

LEP – OUTREACH SUBCOMMITTEE

Minutes of January 8, 2009

DRAFT

In attendance: Jen Ensign; Diane Hatfield; Rhonda Stearley-Hebert; Hilda Nieves; Rick Dunion (support).

1. The meeting was called to order at 2:15 p.m. The minutes from the December 3, 2008 meeting were reviewed and unanimously passed. Rhonda will not be able to attend the LEP group meeting and Hilda will be reporting on her behalf.
2. Members shared information and data collected. Although the charge of the subcommittee is limited, the subcommittee has researched and compiled valuable information which, all agree, should be disseminated at the LEP group meeting.

Rhonda has begun working on informational spots which will bring more attention to the Branch than just public service announcements (PSA's). Members agree that PSA's are just one methodology in reaching out to the LEP population.

Members discussed the presentation of materials to the LEP group meeting to be held on January 9, 2009. It was mentioned that illiteracy is a key consideration in developing outreach material. Members of the subcommittee recognize the limited resources within the Branch. Jen indicated that consideration be given to a Google translator for the website. Other states are using this methodology.

Hilda discussed the Probationer Handbook and suggested that this may be expanded to other areas of the Branch in our outreach efforts. Electronic links were discussed as a feasible method to assist the LEP population. Hilda mentioned that the charge in addressing the needs of the LEP population be expanded to the top five languages coming in contact with the Branch for services.

3. The date and time of the next meeting to be determined.