



JUDICIAL COUNCIL  
OF CALIFORNIA

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ADVISORY COMMITTEE ON PROVIDING  
ACCESS AND FAIRNESS

**Language Access Subcommittee**

**Open Meeting Materials Index**

**December 10, 2020, 12:15 – 1:15 p.m.**

1. Notice and Agenda for December 10, 2020 Subcommittee Meeting
2. Draft Minutes from the August 13, 2020 Subcommittee Meeting
3. Draft Agenda for Language Access Educational Webinar Sessions
4. Draft Language Access Projects for 2021 PAF Annual Agenda



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## ADVISORY COMMITTEE ON PROVIDING ACCESS AND FAIRNESS LANGUAGE ACCESS SUBCOMMITTEE

### NOTICE AND AGENDA OF OPEN IN-PERSON MEETING

Open to the Public (Cal. Rules of Court, rule 10.75(c)(1) and (e))

THIS MEETING IS BEING RECORDED

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**Date:** December 10, 2020  
**Time:** 12:15 p.m. – 1:15 p.m.  
**Public Call-in Number:** 1-877-820-7831; passcode 5656138 (Listen Only)

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Meeting materials will be posted on the advisory body web page on the California Courts website at least three business days before the meeting.

Members of the public seeking to make an audio recording of the meeting must submit a written request at least two business days before the meeting. Requests can be e-mailed to [lap@jud.ca.gov](mailto:lap@jud.ca.gov).

Agenda items are numbered for identification purposes only and will not necessarily be considered in the indicated order.

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#### I. OPEN MEETING (CAL. RULES OF COURT, RULE 10.75(C)(1))

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##### Call to Order and Roll Call

##### Approval of Minutes

Approve minutes of the August 13, 2020, Language Access Subcommittee meeting.

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#### II. PUBLIC COMMENT (CAL. RULES OF COURT, RULE 10.75(K)(1))

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##### Written Comment

This meeting will be conducted by electronic means with a listen only conference line available for the public. As such, the public may submit comments for this meeting only in writing. In accordance with California Rules of Court, rule 10.75(k)(1), written comments pertaining to any agenda item of a regularly noticed open meeting can be submitted up to one complete business day before the meeting. For this specific meeting, comments should be e-mailed to [lap@jud.ca.gov](mailto:lap@jud.ca.gov), attention: Ms. Elizabeth Tam-Helmuth.

Only written comments received by 12:15 p.m., December 9, 2020 will be provided to the Language Access Subcommittee members prior to the start of the meeting.

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**III. INFORMATION ONLY ITEMS (NO ACTION REQUIRED)**

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**Info 1**

**Update from Language Access Subcommittee Chair**

Presenter: Hon. Victor A. Rodriguez, Chair; Judge of the Superior Court, County of Alameda

**Info 2**

**Update on 2020 Language Access Projects**

Staff will provide a status update on the 2020 language access projects, including an update from the language access consultant, National Center for State Courts, on the public outreach campaign.

Presenters: Language Access Services Staff and Ms. Jacquie Ring, Manager, Language Access Services Section, National Center for State Courts

**Info 3**

**Review Potential 2021 Language Access Projects**

Subcommittee will review potential language access projects for the 2021 Annual Agenda of the Advisory Committee on Providing Access and Fairness.

Presenters: Language Access Services Staff

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**IV. ADJOURNMENT**

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**Adjourn**



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## ADVISORY COMMITTEE ON PROVIDING ACCESS AND FAIRNESS LANGUAGE ACCESS SUBCOMMITTEE

### MINUTES OF OPEN MEETING

August 13, 2020  
12:15 p.m. – 1:15 p.m.

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**Advisory Body Members Present:** Hon. Victor A. Rodriguez, Chair, Ms. Janet Hudec, Mr. David Levin, Hon. Louis Mauro, and Ms. Julie Paik

**Advisory Body Members Absent:** Hon. Manuel J. Covarrubias and Hon. Erica Yew

**Others Present:** Ms. Irene Balajadia, Ms. Lisa Chavez, Ms. Debbie Chong, Mr. Matthew Clark, Mr. Douglas Denton, Ms. Eunice Lee, Ms. Danielle McCurry, Ms. Danielle Reier, Ms. Jacquie Ring, Ms. Elizabeth Tam-Helmuth, Ms. Konstantina Vagenas, and Mr. Don Will

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#### OPEN MEETING

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##### **Call to Order and Roll Call**

The chair called the meeting to order at 12:15 p.m., and staff took roll call.

