28 (TBD), and the Technology Committee on May 5 (TBD).

Proposed Allocations: Signage and Technology Grant Program, Cycle 7 (FY 2025–26), in Dollars

County of Trial Court	Signage Award	Technology Award	Total Proposed Award
Alameda	—	71,366.00	71,366.00
Fresno	34,365.00	—	34,365.00
Kern	—	55,029.00	55,029.00
Los Angeles	200,000.00	270,000.00	470,000.00
Madera	6,427.00	975.00	7,402.00
Monterey	—	115,460.00	115,460.00
Orange	200,000.00	270,000.00	470,000.00
Riverside	—	300,250.00	300,250.00
Sacramento	14,500.00	45,000.00	59,500.00
San Benito	—	25,125.00	25,125.00
San Diego	30,000.00	20,000.00	50,000.00
San Francisco	200,000.00	270,000.00	470,000.00
San Mateo	22,500.00	7,200.00	29,700.00
Santa Cruz	—	11,000.00	11,000.00
Solano	—	115,425.00	115,425.00
Stanislaus	—	11,000.00	11,000.00
Ventura	—	54,378.00	54,378.00
	\$707,792.00	\$1,642,208.00	\$2,350,000.00

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

Signage Grant Projects

Category #	Signage Grant Project	Total # of Projects
1	Translation of Signage	0
2	Court Websites & Wayfinding Translations	2
3	Multilingual Wayfinding Strategies	6
4	Automated Queue-Management System	1
5	Multilingual Nonelectronic Signage	2
Total Signage Grant Projects		11

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

Technology Grant Projects

Category #	Technology Grant Project	Total # of Projects
1	Telephonic/Video Remote Solutions to Support Language Access	3
2	Interpreter Equipment	6
3	Scheduling or Other Software	0
4	Multilingual Videos	0
5	Audiovisual Systems Upgrade	3
6	Multilingual Kiosks	4
Total Technology Grant Projects		16

The above two tables summarize the total number of eligible projects requested; some courts requested multiple projects. As a result, the total number of projects exceeds the total number of courts that applied this cycle. For a high-level description 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 interpreted court events in spoken languages and American Sign Language.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. 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. The Signage and Technology Grant Program's application cycle renews annually; however, all state funding is subject to budget approval. The program encourages courts to develop diverse funding plans that align with other facilities or technology initiatives underway or are planned in their court to support language access.

Attachments and Links

1. Attachment A: Signage and Technology Grant Program, FY 2025–26: 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>.

See Judicial Council of Cal., *Recommended Guidelines for Video Remote Interpreting (VRI) for ASL-Interpreted Events* (2012), <https://languageaccess.courts.ca.gov/sites/default/files/partners/default/2023-07/cip-asl-vri-guidelines.pdf>.

**Attachment A: Signage and Technology Grant Program, FY 2025-26: Proposed Allocations
(Signage)**

#	Trial Court Name	SIGNAGE Project Description(s):	TOTAL SIGNAGE Requested	PROPOSED SIGNAGE Awards
1	Fresno	Digital Docket and Wayfinding Signs - Signage 3 Project: Multilingual Wayfinding Strategies	34,365.00	34,365.00
2	Los Angeles	CourtWays: Enhancing Courthouse Navigation Through Digital Signage and Wayfinding - Signage 3 Project: Multilingual Wayfinding Strategies	200,000.00	200,000.00
3	Madera	Wayfinding Kiosks (Update for new courtroom & related Translation Services) - Signage 3 Project: Multilingual Wayfinding Strategies	3,120.00	3,120.00
		Multilingual Non-electronic Signage - Addition of New Courtroom - Signage 5 Project: Multilingual Non-Electronic Signage	3,307.00	3,307.00
4	Orange	Self-Help Kiosks - Signage 3 Project: Multilingual Wayfinding Strategies	270,000.00	200,000.00
5	Sacramento	Multilingual Signage - Signage 5 Project: Multilingual Non-Electronic Signage	14,500.00	14,500.00
6	San Diego	Digital Calendar Board for Courthouse Lobby - Signage 3 Project: Multilingual Wayfinding Strategies	30,000.00	30,000.00
7	San Francisco	ACCESS Center PARTWAYS Virtual WayFinder - Signage 3 Project: Multilingual Wayfinding Strategies	200,000.00	200,000.00
8	San Mateo	Bilingual Family Court Services Orientation Video Update - Signage 2 Project: Court Websites Wayfinding Translations	\$9,000.00	\$9,000.00
		Multilingual Online Wayfinding - Signage 2 Project: Court Websites Wayfinding Translations	\$2,500.00	\$2,500.00
		Line Queueing Upgrade - Signage 4 Project: Automated Queue Management System	\$11,000.00	\$11,000.00
			\$777,792.00	\$707,792.00

Signage and Technology Grant Program, FY 2025-26: Proposed Allocations (Technology)

