

**LANGUAGE ACCESS ADVISORY COUNCIL (LAAC) MEETING MINUTES**  
Director's Conference Room 320, Department of Labor and Industrial Relations  
830 Punchbowl Street, Honolulu, Hawai`i, 96813

Agency on Elderly Affairs, Piikoi Building, Suite 330  
4444 Rice Street, Lihue, Hawai`i, 96766

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

746 Hele Mauna Street, Hilo, Hawai`i, 96720

May 14, 2014  
9:30 a.m. – 11:00 a.m.

PRESENT: Dominic Inocelda, Chair; Serafin “Jun” Colmenares, Ex-officio; Livia Wang for Bill Hoshijo, Ex-officio; Kristine Pagano for Francine Wai, Ex-officio; Lito Asuncion; Melba Bantay; Mindy Emmons; Dr. Ruth Mabanglo; Dr. Tin Myaing Thein; Rebeca Zamora

EXCUSED: Jennifer Dotson; Patricia Harpstrite; Gerald Ohta, Vice-chair; Mary Santa Maria; Margarita “Day Day” Hopkins; Edelene Uriarte Albert

GUESTS & STAFF: Terrina Wong; Joleen Jibas; Rebecca Gardner (OLA); Gail McGarvey (OLA)

ASL Interpreters: Michele Morris; Sabina Wilford

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>
1. Call to order	The meeting was called to order at 9:38 a.m. with quorum by the Chair, Dominic Inocelda.
2. Welcome and Introductions	The Chair welcomed all present and those participating by video conferencing. Introductions were made as there were two guests present, Terrina Wong from Pacific Gateway Center and Jolene Jibas from the Marshall Islands. Kristine Pagano made a comment that ASL interpreter names should be listed separately from the guests and staff.
3. Approval of Minutes of April 09, 2014 Meeting	<ul style="list-style-type: none"><li>The Chair asked if there were any corrections to the meeting minutes. Lito Asuncion pointed out that his name was listed as excused but he was in fact present at last month's meeting.</li></ul>

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	<ul style="list-style-type: none"> <li>• Motion to accept the minutes as corrected was made by Melba Bantay and seconded by Jun Colmenares.</li> <li>• Minutes of April 09, 2014 were accepted.</li> </ul>
4. Executive Director's Report	<p>Executive Director, Jun Colmenares presented his report for May, copies were distributed and an update was given to the council. Some highlights were as follows:</p> <ul style="list-style-type: none"> <li>• HB1740 HD1 SD1 made it to conference but died due to lack of funds.</li> <li>• U.S. Department of Health and Human Services, Region IX, Office for Civil Right has closed the resolution agreement with Hawaii Department of Human Services.</li> <li>• Still waiting for approval of request to establish and fill exempt Language Access Resource Center (LARC) and multilingual website positions. OLA is accepting resumes for LARC program manager, LARC program specialist, and LARC program specialist website positions.</li> <li>• A second notice was sent to state agencies for submission of a summary of services, programs and activities which will be posted (and translated) on OLA's website.</li> <li>• UH William S. Richardson School of Law has agreed to co-sponsor and provide site for the Cultural Competency Workshop on August 8, 2014.</li> <li>• Posted on HlePro, the state's electronic, online, bidding system, two IFBs (Information for Bid) one for the establishment of a statewide roster of interpreters and one for an assessment of technical and other requirements for the development and establishment of a multilingual website.</li> <li>• OLA is looking into bringing Bruce Adelman to Honolulu to conduct a two-three day workshop on federal language access compliance. This will be sometime in September or October. Melba Bantay wanted to know who would be invited to attend the workshops. Covered entities, City &amp; County agencies, social services who receive state/federal funding, state agencies, and DOE to name a few.</li> <li>• OLA met with representatives from Department of Human Services (DHS), Department of Health (DOH) and Judiciary to discuss possible revision of the LEP Reporting Tool in an attempt to simplify and make it more "user friendly". Kristine Pagano asked if the reporting tool is included in the Language Access Plans. Per Jun Colmenares, the reporting tool, which reports data from state agencies, is part of an OLA requirement. Melba Bantay asked if all state departments are submitting these reports. The answer is no, maybe 50% response. Dr. Ruth Mabanglo asked if OLA had any "teeth" to make departments report on how many LEPs are served? Jun Colmenares said OLA must report to the Governor's office which departments are compliant. There are some departments reporting regularly on a semiannual basis.</li> <li>• OLA also met with state language coordinators and guests from Department of Human</li> </ul>