Judge Victor Rodriguez introduced and welcomed Justice Luis Mauro, who is the Information Technology Advisory Committee (ITAC) liaison on PAF, and has agreed to join this subcommittee as a liaison on technology issues.

##### **Approval of Minutes**

The Language Access Subcommittee reviewed and approved the minutes of the June 11, 2020, meeting.

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#### INFORMATIONAL ITEMS (ITEMS 1-3)

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##### **Item 1**

##### **Update from Language Access Subcommittee Chair**

Chair Judge Victor Rodriguez shared that the final budget signed by the Governor brings the Court Interpreter Program Fund to approximately \$131 million for Fiscal Year (FY) 2020-21. The Trial Court Budget Advisory Committee is developing recommendations

for the Judicial Council on the fund. Judge Rodriguez also shared that he presented an educational session on language access at the Judicial Branch Budget Committee meeting held in July.

For the Language Access Signage and Technology Grant Program, FY 2020-21, the application deadline was extended and ended on August 7, 2020. A total of 23 trial courts requested grant funding for this cycle. The total requested amount in the signage category was \$738,141.95 (out of \$1M available). The total requested amount in the technology category was \$955,462.25 (out of \$1.35M available).

A small Joint Working Group was formed with members from the Language Access Subcommittee and the Information Technology Advisory Committee (ITAC) to review the grant applications and to assist staff with preliminary grant recommendations. Tentatively, staff is recommending that remaining funding be set aside as contingency funding for the awarded courts to be used in case of need, which was the approach taken in the grant program's first year. In September 2020, staff plans to bring the proposed recommendations and allocations to PAF, ITAC and the Technology Committee for approval, before the recommendations go on to the council in November 2020.

#### **Item 2**

##### **Draft 2020 Language Access Survey**

Mr. Matthew Clark, Analyst in the Language Access Implementation unit, discussed the draft annual language access survey, which for 2020 includes new questions related to the court's provision of interpreters in civil matters, implementation of Rule 1.300, and responses to the COVID-19 pandemic, including use of technology. The survey will launch in September 2020.

#### **Item 3**

##### **Presentation from the National Center for State Courts**

Ms. Jacquie Ring, Language Access Program Manager at the National Center for State Courts (NCSC), provided an overview of two subcommittee projects that fall under a current contract between NCSC and the Judicial Council's Language Access Services Program: conduct of a public outreach campaign, and development of strategies to assist the California courts with the implementation of Rule 1.300.

The public outreach campaign will distribute multilingual educational materials that are hosted on the Language Access Toolkit to courts, court stakeholders, and ethnic media. The materials include infographics, videos and public service announcements in multiple languages to educate the public about court processes. There will also be a series of language access educational webinar sessions held in 2021. The NCSC will work with Language Access Services staff and Judge Rodriguez to develop draft agendas, a format, and possible presenters for the educational webinars.

For Rule 1.300, the NCSC will conduct a review of strategies utilized by courts both in California and nationally to provide language accessibility to court-ordered services and

programs. In 2021, NCSC will produce a report that will include recommendations and implementation strategies to assist courts with the implementation of Rule 1.300, including the use of technology to assist LEP court users with access to court-ordered programs and services in their language.

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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 1:00 p.m.

Approved by the Language Access Subcommittee on enter date.

Draft

# LANGUAGE ACCESS EDUCATIONAL WEBINAR SESSIONS

Dates: Spring 2021 (TBD)

Times: 12:15 – 1:00 PM PST (Proposed: approx. 45 min. each)

Virtual Platform: Zoom

**Overview:** The language access educational webinar sessions will include three live virtual presentations covering language access initiatives and multilingual resources and materials that are available on the Language Access Toolkit to assist court users with limited English proficiency (LEP). The 45-minute long sessions will be hosted via Zoom live and will be recorded for future viewing. All sessions will include live ASL interpretation, as well as audio channels with live simultaneous interpretation in any languages for which advance requests are made.<sup>1</sup> Final videos will also include closed captioning in English. All sessions will be listen-only for audience participants. Sessions will also include a question and answer portion for questions sent in advance.<sup>2</sup>

## **DRAFT AGENDA – EDUCATIONAL WEBINAR SESSIONS**

### **I. Overview of Language Access Services in the Courts and Recent Innovations (30 minutes of presentation; 15 minutes of questions/answers)**

Improving language access for limited English proficient (LEP) court users continues to be a key initiative for courts in both California and nationwide. In this session, panelists will provide an overview of language access services available in the courts, highlighting specific recent initiatives their courts have taken to expand access to the courts for linguistically diverse court users throughout California, such as through technology and outreach efforts. Of particular interest will be strategies employed by courts to serve LEP court users during the pandemic.