#	Trial Court Name	TECHNOLOGY Project Description(s):	TOTAL TECHNOLOGY Requested	PROPOSED TECHNOLOGY Awards
1	Alameda	Courtroom Microphones and Installation - Technology 5 Project: Audiovisual Systems Upgrade	71,366.00	71,366.00
2	Kern	Courthouse Technology - Technology 6 Project: Multilingual Kiosks	55,029.00	55,029.00
3	Los Angeles	CourtWays: Enhancing Courthouse Navigation Through Digital Signage and Wayfinding - Technology 6 Project: Multilingual Kiosks	12,690,509.00	270,000.00
4	Madera	Language Access & Translation Services - Technology 2 Project: Interpreter Equipment	975.00	975.00
5	Monterey	Interpretation Hardware Replacement - Technology 2 Project: Interpreter Equipment	115,460.00	115,460.00
6	Orange	Video Remote Interpreting Equipment Kits - Technology 1 Project: Telephonic/Video Remote Solutions	270,000.00	270,000.00
7	Riverside	Assisted Listening Device - Technology 5 Project: Audiovisual Systems Upgrade	550,000.00	300,250.00
8	Sacramento	Wayfinding Kiosks - Technology 6 Project: Multilingual Kiosks	45,000.00	45,000.00
9	San Benito	Virtual Public County for Self Help Center - Technology 1 Project: Telephonic/Video Remote Solutions	25,125.00	25,125.00
10	San Diego	Interpreter Audio Equipment - Technology 2 Project: Interpreter Equipment	20,000.00	20,000.00
11	San Francisco	ACCESS Center PARTWAYS Virtual Wayfinder - Technology 6 Project: Multilingual Kiosks	270,000.00	270,000.00
12	San Mateo	Interpreter Equipment Enhancements - Technology 2 Project: Interpreter Equipment	7,200.00	7,200.00
13	Santa Cruz	Interpretation Equipment Refresh - Technology 2 Project: Interpreter Equipment	11,000.00	11,000.00
14	Solano	Courtroom A/V Upgrades - Technology 1 Project: Telephonic/Video Remote Solutions	115,425.00	115,425.00
15	Stanislaus	Update Interpreter Equipment - Technology 2 Project: Interpreter Equipment	11,000.00	11,000.00
16	Ventura	Digital Signage Installation - Technology 5 Project: Audiovisual Systems Upgrade	54,378.00	54,378.00
			\$14,312,467.00	\$1,642,208.00

Signage and Technology Grant Program, FY 2025–26: Proposed Allocations (Summary)

#	Trial Court Name	Funded in FY 2019-2020	Funded in FY 2020-2021	Funded in FY 2021-2022	Funded in FY 2022-2023	Funded in FY 2023-2024	Funded in FY 2024-2025	Funded in FY 2025-2026	SIGNAGE AWARD	TECHNOLOGY AWARD	TOTAL PROPOSED AWARDS
1	Alameda	Yes	Yes	Yes	Yes	No	Yes	Yes		71,366.00	71,366.00
2	Fresno	Yes	Yes	No	No	Yes	No	Yes	34,365.00		34,365.00
3	Kern	Yes	No	No	No	Yes	No	Yes		55,029.00	55,029.00
4	Los Angeles	Yes	No	No	No	Yes	Yes	Yes	200,000.00	270,000.00	470,000.00
5	Madera	Yes	Yes	Yes	Yes	Yes	No	Yes	6,427.00	975.00	7,402.00
6	Monterey	No	No	Yes	Yes	No	Yes	Yes		115,460.00	115,460.00
7	Orange	Yes	No	Yes	Yes	Yes	Yes	Yes	200,000.00	270,000.00	470,000.00
8	Riverside	No	No	No	No	No	Yes	Yes		300,250.00	300,250.00
9	Sacramento	Yes	Yes	Yes	Yes	Yes	No	Yes	14,500.00	45,000.00	59,500.00
10	San Benito	No	No	No	Yes	Yes	Yes	Yes		25,125.00	25,125.00
11	San Diego	No	Yes	No	Yes	Yes	Yes	Yes	30,000.00	20,000.00	50,000.00
12	San Francisco	Yes	No	No	Yes	Yes	Yes	Yes	200,000.00	270,000.00	470,000.00
13	San Mateo	Yes	Yes	Yes	Yes	Yes	Yes	Yes	22,500.00	7,200.00	29,700.00
14	Santa Cruz	Yes	Yes	Yes	Yes	Yes	No	Yes		11,000.00	11,000.00
15	Solano	Yes	Yes	No	Yes	No	Yes	Yes		115,425.00	115,425.00
16	Stanislaus	Yes	Yes	Yes	No	No	No	Yes		11,000.00	11,000.00
17	Ventura	No	Yes	No	Yes	Yes	Yes	Yes		54,378.00	54,378.00
									\$707,792.00	\$1,642,208.00	\$2,350,000.00