AGENDA

Standing Committee on Communication Access Meeting

Location: Kamamalu Building
1010 Richards Street, Conference Room 111A
Honolulu, HI 96813

Date: December 13, 2019
Time: 11:00 a.m.

I. Call to Order

II. Introductions

III. Approval of November 7, 2019 Meeting Minutes

IV. Old Business

A. Recommended Fee Schedule and Manual for Hiring Interpreters

B. Amend Hawaii Administrative Rules, Title 11, Chapter 218, “Communication Access Services for Deaf, Hard of Hearing, and Deaf-Blind” – Update

C. Hawaii Quality Assurance System – Update

D. HQAS Continuing Education Unit Workshops – Update

E. Video Production
   a. New Video to Replace HQAS +H
   b. Code of Professional Conduct
   c. HQAS Pre-Test Orientation and Instruction Video
   d. Open Captioning Outreach
   e. Hawaii Civil Rights Commission

V. New Business

A. Remote Participation During Communication Access Committee Meetings

VI. Next Meeting

VII. Announcements
VIII. Open Forum: Public comment on issues not on the agenda, but to be considered for placement on a future Committee meeting agenda.

IX. Adjournment

If you need an auxiliary aid/service or other accommodation due to disability, contact Cindy Omura at (808) 586-8121 or dcab@doh.hawaii.gov as soon as possible, preferably by December 9, 2019. If a response is received after December 9, 2019, we will try to obtain the auxiliary aid/service or accommodation, but we cannot guarantee that the request will be fulfilled.

Upon request, this notice is available in alternate formats such as large print, Braille, or electronic copy.
Standing Committee on Communication Access Meeting

Location: Kamamalu Building
1010 Richards Street, Conference Room 111A
Honolulu, HI 96813

Date: December 13, 2019
Time: 11:00 a.m.

PRESENT: Justin Tokioka, Chairperson; Gerald Isobe, Nikki Kepo’o, Board Members; Kirby Shaw, Colin Whited, Kamaile Hopfe, Staff

ABSENT: Ami Tsuji-Jones, Board Member

GUESTS: Jordan Kotani, Patty Sakal, Francine Wai

SIGN LANGUAGE INTERPRETERS: Mala Arkin and Carie Sarver

I. Call to Order

Chairperson Justin Tokioka called the meeting to order at 11:11 a.m.

II. Introductions

The attendees introduced themselves.

III. Approval of November 7, 2019 Meeting Minutes

The Committee approved the November 7, 2019 minutes (M/S/P Kepo’o/Isobe).

NOTE: The minutes were written in the order the items were shown on the agenda, not as they were discussed at the meeting.

IV. Old Business

A. Recommended Fee Schedule and Manual for Hiring Interpreters

Staff distributed a revised draft copy of the Recommended Fee Schedule and the accompanying transmittal letter developed by the Dendros Group (see attached). The Committee and guests offered the following questions and comments:

- The Committee and guests raised concerns that, at first glance, the structure of the Recommended Fee Schedule chart (with various add-ons) may be confusing for state agencies. A question was raised about...
whether the Recommended Fee Schedule chart should be deconstructed and simplified. A recommendation was made by the Committee and guests to develop a "guidance sheet" that would accompany the Recommended Fee Schedule to assist state agencies with calculating the recommended fee for an interpreter.

- A question from the Committee asked how DCAB would address interpreters who maintain their credential for many years but are not actively working as an interpreter. After some discussion, it was determined that while there are cases where an interpreter remains credentialed but does not actively work, the occurrences of this is small compared to the number of interpreters who maintain their credential and regularly work.

- There was a lengthy discussion between the Committee and guests about whether state agencies will consider the Recommended Fee Schedule to be binding rather than a guiding document. There were also concerns raised by a guest about how the Recommended Fee Schedule may appear to be regulatory. A guest asked the Committee whether they have actively sought feedback from interpreters. The Committee responded by explaining that there have been many efforts to obtain feedback from various stakeholder groups impacted by the Recommended Fee Schedule, including interpreters. The Committee also explained that most of the feedback obtained from those who responded have been incorporated in the revised draft of the proposed Recommended Fee Schedule.

