

## LANGUAGE ACCESS ADVISORY COUNCIL (LAAC) MEETING MINUTES

Department of Labor and Industrial Relations  
Director's Conference Room 320  
830 Punchbowl Street, Honolulu, Hawai'i, 96813

Maui District Health Office, State Office Building, Room 415  
54 South High Street, Wailuku, Hawai'i 96703

Wednesday, October 14, 2015  
9:00 a.m. – 10:30 a.m.

**PRESENT:** Dominic Inocelda, Chair; Gerald Ohta, Vice-Chair; Helena Manzano, Ex-officio; Livia Wang for Bill Hoshijo, Ex-officio; Melba Bantay, Patricia Harpstrite; Terrina Wong, Mary Santa Maria; Rebeca Zamora

**EXCUSED:** Kristine Pagano for Francine Wai, Ex-officio; Lito Asuncion

**STAFF/GUESTS:** Belinda Fagin, Child & Family Services; Margarita "Day Day" Hopkins; Capt. Cathy Wasem, DHHS-ORHA; Victoria Rayle CDC; Rebecca Gardner (OLA); Gail McGarvey (OLA)

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>
<b>1. Call to Order</b>	The meeting was called to order at 9:20 AM with quorum by the Chair, Dominic Inocelda.
<b>2. Welcome and Introductions</b>	The Chair welcomed all present, those participating by video/tele-conferencing and guests. The Council and Staff introduced themselves. Today's guests were Margarita "Day Day" Hopkins, former LAAC member, Belinda Fagin of Child & Family Services, Capt. Cathy Wasem, Department of Health & Human Services, Region 9, Victoria Rayle, CDC. Day Day Hopkins said farewell to the council.
<b>3. Approval of Minutes of September 9, 2015 meeting</b>	The Chair asked if there were any corrections to the minutes. There were none and the minutes were accepted as circulated.
<b>4. Executive Director's Report Updates/Activities</b>	The Executive Director gave an oral report of the month's activities. <ul style="list-style-type: none"><li>• OLA is busy working on the budget for fiscal year 2017 that requests for additional OLA staffing.</li><li>• OLA staff, Becky Gardner gave testimony at the hearing on Compact of Free Association (COFA) migrants in August.</li></ul>

	<ul style="list-style-type: none"> <li>• <b>PIG Roster.</b> There will be a PIG Roster meeting immediately following the council meeting this morning with Abhishek Duggal regarding the roster soft launch.</li> <li>• <b>Complaint/withdrawal forms.</b> These forms will be revised and updated. LAAC members will be asked to review and give feedback once the drafts of revisions are available. The revised forms will then be translated into other languages.</li> <li>• <b>By-Laws.</b> Becky Gardner had emailed the By-Laws to LAAC. The By-Laws need to be revised regarding the election of the Chair. The four standing committees end after a year and new members need to be established. Council members are appointed for four years. Two consecutive terms are allowed.</li> <li>• <b>Statement of Interest.</b> Becky Gardner brought up the American Civil Liberties Union (ACLU) lawsuit against the City &amp; County of Honolulu regarding the homeless sweeps in which violation of language access is mentioned in their suit. Becky Gardner asks if OLA can file a statement of interest as “friends of the court” to present information that may be relevant. Discussion followed as to the positive and negative ways this might impact OLA and how this would support or not support OLA’s mission for language access compliance. The Chair suggested that there might need to be more research done as well as more discussion.</li> </ul>
<p><b>5. Report of the Chair</b></p>	<p>No report.</p>
<p><b>6. Status of Ad Hoc Committees:</b></p>	<p>For the Legislative, Special Projects, Plans-Review and By-laws, the council needs to look at the committees again for revisions or changes. Chair, Dominic Inocelda said that we have not been following regular meetings with these committees, mostly PIG (Permitted Interaction Group) meetings. It would be good to review as many terms will be expiring and new leadership, new members will be joining the council. Livia Wang suggested that the council hold making changes right now and wait till next year.</p> <ul style="list-style-type: none"> <li>• Persons interested in being on the By-laws committee are Kristine Pagano, Terrina Wong, Patricia Harpstrite and OLA staff, Becky Gardner.</li> <li>• Dominic Inocelda says to activate the By-laws committee to look at and review the By-laws.</li> <li>•</li> </ul>
<p><b>7. Items for Discussion</b></p>	<p><b>Roster Soft Launch Update:</b> Lengthy discussion with questions and answers.</p> <ul style="list-style-type: none"> <li>• The PIG Roster is meeting with Abhishek Duggal to go over the soft launch and some organizational issues.</li> <li>• Target implementation by end of October.</li> <li>• The roster of interpreters and translators will be an online site for government agencies and the public use. It will also be opened up to vendors.</li> </ul>

