



# JUDICIAL COUNCIL OF CALIFORNIA

## LANGUAGE ACCESS PLAN IMPLEMENTATION TASK FORCE

[www.courts.ca.gov/LAP.htm](http://www.courts.ca.gov/LAP.htm)  
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### LANGUAGE ACCESS PLAN IMPLEMENTATION TASK FORCE

#### MINUTES OF OPEN MEETING

June 17, 2015

11:00 a.m. to 4:00 p.m.

In-Person Business Meeting

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**Advisory Body Members Present:** Hon. Mariano-Florentino Cuéllar, Chair, Hon. Manuel Covarrubias, Vice-Chair, Ms. Naomi Adelson, Hon. Steven Austin, Mr. Kevin Baker, Hon. Terence Bruiniers, Hon. Michelle Williams Court, Hon. Janet Gaard, Ms. Susan Marie Gonzalez, Hon. Dennis Hayashi, Ms. Janet Hudec, Ms. Oleksandra Johnson, Ms. Joann Lee, Hon. Miguel Márquez, Hon. Jonathan Renner, Mr. Michael Roddy, Ms. Jeanine Tucker, Mr. José Varela, Hon. Brian Walsh, Ms. Leah Wilson, and Hon. Laurie Zelon

**Advisory Body Members Absent:** Ms. Tracy Clark, Hon. Jonathan Conklin, and Ms. Ivette Peña

**Others Present:** Ms. Dianne Bolotte, Ms. Carmen Castro-Rojas, Mr. Steven Chang, Ms. Debbie Chong-Manguiat, Ms. Diane Cowdrey, Ms. Valeria DaSilva-Sasser, Mr. Douglas Denton, Ms. Charlene Depner, Ms. Lucy Fogarty, Ms. Diana Glick, Ms. Donna Hershkowitz, Ms. Bonnie Hough, Mr. Bob Lowney, Ms. Anne Marx, Ms. Jenny Phu, Ms. Catharine Price, Mr. Victor Rodriguez, Mr. Usamah Salem, Ms. Virginia Sanders-Hinds, Ms. Sonia Sierra Wolf, Ms. Renea Stewart, Ms. Elizabeth Tam-Helmuth, and Mr. Zlatko Theodorovic

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#### OPEN MEETING

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##### Call to Order and Roll Call

The chair called the meeting to order at 11:00 a.m. Justice Mariano-Florentino Cuéllar welcomed all to the second open meeting (first in-person meeting) of the Language Access Plan (LAP) Implementation Task Force (ITF or Task Force) and underscored the energy and enthusiasm in the room.

Justice Cuéllar introduced Chief Justice of California Tani G. Cantil-Sakauye, who provided opening remarks. She recognized the exemplary and symbolic work of Justice Maria Rivera, Judge Manuel Covarrubias, Judge Steven Austin, and members of the Joint Working Group that put together the *Strategic Plan for Language Access in the California Courts*. The Chief Justice spoke about diversity and the strength of California, and how language bonds us and is the gateway to all the promises our democracy holds. She stressed how our actions today and the work of the Task Force will do great things for all Californians. Lastly, she stated that the “celestial heavens were aligned” when she selected Justice Cuéllar and Judge Covarrubias to

chair the Task Force and looks forward to receiving updates and seeing the great work that will bond 38 million Californians and ensure meaningful access.

**Roll call**

All Implementation Task Members were present, except for: Ms. Tracy Clark, Hon. Jonathan Conklin, and Ms. Ivette Peña.

**Approval of Minutes**

The Task Force unanimously approved the April 29, 2015 meeting minutes.

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**O V E R V I E W**

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Justice Cuéllar provided a brief overview of the Task Force subcommittee structure and goals for the day. He indicated that the focus of the meeting was to develop concrete steps to implement Phase 1 recommendations of the Language Access Plan, and identify immediate priorities for the coming year. The 47 recommendations in Phase 1 have been assigned to the following four Subcommittees: 1. **Budget and LAP Monitoring** – Chaired by Judge Steve Austin, who is also Chair of the Court Interpreters Advisory Panel; 2. **Technological Solutions** – Chaired by Justice Terence Bruiniers, who is also Chair of the Court Technology Advisory Committee; 3. **Translation, Signage, and Tools for Courts** – Co-Chaired by Justice Laurie Zelon (Co-Chair, Advisory Committee on Providing Access and Fairness) and Jose Varela, who were both members of the Joint Working Group for California’s Language Access Plan; and 4. **Language Access Education and Standards**, Co-Chaired by Judge Janet Gaard (member CJER Governing Committee) and Ana Maria Garcia (member, Advisory Committee on Providing Access and Fairness). The Court Interpreters Advisory Panel also has been assigned some of the LAP recommendations that relate to court interpreter issues.

Justice Cuéllar also discussed the make-up of the Task Force, which includes representatives of the key stakeholders in the provision of language access services in the trial courts, including but not limited to, judicial officers, court administrators, court interpreters, legal services providers, and community leaders. The Task Force will also integrate individuals with special expertise who can assist in accomplishing the Task Force’s goals. In addition, the Task Force will be conducting community outreach meetings, soliciting input from community members regarding implementation of the Language Access Plan.

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**P U B L I C C O M M E N T**

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There were no public comments presented.

