



# Judicial Council of California

Advisory Committee on Providing  
Access & Fairness

[www.courts.ca.gov/accessfairnesscomm.htm](http://www.courts.ca.gov/accessfairnesscomm.htm)  
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## ADVISORY COMMITTEE ON PROVIDING ACCESS AND FAIRNESS LANGUAGE ACCESS SUBCOMMITTEE

### MINUTES OF OPEN MEETING WITH CLOSED SESSION

October 6, 2022  
12:15 p.m. – 1:15 p.m.

**Advisory Body Members Present:** Hon. Victor A. Rodriguez, Chair, Hon. Manuel J. Covarrubias, Ms. Janet Hudec, Hon. Richard Y. Lee, Ms. Shirley Luo, Hon. Louis R. Mauro, Ms. Julie Paik, and Ms. Fariba Soroosh

**Advisory Body Members Absent:** None

**Others Present:** Ms. Irene Balajadia, Ms. Lisa Chavez, Mr. Douglas Denton, Ms. Diana Glick, Ms. Tatjana Gruner, Ms. Eunice Lee, Ms. Jannie Scott, Ms. Elizabeth Tam-Helmuth, Mr. Gregory Tanaka, and Ms. Esther Vang

#### OPEN MEETING

##### Call to Order and Roll Call

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

##### Approval of Minutes

The Subcommittee reviewed and approved the minutes of the April 5, 2022, meeting.

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

##### Info 1: Update from Language Access Subcommittee Chair

Chair Justice Victor Rodriguez shared effective September 15, 2022, along with Judge Brazile, he will serve as Co-Chair of PAF and will continue to serve as Chair of the Language Access Subcommittee. Justice Rodriguez introduced new staff to the language access team, Administrative Coordinator Tatjana Gruner. PAF staff conducted the PAF New Member Orientation to welcome and onboard new PAF members on September 27, 2022. Justice Rodriguez acknowledged new PAF member Shirley Luo, Program Manager with the Asian Pacific Institute on Gender Based Violence, who agreed to join the subcommittee. He acknowledged outgoing PAF member David Levin for his service and contribution to PAF and the subcommittee.

##### Info 2: Data Analytics Tool

Senior Analyst Jannie Scott presented on the language access data analytics tool, designed to capture a smaller set of data to complement data that is capture from other data sources, included

the Court Interpreter Data Collection System (CIDCS). Ms. Scott walked the subcommittee through the data tool in Qualtrics.

**Info 3: Review 2022 and Potential 2023 Language Access Projects**

Senior Analyst Elizabeth Tam-Helmuth provided an update on the subcommittee’s current language access projects on the 2022 PAF Annual Agenda and referenced the document in the meeting materials, “2022 PAF Language Access Subcommittee Annual Agenda Accomplishments.” She summarized the completion of 2022 language access projects.

Ms. Tam-Helmuth discussed two potential projects for the 2023 PAF Annual Agenda, adhering to the direction of the co-chairs of the Council’s Executive and Planning Committee, to focus on the highest priority items: 1. Language Access Signage and Technology (S&T) Grants - launch of the S&T Cycle 5 Grants, Fiscal Year 2023-2024, in Spring 2023; and a potential new project to work with staff to gather ideas and strategies to support public outreach and help ensure that multilingual resources on the California Courts Online Self-Help Guide are reaching LEP communities.

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

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There being no further open meeting business, the meeting was adjourned at 12:45 p.m.

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**C L O S E D S E S S I O N**

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**Item 1**

Update Bench Card on Working with Court Interpreters (Action)  
Cal. Rules of Court, Rule 10.75 (d)(10)

Presenter: Diana Glick, Attorney II, Center for Families, Children, and the Courts

**Item 2**

Development of Web-Based Translation Guide and Demonstration (No Action Required)

Presenter: Lisa Chavez, Supervising Analyst, Language Access Services

Adjourned closed session at 1:15 p.m.

Approved by the advisory body on April 25, 2023.