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	<p>Resources Development (DHRD), DOH, and DHS to discuss the language access law requirement for hiring bilingual staff to fill existing, budgeted and vacant public contact positions.</p> <ul style="list-style-type: none"> <li>• The executive director attended the Inter Agency Council meeting on April 30, 2014 and gave an update on OLA activities.</li> <li>• The Spring 2014 issue of the OLA Newsletter is out.</li> <li>• Dr. Myaing had some questions about the roster of interpreters for the LARC and wanted to revisit some of the issues. Questions and discussion followed. Jun Colmenares said that OLA is implementing Act 217 (13) which by law will establish a roster of interpreters and translators. Dr. Myaing wanted to know how the interpreters will be vetted. Per Jun, OLA in consultation with the council (LAAC) will come up with specifications to be used. Dr. Myaing also asked if the roster will be part of OLA or publicly posted. Yes, the roster will be publicly posted by OLA. Dr. Myaing stated that the impact of this roster will have a detrimental effect to existing organizations that do interpreting and translations.</li> <li>• Kristine Pagano said the Disability and Communication Access Board, DCAB's website has a list of both individual interpreters and names of agencies who provide interpreters. She says we need to have a registration form for interpreters/translators and a disclaimer and also lists their credentials. Rebeca Zamore said it would be important to distinguish between medical and legal interpreting services. She asked how would the list be compiled and how would we get the names. Jun Colmenares replied that it will be part of the research and will be done in conjunction with discussions with the Language Access Advisory Council. Dr. Ruth Mabanglo suggested that OLA's website have links to other departments.</li> </ul>
5. Report of the Chair	<p>Chair, Dominic Inocelda updated the council on the terms that would be expiring soon. Dr. Myaing Thein has served two terms and her term ends 6/30/14. Edelene Uriarte's term also expires on 6/30/14. The Chair asked if there were any names recommended to replace those whose terms are expiring.</p> <ul style="list-style-type: none"> <li>• Dr. Myaing recommended Terrina Wong, a multilingual educator at Pacific Gateway Center.</li> <li>• Candidates must submit an application to the Governor's office thru the Boards and Commissions. It is the Governor who makes the appointment.</li> <li>• The Chair will update a list for council members. It was mentioned that OLA is still listed under Department of Labor and Industrial Relations DLIR with the Boards and Commissions; this should also be updated to reflect that we are now attached to DOH.</li> <li>• The Chair announced that Rebeca Zamore's term date should be 6/30/17 not 5/30/14.</li> </ul>

AGENDA ITEM	DISCUSSION
6. Reports of Standing and Ad Hoc Committees	
Legislative Committee	As there are no funds available, no bills made it this legislative session. Senator Chun-Oakland said bills regarding funding appropriations will be resubmitted at the next legislative session.
Special Projects Committee	No report.
Plans Review Committee	No report.
By-Laws Committee	No report.
Permitted Interaction Group - Annual Hawaii Conference on Language Access	<p>The chair, Jennifer Dotson was not present, Jun Colmenares reported that the Permitted Interaction Group (PIG) Conference Planning Committee met this morning before the LAAC council meeting and gave an overview of what was discussed.</p> <ul style="list-style-type: none"> <li>• The conference registration form was finalized for distribution.</li> <li>• Still working on getting speakers to confirm; no one for keynote speaker yet; no speaker either for the lunch break; no speaker confirmed yet for day 2, and no one found to speak on Hawaiian culture.</li> <li>• The evening reception dinner will be at the Royal Garden Chinese Restaurant, Ala Moana Hotel by invitation, speakers, panelists, LAAC, staff, volunteers; need a speaker.</li> <li>• Following luncheon topics were suggested: 1) recognition of language access pioneers in Hawaii and 2) the first language access case in Hawaii</li> <li>• Day 3 – all day workshop will be at UH William S. Richardson School of Law. Dr. Myaing asked to be excused from the conference cultural panel and will recommend someone else.</li> <li>•</li> </ul>
Permitted Interaction Group - Language Access Month	No meeting but OLA is working on getting KNDI radio station to do public service announcements for the month of August translated into 14 languages.
7. Other Upcoming Events	
8. Agenda Items for Next Meeting	<ul style="list-style-type: none"> <li>•</li> </ul>

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9. Announcements	<ul style="list-style-type: none"> <li>• Next Inter-Agency Council (IAC) meeting will be held on Wednesday, June 25, 2014 at 2:30 PM at Susannah Wesley Community Center and subsequent meetings will be scheduled every other month.</li> <li>• The Executive Director, Jun Colmenares, will be on vacation from May 21 to June 06, 2014.</li> <li>• Gerald Ohta, council member, will not be attending the next LAAC meeting, he will be traveling abroad.</li> <li>• Next Language Access Advisory Council meeting to be held on Thursday, June 12, 2014 instead of the second Wednesday as June 11, 2014 is a state holiday. Time: 9:30 AM to 11:00 AM, same location.</li> </ul>
10. Adjournment	Chair, Dominic Inocelda adjourned the meeting at 11:18 AM

Submitted by Gail McGarvey