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**DISCUSSION ITEMS**

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**Item 1: 2016–2017 Budget Change Proposals**

Justice Cuéllar provided a brief update regarding Fiscal Year 2016–17 Budget Change Proposal (BCP) concepts regarding language access. At our April 29 meeting, the Task Force approved six BCP concepts to be submitted for approval. At the May 18 Trial Court Budget Advisory Committee (TCBAC) meeting, Judge Covarrubias and Ms. Donna Hershkowitz, Director of Court Operations at the Judicial Council, presented during the TCBAC open meeting, emphasizing four of the BCP concepts in requesting General Fund Augmentation to the Trial Court Trust Fund: 1. Interpreter Services in Civil Matters; 2. Training and Signage Grant Program for Trial Courts; 3. On-Site Trial Court Support for Language Access; and 4. Video Remote Interpreting Pilot Project. The Task Force requested a range amount of \$7.69 million to \$19.69 million. The TCBAC approved the requested BCP concepts, which will now move forward in the Judicial Council’s consideration process. The Task Force, working with Judicial Council staff, plans to submit to the Judicial Council for approval a BCP to secure FY 2016–17 Judicial Council funding for translation of Judicial Council forms, creation of multilingual videos to assist LEP court users, and the work of the Task Force to conduct both business and community meetings, including provision of interpreters and translated materials to provide access to LEP individuals [Note: FY 2015–16 Judicial Council funding to support the work of the Task Force has already been approved].

**Item 2: Subcommittees Work Plans for 2015 – 2016**

Justice Cuéllar charged each of the Subcommittees with the development of a work plan that: 1. Focuses initially on important tasks that could be completed or meaningfully advanced within a year (i.e., June 2015 to June 2016); and 2. Produce some defined/demonstrable deliverable or end product.

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**SUBCOMMITTEE BREAKOUT GROUPS**

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Not open to the public, per Cal. Rules of Court, rule 10.75 (b)(1)

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**SUBCOMMITTEE UPDATE**

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Summary of Subcommittee Reports, regarding priorities and projects for 2015–16 to help form the ITF’s Annual Agenda:

**Budget and LAP Monitoring**, Chaired by Judge Steve Austin

*Highest priority:* LAP Recommendations #8 (Expansion of court interpreters to all civil proceedings); #6 (Expansion of language services cost reporting); #56 (Advocacy for sufficient funding); #57 (Use of data for funding requests); #25 (Designation of language access office or representative); #62 (Single complaint form); #63 (Complaints at local level regarding language

access services); and #67 (Adoption of Language Access Plan by the California Courts of Appeal and California Supreme Court).

*Next priority:* #10 (Provision of qualified interpreters in all court-ordered/court-operated proceedings); #28 (Recruitment of bilingual staff); and #61 (Compliance and monitoring system).

*Later priority:* #58 (Pursuit by the Judicial Council of other funding opportunities); and #59 (Pursuit by courts of other funding opportunities).

### **Technological Solutions**, Chaired by Justice Terence Bruiniers

*Highest priority:* LAP Recommendation #16 (Pilot for video remote interpreting).

*Next priority:* #12 (Preference for in-person interpreters); #13 (Remote interpreting in the courtroom); #14 (Remote interpreting minimum technology requirements); and #15 (Use of video for remote interpreting).

*Later priority:* #1 (Language access needs identification); #2 (Requests for language services); and #3 (Protocol for justice partners to communicate language needs).

### **Translation, Signage, and Tools for Courts**, Co-Chaired by Justice Laurie Zelon and Jose Varela

*Highest priority:* Create a living tool-kit and meaningful website available to all on the California Courts public web page, including resources such as I-Speak cards and multilingual signs and templates. See LAP Recommendations #4 (Mechanisms for LEP court users to self-identify); #5 (Information for court users about availability of language access services); #37 (Statewide multilingual samples and templates); #52 (Benchcards on language access); and #66 (Statewide repository of language access resources).

*Next priority:* Develop and share translation protocols. See LAP Recommendations #36 (Establishment of translation committee); #38 (Posting of translations on web); and #40 (Translation of court orders).

*Later priority:* #34 (Use of bilingual volunteers).

### **Language Access Education and Standards**, Co-Chaired by Judge Janet Gaard and Ana Maria Garcia

*Potential priorities (not yet ranked):*

- LAP Recommendation #18 (Creation of multilingual standardized videos; create inventory of existing products);

- Develop education tools, including collaboration with the Translation Subcommittee to develop a benchcard; relates to LAP Recommendations #19 (Verifying credentials of interpreters); #22 (Avoiding conflicts of interest); and #23 (Appointment of minors to interpret);
- Training for court interpreters. See LAP Recommendations #44 (Online orientation for new interpreters; review existing course and add content as appropriate); #45 (Training for prospective interpreters; Note: long-term multi-phase effort and not able to complete in Phase 1; identify success and progress milestones); and #46 (Training for interpreters on civil cases and remote interpreting);
- #26 (Identification of critical points of contact);
- #47 (Language proficiency standards for bilingual staff) and #48 (Standards and online training for bilingual staff); and
- #50 (Judicial branch training regarding Language Access Plan – compare existing judicial and staff courses with LAP and augment courses accordingly).

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**A D J O U R N M E N T**

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There being no further business, the meeting was adjourned at 3:45 p.m.

Approved by the advisory body on January 27, 2016.