

LANGUAGE ACCESS ADVISORY COUNCIL

STATE OF HAWAII  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS  
830 Punchbowl Street  
Honolulu, Hawaii 96813

July 5, 2007  
10:00 a.m.  
Director's Conference Room (Room 320)

MINUTES OF MEETING

Meeting started at 10:05 a.m.

In Attendance:

- |                            |  |
|----------------------------|--|
| - Alohalani Boido          | Language Access Advisory Council Member                          |
| - Bill Hoshijo             | Executive Director, HICRC, Ex-officio Member                     |
| - Canisius Filibert        | Language Access Advisory Council Member                          |
| - Dominic Inocelda         | Language Access Advisory Council Member                          |
| - Frances Lum              | Department of the Attorney General                               |
| - Gerald Ohta              | Language Access Advisory Council Member                          |
| - James Hardway            | Assistant to the Director, DLIR                                  |
| - Jeremy Low               | Research Analyst, Office of Language Access                      |
| - Lito Asuncion            | Language Access Advisory Council Member                          |
| - Nāmaka Rawlins           | Language Access Advisory Council Member                          |
| - Nelson Befitel           | Director, Department of Labor and Industrial Relations           |
| - Serafin "Jun" Colmenares | Executive Director, Office of Language Access, Ex-officio member |
| - Shari Dela Cuadra        | Research Analyst, Office of Language Access                      |
| - Tin Myaing Thein         | Language Access Advisory Council Member                          |

Absent:

- |                     |   |
|---------------------|---|
| - Dr. Suzanne Zeng  | Language Access Advisory Council Member |
| - Sr. Earnest Chung | Language Access Advisory Council Member |

1. Introductions

- A. Welcome by Jun Colmenares, Executive Director, OLA extended to the members of the Language Access Advisory Council (hereinafter Council).
- B. Introductions by those in attendance

2. Election of chair and vice-chair

- A. Per Frances Lum, Department of the Attorney General, ex-officio members are non-voting members and thus the seven, present members of the Language Access Advisory Council are entitled to vote for chair and vice-chair. Frances Lum will also serve as the parliamentarian.
- B. Responsibilities of chair and vice-chair, under Article VII, Section 5 (which in the proposed by-laws reads as the second "Section 4") were read.

- C. Dominic Inocelda was nominated for chair and having no other nominations for chair, Dominic Inocelda was unanimously affirmed as chair.
  - D. Gerald Ohta was nominated for vice-chair and having no other nominations for vice-chair, Gerald Ohta was unanimously affirmed as vice-chair.
  - E. Chairperson Dominic Inocelda presided over the rest of the meeting.
3. Address by Nelson Befitel, Director of Labor
- A. Nelson Befitel thanked the Council for serving and volunteering their time.
  - B. Also provided update on the OLA efforts to ensuring people are receiving fundamental government services and are not denied because of their limited English speaking ability.
  - C. Shared 6 month plan to provide education and outreach, and prioritized state agencies and agencies receiving state funding that affect LEP customers the most: Health, Human Services, Employment, and the Judiciary.
4. Discussion and adoption of by-laws
- A. Topics of discussion and issues:
    - i. Laws referred to in the by-laws
      - a. Question by Nāmaka Rawlins regarding the laws referred to in the by-laws.
      - b. According to Jun Colmenares, OLA will provide the Council members with copies of the laws (i.e., Sunshine law).
      - c. Per Frances Lum, although by-law state that the Council will follow Robert’s Rules, state laws supersede.
    - ii. Term limits for Council members
      - a. Alohalani Boido raised concern regarding term limits of members
      - b. Per Bill Hoshijo, there is a statutory requirement for term limits for Boards and Commissions, which warrant the term limits under Article III, Section 4 of the proposed by-laws.
    - iii. Interpreters for Council meeting
      - a. Gerald Ohta brought up the issue of dealing with notice for interpretation need for the Council meetings.
      - b. On the next notice regarding the Council meeting, Jun Colmenares will include notice for interpretation.
      - c. OLA staff will arrange interpreter service if needed.
    - iv. Monthly meeting
      - a. Lito Asuncion brought up issue under Article V, Section 2 regarding monthly meeting. Will monthly meetings be needed after the bulk of work for OLA is done?
      - b. Gerald Ohta suggested to add language “as agreed to by board.”

- c. Bill Hoshijo suggested including under Section 2, “unless otherwise determined by the Council.”
    - v. Solicitation
      - a. James Hardway inquired about Article XI, Section 5, regarding the authority of members of the Council to solicit money.
      - b. Because additional funding is not necessary, deleting Article XI, Section 5 is proposed.
  - B. Action regarding adoption of by-laws
    - i. Council members will need to:
      - a. Review the proposed by-laws prior to next meeting;
      - b. Bring questions, comments, proposed modifications, and additions to the next meeting;
      - c. Discussion regarding by-laws will be held.
    - ii. By-laws are scheduled to be finalized by the September 12 meeting.
5. Establishment of regular meeting schedule
  - A. Meetings are scheduled for the following dates (usually the first Tuesday of the month, unless otherwise indicated)
    - i. August 7
    - ii. September 12 (second Wednesday, due to Labor Day holiday the week prior)
    - iii. October 2
    - iv. November 6
    - v. December 4
  - B. Time of meeting:
    - i. 9:30 a.m. to 11:00 a.m.
    - ii. Duration of meeting will be no longer than 2 hours
    - iii. Any agenda item or discussion not dealt with will be tabled for the next meeting.
  - C. Meeting other than in person:
    - i. Sunshine laws prohibits participating in a meeting via telephone (through speaker phone)
    - ii. Sunshine laws allow video conferencing
      - a. Options to consider:
        - DOH has videoconferencing capabilities
        - Using skype
      - b. Will test out options and discuss at next meeting.
6. Presentation of OLA 6 month plan (James Hardway passed out OLA’s Agency Start-up, 6 month plan)
  - A. Outreach and Education
    - i. website
    - ii. brochures for agency and LEP customers
  - B. Compliance Assistance

- i. plan review
    - ii. workshops for state and covered entities starting July 23
    - iii. target: full compliance by all agencies by December 31, 2007
  - C. Enforcement
    - i. intake and complaint procedures
  - D. Operations
  - E. Personnel
- 7. Discussion of agenda for next meeting: Agenda items
  - A. Status report of the OLA
  - B. By-laws discussion
  - C. OLA Staff will do training/workshop that will be provided to state agencies and covered entities.
  - D. What would be an excused absence for not attending meeting?
  - E. Report to the Legislature due 20 days before legislature opens
  - F. Concerns regarding use of employees for interpretation and competency.

Issues and concerns may be placed in the “parking lot” for future discussion.

- 8. Announcements
  - A. Gerald Ohta has developed language cards that are similar to “I Speak” cards but provides more information and allows the individual to provide information regarding medical conditions and their rights under HRS §§ 371-31 to 37.
  - B. Aloha United Way has 211 and provides language access.

Meeting Ended at 11:18 a.m.