LANGUAGE ACCESS ADVISORY COUNCIL

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
830 Punchbowl Street
Honolulu, Hawaii 96813

Wednesday, June 8, 2011

DLIR Conference Room 320
830 Punchbowl Street, Honolulu, Hawaii 96813

4444 Rice Street, Suite 330
Lihue, Hawaii 96766

Ala Punana Leo
96 Puuhonu Place, Hilo, Hawaii 96720

Maui District Health Office, State Office Building
54 South High Street, Room 415, Wailuku, Hawaii 96703

MINUTES

The meeting was called to order at 9:45 A.M. with quorum by Chair, Dominic Inocelda. Neighbor Island council members from Kauai, Maui and the Big Island joined in via videoconferencing.

1. Attendance

Present:
- Dominic Inocelda Language Access Advisory Council, Chairperson
- Serafin “Jun” Colmenares Executive Director, Office of Language Access, Ex-officio
- Azi Turturici Language Access Advisory Council Member
- Jennifer Dotson Language Access Advisory Council Member
- Dr. Suzanne Zeng Language Access Advisory Council Member
- Edelene Uriarte Language Access Advisory Council Member
- Namaka Rawlins Language Access Advisory Council Member
- Mary Santa Maria Language Access Advisory Council Member
- Kristine Pagano (for Francine Wai) Executive Director, DCAB, Ex-officio
- Livia Wang (for Bill Hoshijo) Executive Director, Civil Rights Commission, Ex-officio

Excused:
- Gerald Ohta Language Access Advisory Council, Vice Chair
- Dr. Tin Myaing Thein Language Access Advisory Council Member
- Betty Brow Language Access Advisory Council Member
- Alohalani Boido Language Access Advisory Council Member
- Lito Asuncion Language Access Advisory Council Member
2. Welcome and Introductions
   - There were no guests to introduce. A lei and felicitations were given to Sue Zeng, this
     being her last meeting.

3. Approval of minutes of the May 11, 2011 meeting
   - Minutes were approved as presented.

4. Executive Director’s Report
   - Met with Gen. Darryll Wong (with Dominic Inocelda and Galen Hashimoto) on May 16,
     2011.
   - Contacted Hawaii Health Systems Corporation re designation of their language access
     coordinator and submission of language access plan.
   - Met with DLIR Director (with Dominic Inocelda and Personnal Director) on May 19, 2011
     to discuss OLA activities and issues.
   - Held meeting with state language access coordinators on May 25, 2011.
   - Finalizing lay-out of multilingual poster and OLA rack card.
   - Language access conference committee met twice; save-the-date flyer being sent out;
     registration form being posted on OLA website.
   - Met with Kapiolani Medical Center representatives to discuss language access issues.
   - Met with Allison Romero of the State Senate.
   - Letter to governor sent requesting for issuance of memo patterned after the U.S. Attorney
     General’s memo renewing commitment to language access; memo was issued June 2,
     2011.

5. Report of the Chair
   - The chair reported on the meetings with DOD Gen. Darryll Wong and with DLIR Director
     Dwight Takamine, and on the governor’s memo.

6. Production of the Multilingual Poster and Other Documents
   - Terry Visperas, who volunteered to help design the layout, presented what has been done
     so far. It was suggested that both designs for the poster (boxed and non-boxed) be
     presented; language of rack card to be simplified. Terry will continue to work on the
     documents based on the group’s feedback.

7. 2012 Legislative Proposals
   - OLA will work with the office of the DLIR Director re amendments to the language access
     law provisions on the requirements for advisory council membership.
   - Members were asked to submit any legislative proposal for discussion by the council.

8. By-Laws Amendment
   - The executive director wanted to propose an amendment to the council’s by-laws to reduce
     the number of members that would constitute a quorum to less than the majority plus one.
     However, upon consultation with the Office of Information Practices, it was established
     that it cannot be less than a majority plus one.
9. **Workshop on Translation**  
   - Due to increasing demand from state and other agencies, OLA will be holding a free workshop on translation sometime towards the end of this year.

    - Conference chair Jennifer Dotson reported on what has been done so far – the theme has been finalized (Kokua: First Responders – Addressing Language Access Needs in Emergencies), the venue has been confirmed (East West Center), a save-the-date flyer is being sent out, the registration form is being posted on the OLA website, a tentative program has been prepared, and a preliminary listing of possible speakers has been identified. Representatives from OCS, the HPD and HFD are attending the committee meetings. The next committee meeting is scheduled on Thursday, June 16 at 3:00 p.m. at the DLIR conference room.

11. **Announcements**  
    - **IAC Update** – farewell luncheon for Sr. Earnest held on Wednesday, May 25, 2011 at the PGC Lemon Grass Cafe.
    - Melba Bantay, program director of Catholic Charities Immigrant Services, will finish the term of Sr. Earnest as member of the council.
    - **Access to Justice Conference**, June 24, 2011, from 8:00 a.m. to 4:15 p.m., at UH Law School. Free for non-lawyers; must register.
    - Next council meeting: July 13, 2011, 9:30 – 11:00 a.m., same time and place.

12. **Adjournment**  
    - Meeting was adjourned at 11:00 A.M.
Language Access Advisory Council Meeting
June 8, 2011
Report of the Executive Director

Updates:

- Met with Gen. Darryll Wong of DOD (along with Dominic Inocelda and former
DOD language access coordinator Galen Hashimoto) on May 16, 2011 and discussed
contents of OLA’s letter. DOD is designating a new language access coordinator,
Col. Emerick Kaneshi, and OLA will have follow up discussions with him.

- Contacted Hawaii Health Systems Corporation on May 17, 2011 reminding them to
designate a language access coordinator and to establish and submit their language
access plan.

- Met with DLIR Director (with Dominic Inocelda and DLIR Personnel Director) on
May 19, 2011 to discuss OLA activities and issues. Re OLA’s two staff positions –
will send a new request to fill as soon as the hiring freeze is lifted, most probably in
September. Will look into possibility of utilizing work experience trainees with the
Workforce Development Division; also work with Personnel re volunteers and
student interns. On council membership, legislation to be prepared to amend
language access law provisions on council membership requirements.

- Held the first meeting this year of state language access coordinators on May 25,
2011 (10:00 to 12:00 noon) at the DLIR conference room 310. ED presented an
overview of the language access law, the functions of OLA, the role of language
access coordinators, elements of a language access plan, reporting and monitoring
requirements, and meeting schedule.

- Lay-out of multilingual poster and OLA rack card is being finalized.

- Language access conference committee has met twice. Registration form will be
posted on OLA’s website and save-the-date flyer will be sent out today.

- Met with Gidget Russetta, VP Hospital Operations, and Alan Morita, Director of
Risk Management, of Kapiolani Medical Center and Hawaii Pacific Health on May
26, 2011 to discuss language access concerns in the hospital setting. They will be
participating as panelist in the forthcoming conference.

- Met with Allison Romero of the State Senate on June 2, 2011 to brief her on the
language access law and her role as language access coordinator.

- Sent a letter to the Governor, signed by the council and community organizations,
requesting the issuance of a memorandum patterned after the memorandum sent
out by the U.S. Attorney General renewing the federal government’s commitment to
language access. Office of the Governor issued a memo to all department heads
dated June 2, 2011, renewing Hawaii’s commitment to language access and
directing all departments to undertake several action steps to be further defined by
OLA. A presentation on the language access law was made to members of the
cabinet by DHS Director Pat McManaman on June 3, 2011.