

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

Thursday, February 04, 2016
 2:00 p.m. – 3:30 p.m.

PRESENT: Dominic Inocelda, Chair; Gerald Ohta, Vice-Chair; Helena Manzano, Ex-officio; Sharon Ferguson-Quick for Bill Hoshijo, Ex-officio; Kirby Shaw for Francine Wai, Ex-officio; Lito Asuncion; Patricia Harpstrite; Terrina Wong; Tina Takashy; Rebeca Zamora

EXCUSED: Melba Bantay; Mary Santa Maria

STAFF/GUESTS: AP Bamrungruan, DHS; Cathy Wasem, HHS-ORHA; Rebecca Gardner (OLA); Gail McGarvey (OLA)

AGENDA ITEM	DISCUSSION
1. Call to Order	The meeting was called to order at 2:10 PM with quorum by the Chair, Dominic Inocelda.
2. Welcome and Introductions	The Chair welcomed all present, those participating by video/tele-conferencing and guests. The Council and Staff introduced themselves. Today's guests were AP Bamrungruan, LEP Project, Department of Human Services, and Capt. Cathy Wasem, HHS_ORHA.
3. Approval of Minutes of December 09, 2016 meeting	The Chair asked if there were any corrections to the minutes. Gerald Ohta moved to accept the minutes as circulated. Motion was passed, minutes were approved by the council.
4. Executive Director's Report Updates/Activities	<p>The Executive Director (ED) Helena Manzano, gave an oral report of the month's activities. She began by first thanking the council members who contributed so much of their time and expertise working on the Roster.</p> <ul style="list-style-type: none"> • Legislature. The two OLA related bills are SB2284/HB2226 and SB2285/ HB2227. <ul style="list-style-type: none"> -SB2284/HB2226 appropriates money for three full-time permanent positions at OLA. -SB2285/ HB2227 appropriates funds to operate the statewide language access resource center (\$300,000) and the multilingual website project (\$150,000). -Hearing on SB2284 is scheduled for February 9, 2016. Becky Gardner testified at the hearing on SB2285 that OLA "strongly supports the intent of the bill". As a state agency OLA cannot go against the Gov's will. Becky said PM Azinga – member of the public and an OLA conference

volunteer had also provided testimony. SB2285 passed that committee and moves to WAM committee.

- The council was invited to provide testimony or their support of the bills online. It was also suggested to call Senator Baker and request that bill SB2284 be put up for hearing. So far the House bills have not been set up for hearing.
- **Bridging the Gap (BTG) Training.** ED reported that the Bridging the Gap Training is being held March 4, 5, 11, 12 & 19, 2016 from 8:00 am to 4:30 pm. We are partnering with the John A. Burns School of Medicine in Kakaako. Associate Dean Dr. Richard Kasuya is looking forward to having language access as part of the medical education curriculum one day.
- **Student Intern.** Student intern, JC Sison, a graphic design major from West Oahu College, will be in the office for 2 weeks helping with OLA brochures, forms, and website formatting/design. He will start before the end of February.
- **OLA Brochures.** ED distributed drafts of two OLA brochures, one designed for the LEP consumers and the other for state-government agencies. OLA has approached the Department of Business, Economic Development and Tourism (DBEDT) for data on which languages to translate. Will also need to determine which languages are to be updated on the OLA “If you need an interpreter...” posters.
- Terrina Wong asked if state agencies were required to make OLA brochures available to the public. ED responded, yes.
- **LAAC Vacancies.** According to the Boards and Commissions office, OLA was informed there are three applicants applying for vacant LAAC positions. One is from a higher education institution, one from Kauai County and one unidentified applicant.
- **PSA (Public Service Announcement)** The Ethnic Education Foundation of Hawaii, a local radio station, has approached OLA to possibly do PSA for language access.
- **Emergency Terminology Handouts from Civil Defense.** ED distributed drafts of emergency civil defense terminology handouts. OLA is looking at co-sponsoring the printing of these handouts which will be used by outreach workers for working in the LEP community. Marsha Tamura, of Hawaii Emergency Management, Civil Defense Division will be invited to the next LAAC meeting to provide overview of this joint project.
- **Administrative Rules for OLA.** ED reported that OLA staff is continuing to work on preparing the rules.

