

**Language Access Committee**  
Videoconference Webex

May 15, 2020

**Members Present**

Yadira Call  
Amine El Fajri  
Rory Jones  
Judge Michael Leavitt  
Russ Pearson  
Judge Kelly Schaeffer-Bullock  
Lynn Wiseman

**Members Excused**

**Staff**

Kara Mann

**(1) Welcome**

Lynn Wiseman welcomed everyone to the meeting. Ms. Wiseman addressed the March 20, 2020 minutes. With one minor correction, Judge Michael Leavitt moved to approve the March 20, 2020 minutes. Russ Pearson seconded the motion. The motion carried unanimously.

**(2) Committee Member Update/Chair of the Committee- Nominations and Appointment**

Ms. Mann informed the committee of the open positions on the committee. Ms. Mann shared she was advised that the committee should hold the chair nominations and appointment during a committee meeting rather than by email as the committee had discussed at its last meeting.

Ms. Mann reviewed the chair's responsibilities, and asked for nominations. Judge Leavitt nominated Ms. Wiseman. Ms. Wiseman accepted the nomination. The committee unanimously voted to confirm Ms. Wiseman as chair of the committee.

**(3) Proposed Changes to the Accounting Manual**

Ms. Mann reminded the committee there were two questions regarding the finance department's proposed changes to the accounting manual at the last meeting.

Regarding 7(f.), wait times, Ms. Mann shared finance clarified that interpreters are eligible for multiple wait times in a day. Amine El Fajri asked if interpreters should notify the coordinators when they are at the courthouse and have a block of wait time. Ms. Mann agreed that would be a good idea, and discussed possible ways of notifying the coordinators. Ms. Mann shared she'd ask coordinators the best method for interpreters to notify them they are available.

Mr. El Fajri asked who is to calculate wait times. Ms. Mann advised that it would be the interpreters who complete that section of the invoice, but that it's then verified by the coordinators. Yadira Call advised the wait time is under the coordinators' section of the invoice, which is why she does not completed that section of the invoice. Ms. Mann shared she believed some interpreters entered in that information, which acted as a flag for the

coordinators. Ms. Mann thought this might be a training issue, and suggested that she would remind the coordinators of their responsibility to complete the wait time field. Judge Leavitt asked if the invoice should be amended so that interpreter's complete the wait time section. Ms. Wiseman advised it would be better for interpreters to complete the wait time section, and to then have the coordinators verify the time. Mr. El Fajri suggested adding wait time instructions to the back of the form with the other instructions. Judge Leavitt motioned to create a workgroup comprising of Ms. Mann, Ms. Call, and Mr. El Fajri to work with accounting on revising the interpreter voucher. Mr. Pearson seconded and the motion carried unanimously.

Regarding 7(i.), multiple language assignments, Ms. Mann shared finance clarified wait times between assignments in different languages and different credentialing wouldn't be paid as interpreters are required to fill out separate invoices for each language. The committee discussed the language to include in the accounting manual for wait times for multiple language assignments. Judge Leavitt volunteered to create proposed language and to circulate it to the committee via email.

Ms. Mann advised the committee that the finance department added a new section 14 regarding the \$50,000 threshold requirement for interpreters since the last committee meeting. Ms. Mann explained interpreters are vendors, and the state only allows payments up to \$50,000 without a contract. Ms. Call asked why freelance interpreters are considered Vendors rather than Professional Service Providers. Ms. Mann shared she wasn't sure, but that she would inquire to find out. Mr. Pearson shared it may come down to how the state classifies vendors.

#### **(4) Re-Opening Protocols for Court Interpreters**

Ms. Mann shared that interpreters and coordinators should know what to expect as courts reopen from the COVID-19 pandemic. Ms. Mann reviewed the Reopening Guidelines with the committee and asked for feedback. Ms. Mann advised she viewed it as a living document that will be updated as necessary. Ms. Mann shared that once reopening policies and procedures are approved by the Judicial Council, she expected the document to be expanded to follow those policies.

Mr. El Fajri suggested adding over the phone interpreting to the list of how assignments may be handled in the second paragraph under General Information for Court Interpreters. Ms. Wiseman suggested adding face masks should not be worn if it interferes with the clarity of the interpretation. Judge Leavitt suggested adding interpreters are expected to follow the Courts' COVID-19 Alerts requirements.

#### **(5) 2019-2020 Continuing Education Hours Requirement**

Ms. Mann informed the committee that numerous certified interpreters had contacted her to ask if the current continuing education hours reporting period would be extended due to the COVID-19 pandemic. Ms. Mann reminded the committee that certified court interpreters are required to complete 16 continuing education hours, with four hours in ethics, every two years. The current reporting period is scheduled to end on December 31, 2020.

The committee discussed that the State Bar had issued attorneys an extension for continuing education hours due to the pandemic. Mr. Pearson motioned to extend the current reporting

period for six months until June 30, 2021. Judge Leavitt seconded the motion and the motion carried unanimously.

**(6) Reciprocity Request**

Judge Leavitt motioned to go off the record; Mr. Pearson seconded. The committee went off the record to discuss a reciprocity request from an out-of-state interpreter.

**(7) July Meeting Date**

Ms. Mann shared the July meeting date no longer needed to be changed, and that the committee would still meet as scheduled on July 17, 2020.

**(8) Adjourn**

There being no further business, the meeting adjourned at 2:19 p.m.