	<ul style="list-style-type: none"> <li>• Need to register more providers for the roster;</li> <li>• All information is self-reported; OLA does not have adequate staffing to perform background checks.</li> <li>• The questionnaire was developed by LAAC members who are actively employed as interpreters.</li> <li>• Language service agencies will be able to sign up for the register, but they must be qualified to do business in the state of Hawaii.</li> <li>•</li> </ul>
	<p><b>Planning for 2016 Annual Hawaii Conference on Language Access.</b> Next year marks the 10 year anniversary for state language access law.</p> <ul style="list-style-type: none"> <li>• Start thinking about ideas for next year’s annual conference</li> <li>• Looking for Chair, committee members</li> <li>• Belinda Fagin said she would like to volunteer to be on the conference planning committee.</li> <li>• Looking for venues, will it be a one day or two day conference? An extra day would allow for more networking.</li> <li>• Will we be inviting speakers from the mainland?</li> <li>• Looking at various dates for the month of August</li> <li>• Terrina Wong will help on the 2016 conference planning committee</li> </ul>
	<p><b>Update on LAAC Vacancies.</b></p> <p>There are currently six vacancies on the council. They are representing: a state-funded immigrant service agency or program, Kauai County, Hawaii County, an accredited institution of higher learning who provides professional training in interpretation and translation, a limited English proficient community and a Hawaiian language advocacy organization.</p> <ul style="list-style-type: none"> <li>• Belinda Fagin said she is interested in applying. Applications are online at the Boards and Commissions website.</li> <li>• OLA has not heard any updates from Boards &amp; Commissions regarding applications for LAAC positions.</li> <li>• The following council members will have served their two terms by next year: Gerald Ohta, Dominic Inocelda, Melba Bantay, and Mary Santa Maria.</li> </ul>
	<p><b>Bridging the Gap Medical Interpreter Training – November 2015, Hilo, Hawaii Island.</b></p> <ul style="list-style-type: none"> <li>• November 6, 7, 13, 14 &amp; 21, 2015. Five all day training, 40 hours.</li> </ul>

	<ul style="list-style-type: none"> <li>• The training will be held at University of Hawaii in Hilo, they have agreed to co-sponsor the training. Any faculty or staff will receive waiver of registration fees.</li> <li>• Currently 5 people have registered.</li> <li>• The deadline has been extended thru October 26, 2015.</li> <li>• Free to state, city &amp; county, and UH employees.</li> <li>• Mary Santa Maria has contacted people on the Big Island. She would like to focus on community groups and hospitals. Please distribute flyers to anyone with contacts on the Big Island.</li> <li>• Patricia Harpstrite suggested to have OEAC distribute our flyers to their distribution list.</li> <li>• Day Day Hopkins said she will help to distribute flyers, you can give her your list of agencies or contacts on the Big Island for distribution.</li> <li>• She also requested a press release of 250 words to submit for posting on Date Book.</li> <li>• Mary Santa Maria will review each application to see what medical interpreting skills/experience they have.</li> <li>• Council members had a few Big Island names for her to contact.</li> </ul>
<b>8. Agenda Items for Next Meeting</b>	<ul style="list-style-type: none"> <li>• Statement of interest for ACLU lawsuit</li> <li>• New standing committee members</li> <li>• LAAC vacancies</li> </ul>
<b>9. Announcements</b>	<ul style="list-style-type: none"> <li>• Next Inter Agency Council (IAC) meeting will be on Wednesday, 10/28/15 @ 2:30 pm at Susannah Wesley Community Center. When not in legislative session, IAC meets every other month.</li> <li>• It was reported that the Immigrant Resource Fair held last month on September 26, 2015, had about 120+ people attend. They had a Legal Quorum with Q &amp; A and that went very well.</li> <li>• Bridging the Gap Medical Interpreter Training November 2015 at UH Hilo campus, call for applicants, deadline has been extended to October 26, 2015.</li> <li>• Next LAAC meeting is proposed for Wednesday, November 18, 2015 @ 9:00 AM to 10:30 AM, location to be announced.</li> </ul>
<b>10. Adjournment</b>	The meeting was adjourned by Chair Inocelda at 11:03 AM.

Respectfully submitted by: Gail McGarvey