<p>5. Report of the Chair</p>	<ul style="list-style-type: none"> • The Chair reported that he, the Vice-Chair and OLA staff attended the Language Roadmap Initiative session. He said the Department of Education (DOE) Seal of Biliteracy for high school students to get recognition for speaking their native languages is moving along. • He reminded the council that OLA was informed by Office of Planning, Policy and Program Development (OPPPD) that testimony from OLA would need to support the governor's policy/administration. • Gerald Ohta said that in the past the ED testified for OLA and the Chair testified for the LAAC, still leaving open for individual testimony from the LAAC council members. • Becky Gardner had sent the council emails regarding OLA bills at the capitol needing support. She said testimony must be submitted 24 hours before the hearing is scheduled. But she added to submit your testimony even if you miss the deadline. According to Becky Gardner, the LAAC council members can submit personal testimony and said that a larger volume of individual testimony could be effective. • Hearing on SB 2284 is coming up within a week. The chair offered to write a letter of support on behalf of the council. • There was discussion of the Legislative OLA bills and how LAAC can help support them.
<p>Motion carried for the Chair to write a support letter</p>	<p>Motion made to ask the question if the Chair of LAAC would be able to write a support letter for both OLA House & Senate bills on behalf of the advisory council. Rebecca Zamora moved and Terrina Wong seconded the motion. Motion was carried unanimously.</p>
<p>6. Status of Ad Hoc Committees:</p>	<ul style="list-style-type: none"> • By-laws. In regards to the By-Laws, OLA checked with the Attorney General's office and was told that it was not necessary for the Language Access Advisory Council to have By-Laws. • Plans Review. According to Becky Gardner the statute does not say that the LAAC review plans, but the By-Laws does have a provision about the LAAC reviewing the plans. If the council does not wish to review plans, it may wish to move to repeal the By-Laws. The Chair asked if the council needed time to think about repealing the By-Laws. ED said that the council is not an executive board and does not need By-Laws. The council comes under state Sunshine Law for following policy and procedures. Gerald Ohta asked "If we go into active rulemaking - will having an active By-Laws be necessary?" •

<p>Motion to repeal By-Laws</p>	<p>The Chair asked if there is a motion to repeal the By-Laws. Pat Harpstrite made the motion and Rebeca Zamora seconded. Terrina Wong said discussion needs clarification of the advantage of repealing the By-Laws.</p> <p>Pat Harpstrite said we are already under the Sunshine Laws. If we have By-Laws that need to be enforced there may be a problem. ED said the By-Laws are usually for an executive entity to follow and this is an advisory council not an executive board. Pat H. said we are considering making rules for OLA (referring to administrative rules). Kirby Shaw asked, "Is there anything of value in the By-Laws that you want to use?" Becky Gardner said the By-Laws and AD Hoc committees although on the agenda never have anything to report and/or we never address them. She also said if we have By-Laws then we have to have the committees, and there will not be as much flexibility.</p> <p>After the discussion, the Chair called for a vote. Motion carried unanimously.</p>
<p>7. Items for Discussion</p>	<p>Roster Soft Launch Update. Soft launch for the Roster has already been done.</p>
	<p>Planning for 2016 Annual Hawaii Conference on Language Access.</p> <ul style="list-style-type: none"> • Committee decided the theme would be 10 years of language access in Hawaii - where we have been, where we are now, where are we going? Two day conference. Do we want to bring in mainland speakers? Oregon, New Mexico, Washington State, East coast, New York and Washington DC • Two day conference. Day 1 will be for invited speakers from the mainland. Day 2 will be for panels, networking, and breakout sessions. • Possible dates, August 4 & 5; and August 10 & 11 • Venues: Japanese Cultural Center, again at the Manoa Grand Ballroom, Kapiolani Community College • Dominic Inocelda and Gerald Ohta have been asked to present on the "Architects of Hawaii Language Access Law".
	<p>Update on LAAC Vacancies. Continue recruiting.</p>
<p>8. Agenda Items for Next Meeting</p>	<ul style="list-style-type: none"> • Marsha Tamura will be here to go over the Emergency Handbook project with OLA • Gerald Ohta - the Office of Civil Rights, issued a proposed rule on non-discrimination under Section #1557; of the Affordable Care Act which prohibits discrimination on the ground of race, color, national origin, sex, age, or disability.... • Rebeca Zamora asked about switching LAAC meetings to meet on Mondays? She is not available to attend Thursdays starting next month. She may be able to attend by phone or video conferencing.

	ED asked if we can try to meet every other month. Gerald Ohta said the council will have to meet monthly due to the legislature being in session and with the annual language access conference coming up in August.
9. Announcements	<ul style="list-style-type: none"> • Next Inter Agency Council (IAC) meeting will be on Wednesday, February 24, 2016 @ 2:30 PM at Susannah Wesley Community Center. • Tina Takashy announced the Celebrate Micronesia Festival at the Honolulu Museum of Arts, will be held Saturday March 19, 2016. It will be a day of art-making demonstrations, food, dance, film. • Terrina Wong announced that Pacific Gateway has a new center, Nā Kūpuna Makamae Center which means "Beloved Kupuna" and has started to provide training workshops on Basic Skills for Care Giving in the Home, focusing on the elderly, to be held weekends of Feb 20 & 21, and Feb 27 & 28, 2016. • Next LAAC meeting will be Monday, March 07, 2016 @ 11:30 AM to 1:00 PM, same location. The council will meet on Mondays each month.
10. Adjournment	The meeting was adjourned by Chair Inocelda at 3:29 PM.

Respectfully submitted by: Gail McGarvey