

**LANGUAGE ACCESS ADVISORY COUNCIL**  
STATE OF HAWAII  
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS  
830 Punchbowl Street  
Honolulu, Hawaii 96813

Tuesday, July 15, 2008  
DLIR Conference Room 320

**MINUTES**

The meeting was called to order at 9:15 a.m.

**1. Welcome and Introductions**

**2. Attendance:**

***Present:***

- |                                  |   |
|----------------------------------|---|
| – Serafin “Jun” Colmenares       | Executive Director, Office of Language Access, Ex-officio |
| – Bill Hoshijo (Livia Wang)      | Executive Director, Civil Rights Commission, Ex-officio   |
| – Francine Wai (Kristine Pagano) | Executive Director, DCAB, Ex-officio                      |
| – Alohalani Boido                | Language Access Advisory Council Member                   |
| – Dominic Inocelda               | Language Access Advisory Council, Chairperson             |
| – Gerald Ohta                    | Language Access Advisory Council, Vice Chair              |
| – Lito Asuncion                  | Language Access Advisory Council Member                   |
| – Nāmaka Rawlins                 | Language Access Advisory Council Member                   |
| – Sr. Earnest Chung              | Language Access Advisory Council Member                   |
| – Dr. Suzanne Zeng               | Language Access Advisory Council Member                   |
| – Dr. Tin Myaing Thein           | Language Access Advisory Council Member                   |

***Excused:***

- |                     |   |
|---------------------|---|
| – Canisius Filibert | Language Access Advisory Council Member |
|---------------------|---|

***Others Present:***

- |                        |   |
|------------------------|---|
| – Debi Tulang-De Silva | Office of Equal Access to the Courts            |
| – Frances Lum          | Department of the Attorney General              |
| – Jeremy Low           | Research Analyst, Office of Language Access     |
| – Kendall Zukeran      | Research Analyst, Office of Language Access     |
| – Marsha Tamura        | Department of Defense, State Civil Defense      |
| – Melody Kubo          | Office of Equal Access to the Courts            |
| – Uilani Pauole de Sa  | Senior Legal Analyst, Office of Language Access |

**3. Approval of minutes of April 28, 2008 and June 17, 2008 meetings.**

- Motion to approve minutes made by Lito Asuncion, seconded by Gerald Ohta.
- Minutes approved unanimously, no revisions necessary.

**4. Executive Director’s Report**

- See Attached Report.

## **5. Language Access Advisory Council Membership Update**

- Executive Director Colmenares advised that the deadline for membership applications will be no later than the end of July. Applicant letters have come in from Maui, Kauai, and Oahu but none from the Big Island. There is some interest by individuals from Bank of Hawaii's International Banking Center and Hispanic News.

## **6. Feasibility Study**

- Executive Director Colmenres informed the Council that the feasibility study on the establishment of a centralized language resource center will be undertaken by Dr. Fred Magdalena of the UH Center for Philippine Studies starting August 2008 with a final report to be submitted in December 2008. The study will be based on specifications contained in SCR 67, SD1.
- In response to questions raised by Council members, chair Dominic Inocelda recommended that these and other inquiries be emailed to Executive Director Colmenares before the next meeting. Additionally, it would be good to have Dr. Magdalena speak at the next Council meeting and address all these concerns up front.
- Executive Director Colmenares informed everyone about Dr. Magdalena's background and advised that Council Members would be able to view the survey results. He added that the surveyor and OLA will make recommendations to the Legislature after the findings. The Council will be kept informed about the progress and results as well.

## **7. New Reporting Tool for State Agencies**

- Executive Director Colmenares explained that the Reporting Tool will be used for quarterly and annual reports. Data is needed for the OLA to submit reports to the Legislature regarding the progress of various language access initiatives.
- Gerald Ohta recommended that a briefing or instruction sheet be attached, explaining how to fill out the form and defining each item.
- Alohalani liked the tool as this is needed. She recommended that there be a space to write in other languages or have an "other specific languages" category.
- Gerald Ohta said he will reserve judgment on the tool until it is used. He and Uilani recommended alphabetizing the languages so that they will be easier to locate.
- Kristine Pagano recommended that the Reporting Tool eventually be placed online so that data can be recorded daily and the tallying can be done quicker.

## **8. Language Access Month Activities**

- Executive Director Colmenares advised that September is "Language Access Month," and there are plans underway to have a Governor's proclamation, public radio announcements, messages on state and county payroll stubs, and a community forum featuring one or two speakers as the highlight or culmination. The main purpose is to create more public awareness. Sr. Earnest Chung asked if interpretation would be available? OLA will see what is most feasible and also decide on the site and type of forum.
- Kendall shared that the various counties, Honolulu, Hawaii, Maui, and Kauai, are receptive to the pay stub message request. However, the guidelines and amount of space available differ. Currently, the state does not have September available, but Gerald Ohta suggested that since the "Language Access" issue is so important, a message should still be displayed in another month such as October.
- Marsha Tamura from the State Civil Defense, shared about and distributed samples of the newly created Language Identification and Emergency Card. This is a vehicle designed to provide important information to LEP groups and service providers such as the language spoken, address, emergency contact information, medication needed, allergies, name of the

- Nāmaka Rawlins recommended that the next print out of the cards have a Hawaiian translation.
- Kristine Pagano shared that this card will be beneficial for the deaf community.

#### **9. Budget Cuts**

- Per Executive Director Colmenares, the State budget cuts will not affect OLA staffing.
- Cuts of 15% and an additional 4% for FY 2008-2009 will decrease the budget \$85-\$90K.
- As a result, projects will be streamlined or downsized such as the proposed multilingual website. Instead of having 10 different languages, there will only be five for example.

#### **10. Legislative Initiatives**

- Sr. Earnest Chung, chairperson of the legislative subcommittee, will work with the subcommittee to develop initiatives for the next legislative session and deal with issues such as finding funding for the OLA.

#### **11. Language Access Conference 2009 Planning**

- Planning is beginning for next year’s conference in the month of September, which will also coincide with “Language Access Month” celebrations in Hawaii.

#### **12. Strategic Plan Goals & Objectives**

- Dominic Inocelda instructed Advisory Council members to review the “OLA Goals & Objectives” sheet, focusing only on the numbered headings and disregarding those with letter (“a, b, c...” headings).
- Changes were recommended to various terms and wording.
- Recommendation by Debi Tulang-DeSilva and Melody Kubo to have OLA staff member check the grammatical content and punctuation of the sheet.
- Lito Asuncion motioned and Nāmaka Rawlins seconded the motion to accept the goals and objectives and approve as amended. The Council passed the motion.

#### **13. Announcements**

- Dr. Sue Zeng shared that as a result of “The First Hawaii Conference on Language Access” in March, the UH Center for Interpretation and Translation Services has been very busy. She has been conducting training sessions all over the state and many questions regarding choosing a good interpreter/translator, what the Language Access Law says, etc. continually arise. Dr. Zeng suggested coordinating with OLA for future training sessions.
- Jeremy Low advised that the “raw” first day video footage of the “Language Access Conference” has arrived. ‘Ōlelo will provide a weekly time slot to show the various presentations, sometime in September.
- Dominic Inocelda announced that the next Language Advisory Council meeting will be on **Tuesday, August 19<sup>th</sup>**, 9 A.M. – 10:30 AM, in the DLIR Conference Room #320.

#### **14. Adjournment**

- As there were no further discussions, meeting adjourned at 12:35 P.M.