

LEP – SUBCOMMITTEE 1A

Minutes of December 3, 2008

In attendance: Rhonda Stearley-Hebert (Chair); Jennifer Ensign; Diane Hatfield; Hilda Nieves. (Staffing-Rick Dunion)

1. Rhonda Stearley-Hebert called the meeting to order.
2. Rhonda reviewed the tasks of the committee – to assess signage, publications, and web pages in languages other than English.

After reviewing operational areas of the Branch, members agree there is a significant lack of material to guide and assist the LEP population. Members are particularly concerned about the lack of signage. It was noted that a separate committee of the Implementation Plan is charged with reviewing and assessing signage and the LEP committee needs to wait for this group to finish its assessment. Hilda Nieves mentioned that we need to be aware that there are “pockets” of languages spoken in various geographical areas of the state.

The group reviewed material collected and brought to the meeting. This included CSSD publications and results of a survey of other states conducted by Jen Ensign. It was agreed that front-line staff need to be equipped to assist the LEP population. Diane Hatfield mentioned that our best efforts appear to address the needs of the blind population through Braille. Committee members discussed what material currently exists in their respective divisions. Rick mentioned the recommendation that a descriptive name be given to the subcommittee as opposed to 1A.

Hilda reviewed the activities that CSSD conducted in addressing the LEP population. CSSD reviewed policies and developed a roster of forms needing translation. It was recommended that other areas in the Branch do the same. Surveying LEP individuals who have used court services will provide helpful feedback and provide more validity. Currently, the Branch has one employee dedicated to form translation.

3. The group brainstormed a number of ideas to address the LEP population problems which may be used in developing an action plan. One thought being the use of a monitor and instructional video being placed at strategic locations. Rhonda will be reviewing area media sources that address LEP individuals. The group agreed that material needs to be placed at strategic locations. The use of volunteers and interns was discussed. St. Joseph’s College has Branch employees enrolled in their program regarding the Latino community. These employees need to complete a project dedicated to enhancing the Branch. The bi-lingual telephonic system was discussed and possibilities for expansion. Jen will talk with COLP regarding forms and translation activities.
4. The next meeting date will be determined.