- A guest raised concerns that interpreter referral agencies do not always place interpreters who are preferred and requested by deaf consumers. The Committee acknowledged this concern and indicated that the section on "Initial Considerations" was inserted at the very beginning of the Recommended Fee Schedule for this reason.

After discussion by the Committee and guests, the following motion was made:

**MOTION:** The Committee approved the proposed Recommended Fee Schedule without the Recommended Fee Schedule chart. The current Recommended Fee Schedule chart will be retained, with revisions to maintain consistency with the amended Communication Access Rules. This will be presented at the next DCAB General Meeting for full Board approval (M/S/P Isobe/Kepo’o).

Questions and comments regarding the Recommended Fee Schedule concluded with a brief discussion on remaining tasks ahead. It was agreed that staff would continue to work on the Recommended Fee Schedule chart and draft an accompanying sheet to guide state agencies on how to calculate recommended interpreter fees. Staff added that discussion regarding the Manual for Hiring Interpreters will be put on hold until the Recommended Fee Schedule is adopted by the Board.
B. Amend Hawaii Administrative Rules, Title 11, Chapter 218, “Communication Access Services for Deaf, Hard of Hearing, and Deaf-Blind” – Continued Discussion

Staff announced that the rules, as approved by the Board, are in the process of being forwarded to the Governor for final approval to take effect on January 1, 2020. Executive Director Kirby Shaw reported that he met with the Director of the Department of Health and discussed the approval of the amended rules. The Director of Health said that the rules will be signed and immediately sent to the Governor for his signature.

In the meantime, staff has continued transitioning sign language interpreters to the new Hawaii State Sign Language Interpreter Credential by scheduling viewings of the Code of Professional Conduct (CPC) video. The first was held on Saturday, November 2 during the Hawaii Registry of Interpreters for the Deaf (HRID) meeting. There have been two scheduled viewings on the neighbor islands: November 9 on Maui and November 23 on Big Island. A viewing will be held on December 14 on Kauai. Additionally, interpreters have the option of scheduling a time to view the CPC video at the DCAB office or at the Comprehensive Service Center (CSC) on weekdays during their business hours from 9 a.m. – 4 p.m. So far, a total of 18 interpreters – 10 HQAS-credentialed and 8 RID-certified – have watched the CPC video and submitted the required forms. Staff will send a reminder to interpreters next week.

C. Hawaii Quality Assurance System – Update

Due to time constraints, this agenda item will be discussed at the next Committee meeting.

D. HQAS Continuing Education Unit Workshops – Update

Due to time constraints, this agenda item will be discussed at the next Committee meeting.

E. Video Production

a. HQAS +H

Due to time constraints, this agenda item will be discussed at the next Committee meeting.

b. Code of Professional Conduct

Due to time constraints, this agenda item will be discussed at the next Committee meeting.

c. HQAS Pre-Test Orientation and Instruction Video

Due to time constraints, this agenda item will be discussed at the next Committee meeting.
d. **Open Captioning Outreach**

Due to time constraints, this agenda item will be discussed at the next Committee meeting.

e. **Hawaii Civil Rights Commission**

Due to time constraints, this agenda item will be discussed at the next Committee meeting.

V. **New Business**

A. **Remote Participation During Communication Access Committee Meetings**

Due to time constraints, this agenda item will be discussed at the next Committee meeting.

VI. **Next Meeting**

To be determined.

VII. **Announcements**

No announcements were made.

VIII. **Open Forum**

No issues discussed.

IX. **Adjournment**

The meeting adjourned at 1:03 p.m.

Respectfully submitted,

COLIN M. WHITED