### **II. Justice Partner and Community Organization Panel on Language Access (30 minutes of presentation; 15 minutes of questions/answers)**

Justice partners, community organizations, and other stakeholders face similar challenges in serving linguistically diverse communities across California, particularly during the pandemic. This panel will explore resources or services that have been employed in rural courts and different regions as part of their outreach efforts. The session will explore recommendations and strategies that may help the courts better reach these communities and/or help build public trust and confidence in the courts. The session will also explore some of the challenges experienced in reaching particular communities or language groups within California's diverse geography, as well as identify specific resources and materials that could help to serve LEP court users in these communities.

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<sup>1</sup> NCSC will contract and schedule interpreters for live sessions based on advance notice.

<sup>2</sup> Judicial Council staff may also answer follow-up questions sent to a dedicated email.

### **III. Multilingual Public Outreach Resources (30 minutes of presentation; 15 minutes of questions/answers)**

Increasing language access includes efforts even before a court user with LEP reaches the courthouse. To help better serve linguistically diverse court users throughout California, the Judicial Council and other courts have developed a suite of multilingual materials across various formats to inform LEP court users of language services available in the court and to provide information on common court procedures. In this session, panelists will highlight these resources and discuss how courts, justice partners, community and faith-based organizations, educational institutions, and other stakeholders can use these materials to assist the communities they serve.



## **Proposed Language Access Projects for the 2021 Advisory Committee on Providing Access and Fairness Annual Agenda (as of 12/4/2020)**

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### **1. *New:* Project Title: Model Translation Policy for Courts**

#### Project Summary:

Advise Judicial Council staff on development of a model translation policy that will provide guidance to courts on the identification of vital documents for translation, including local forms, local court web content and other public-facing materials. The model policy will also provide guidance on the identification of languages for translation and procuring the services of professional translators. Specific guidance will be included for courts on use of machine translation for local forms, documents and web content. The model policy also will include specific steps for customizing the policies for local needs.

### **2. *Ongoing:* Project Title: Support for Implementation of California Rules of Court, Rule 1.300**

#### Project Summary:

Work with Judicial Council staff, trial courts and the NCSC to develop solutions and recommendations to assist the courts and justice partners with implementation of rule 1.300. The project scope includes consultation with stakeholders and development of recommendations and concrete solutions that will allow courts to partner with other courts and with community service providers in the use of technology and other means to expand LEP access to court-ordered services in their language.

### **3. *Ongoing:* Project Title: Language Access Signage and Technology Grants**

#### Project Summary:

In coordination with the Judicial Council Executive Office, PAF Language Access Subcommittee, Information Technology Advisory Committee, and Technology Committee, the Center for Families, Children & the Courts (CFCC) Language Access Services Program will disburse ongoing monies (\$2.35 million each year) from the 2018 Budget as grants to trial courts for language access signage and technology initiatives on an annual basis. The grant program commenced in September 2019. For fiscal year 2021-22, the grant cycle (Cycle 3) will commence in Spring 2021. Council staff will begin developing annual reports on the grant program starting in 2021.

#### **4. Ongoing: Project Title: Public Outreach Campaign: Phase 2**

##### Project Summary:

This ongoing public outreach work will build on the work commenced in 2019, through a contract with the NCSC, that developed a suite of multilingual material including print materials, audio files and videos which are now posted to the Language Access Toolkit. Phase 2 is a public outreach campaign to take place in Spring 2021 to inform LEP court users across the state of language services available in the court and to provide information on common court procedures. The campaign will include direct outreach to stakeholders, including justice partners, community organizations, legal aid services organizations, law libraries, city/county bar associations, and ethnic bar associations; presentation of three educational webinar sessions; and paid placement/media buys with ethnic media outlets (Ethnic Media Services) to distribute the educational materials located on the Language Access Toolkit.

#### **5. Ongoing: Project Title: Annual Language Access Survey**

##### Project Summary:

As a follow-up to surveys conducted in 2016–20, the Language Access Services Program will send out a language access survey in Summer 2021 to all 58 trial courts in the state in Summer 2021, using the SurveyMonkey online instrument, to determine courts' provision of language access services as of June 30, 2021. The survey helps the Language Access Subcommittee, PAF, and Judicial Council staff obtain a better picture of the extent to which language services are provided by the courts, as well as areas that may need improvement, especially in the COVID -19 pandemic era.