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NMG Committee Introduction & Application Review

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Time	Item	Process
10:00 a.m.	Are there any LAP-related accomplishments or wins that members would like to share?	Members share updates since the previous meeting.
10:05 a.m.	What are items that we need to discuss before launching the LACP blog on the city’s website?  What content and types of updates will be included? Who will create the content? Who will upload the content? How often will the content be uploaded? How do we want the layout to look? What will the process of updating the blog/website be? Is there a goal deadline for the website should go live? How will the blog be promoted- social media, press release, etc?	Members discuss what needs to be in place or approved to begin the LACP blog.
10: 25 a.m.	What are members’ thoughts on the Language Access Survey for Departments template provided by Susan?	Members review the document template sent by Susan and share their opinions on the content of our internal assessment.
10:35 a.m.	Which items would we like to add to the template survey from the Mike Mulé’s document (Pages 8-14): <a href="#">Language Access Assessment and Planning Tool for Federally Conducted and Federally Assisted Programs</a> )?	Are some of the questions included helpful in building our assessment?
10:45 a.m.	Is this a time to talk about the parking lot topic from the previous meeting? If not, when is the best time?	The previous parking lot topic was “reviewing internal bilingual testing”.
11:55 a.m.	Wrap-up & Next Steps	How far in advance do we want the agenda sent out for review by the group?