
LACP March Group Meeting

Jaime Brown, Dave Buskey, Tammy Linn, Natalie Marles, Taylor Morris, Katherine Ramirez Campbell, Sandra Torres

1. Are there any LAP-related accomplishments or wins that members would like to share?

Everyone can access share point

Collaborative Chat in February

Subpage on Concordnc.gov/languageaccess approved (not live)

Sarah passed the bilingual test!

Updated bilingual policy for internal CoC staff

Sandra is offering translation services through her grant for specific documents. – Send documents to Sandra for submission. The cycle ends in June.

Reminder to share newsletter items to Sandra for the Spanish newsletter Conéctate Cabarrus

2. 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?

Short, concise, clear written format with the occasional graphic/infographics

Who will create the content?

Natalie will translate English content to Spanish

Sandra will revise the Spanish content

Jaime will do Canva graphics

All members will pitch ideas on what to write about

Katherine will do the first-quarter blog content. We might rotate through this responsibility, we will revisit this at a later time.

Who will upload the content?

Katherine will upload to website.

How often will the content be uploaded?

Every quarter

How do we want the layout to look?

Sample layout - <https://mpncfuture.com/>

What will the process of updating the blog/website be?

PA Manager

Is there a goal deadline for the website should go live?

April 3

How will the blog be promoted- social media, press release, etc?

Social Media – intro to team, project, and check back for updates

3. What are members' thoughts on the Language Access Survey for Departments template provided by Susan?

Sending the survey to 200 leaders and supervisors will be a good pool. The supervisor's summit list would be the target audience.

Potential introduction verbiage may include: "Before you complete this survey ensure to make time to have received feedback from your team."

4. Which items would we like to add to the template survey from the Mike Mulé's document (Pages 8-14): Language Access Assessment and Planning Tool for Federally Conducted and Federally Assisted Programs)?

Team members would like to consider including:

- Definitions as background information in the survey. For example: Translation v interpretation
 - Logic-based questions for federal funding
 - "Does your program have a process to collect data?"
 - "Which vital written documents has your agency translated into non-English languages?"
 - "Does your agency translate signs or posters announcing the availability of language assistance services?"
 - Questions about Training of Staff on Policies and Procedures
5. Is this a time to discuss the parking lot topic from the previous meeting? If not, when is the best time?

Did not settle on a time to discuss this topic.

6. Wrap-up & Next Steps

Not action items were discussed at the end of the meeting.

Continuous List Actionable Goals/Steps:

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Collaborative Chat in February
Subpage on Concordnc.gov/languageaccess approved (not live)
Sarah from Customer Care passed the bilingual test
There is an updated bilingual policy for internal CoC staff
Sandra is offering translation services through a grant
Conéctate Cabarrus has launched
LEP Commitment approved
Infographic obtained from Sarah Osmer Viñas Town Chapel Hill

PHASE 1:

- Create the webpage - When do we want to have a live landing page for the LACP?
 - ~~LEP commitment~~
 - ~~Infographic (obtained by from Chapel Hill)~~

PHASE 2:

- External outreach moving forward in Spanish
- Considering other languages as needed

PHASE 3

- Internal – looking at recruiting practices & bilingual increase; reviewing bilingual testing*
- How do we consider the BIC program after we complete LACP?

**This topic was put in the parking lot for later discussion*