

# COURT INTERPRETER PROGRAM ADVISORY COMMITTEE

**February 23, 2018**  
12:00 p.m. to 3:00 p.m.  
State Courts Building  
1501 W. Washington, Phoenix, AZ 85007  
Conference Room 230

**APPROVED**  
**June 29, 2018**

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**Present:** Judge Don Taylor; Mr. Alfred Gonzalez; Judge Danielle Viola.

**Telephonic:** Ms. Margarita Bernal; Mr. Juan Pablo Guzman; Ms. Kathy Schaben; Ms. Marty Torres (*proxy for Ms. Diane Culin*); Judge Catherine Woods.

**Absent/Excused:** Mr. Juan Carlos Cordova; Judge Anna Huberman.

**Presenters/Guests:** Mr. Scott Loos; Ms. Cindy Trimble

**Administrative Office of the Courts:** Ms. Cathy Clarich; Ms. Kelly Gray; Mr. David Svoboda.

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## I. CALL TO ORDER

### A. Welcome and Opening Remarks

The February 2018 meeting of the Court Interpreter Program Advisory Committee was called to order by the Honorable Don Taylor, Chair, at 12:07 p.m. The Chair asked for Committee member roll call and introductions of staff and guests.

### B. Approval of the October 2017 Minutes

The draft minutes from the October 27, 2017 of the Court Interpreter Program Advisory Committee were presented for approval. The Chair called for any omissions or corrections to the minutes; there were none.

- Motion was made by Mr. Juan Pablo Guzman to approve the October 27, 2017 minutes of the Court Interpreter Program Advisory Committee. Seconded by Ms. Margarita Bernal. Motion passed unanimously.

## **II. REGULAR BUSINESS**

### **A. Introduction of New Members**

Judge Don Taylor, Chair, introduced and welcomed the following new members:

- Ms. Margarita Bernal, State Bar Representative
- Judge Danielle Viola, Superior Court Judge (Maricopa County)
- Judge Catherine Woods, Superior Court Judge (Pima County)

The Chair expressed his thanks to the new members for their willingness to support Arizona's judiciary.

### **B. Arizona Supreme Court Strategic Agenda 2019 - 2024**

Cindy Trimble, Administrative Office of the Courts (AOC) Internal Auditor, provided an overview of the development process for the strategic agenda, and reviewed language-access-related items in the current strategic agenda (Advancing Justice Together: Courts and Communities).

Ms. Cathy Clarich, AOC Caseflow Management Unit Manager, solicited suggestions for language-access-related items for inclusion in the upcoming Arizona Supreme Court Strategic Agenda (2019 – 2024). Discussions included education and resources for attorneys; best practices for courts; communications; etc.

It was determined that the group would need additional time to formulate a thorough and thoughtful recommendation for the upcoming strategic agenda. Mr. Svoboda agreed to create a draft document based on the discussion, and coordinate recommendations by CIPAC to meet submission deadlines.

### **C. ACICP Update**

Mr. David Svoboda, in his role as the AOC Language Access Coordinator, provided an update on the Arizona Court Interpreter Credentialing Program (ACICP). The group discussed recent exam results, statistical information, and the remainder of the 2018 exam calendar.

Additional discussion was held on the progress of court staff interpreters toward credentialing, the effectiveness of the Oral Proficiency Interview (OPI) as a screening tool to help predict a candidate's success on the Oral Court Interpreting Exam, and other issues related to court staff interpreters.

#### **D. “Preference” Guidance Workgroup Update**

Ms. Kathy Schaben, in her role as a workgroup member, reviewed the progress of the A.O. 2016-02 Guidance Workgroup (established in the August 2017 meeting of this body).

The group met on February 7, 2018 (second meeting). The group discussed some best practices related to how courts may implement the “preference” requirement, while allowing a degree of operational flexibility for the courts. Mr. Svoboda is developing a draft of the guidance for the workgroup to review. The group will meet again in the coming weeks.

#### **E. VRI RFP Business Requirements Workgroup Update**

Ms. Kathy Schaben, in her role as a workgroup member, reviewed the progress of the VRI RFP Business Requirements Workgroup (established in the August 2017 meeting of this body).

The group held its first meeting on November 29, 2017. The group identified specific items to be addressed in any Video Remote Interpreting (VRI) Request for Proposals (RFP) or Request for Qualification (RFQ), which would lead to a contract that is available to all courts statewide. Using the recommendations from the workgroup, Mr. Svoboda drafted business requirements which can be included in the RFP. Ms. Clarich or Mr. Svoboda will update this body with additional information as it develops.

#### **F. AOC Training Update**

Mr. David Svoboda, in his role as the AOC Language Access Coordinator, updated the group on recent trainings provided by the Arizona Supreme Court and ACICP, and provided information on upcoming trainings.

In late 2017, Justice Gould, Kathy Schaben and David Svoboda provided trainings to all levels of court staff, including judges, administrators, and line staff, in Coconino and Gila counties. In the first half of 2018, it is anticipated that AOC staff will provide language access and interpreter-related trainings at the Arizona Courts Association (ACA) Annual Conference, the annual Judicial Conference, and at New Judge Orientation (General and Limited Jurisdictions). Other venues at which to provide training, including coordination with the State Bar will be researched.

### **G. Pipeline Development Workgroup Update**

Mr. David Svoboda, in his role as the staff to this body, reviewed the recent work of the Pipeline Development Workgroup.

The group reconvened on November 29, 2017. The group identified the most urgent training need as preparation for the Oral Court Interpreter Exam, and recommended specific items to address in any training provided. Based on these recommendations, Mr. Svoboda drafted a proposal which will be presented to the AOC Executive Office for approval. Ms. Clarich or Mr. Svoboda will update this body with additional information as it develops.

### **H. Housekeeping**

In the October 2017 meeting, it was agreed that CIPAC would reduce its number of meetings from four (4) per year to three (3). The next meeting of this body will be in June 2018. The May 2018 and August 2018 are cancelled. The final meeting of this body for 2018 will be in November.

## **III. CALL TO PUBLIC AND ADJOURNMENT**

### **A. Good of the Order/Call to the Public**

The Chair asked the Committee if there were any other matters to discuss and made a call to the public. There were no responses.

### **B. Adjourn**

The meeting was adjourned at 2:21 p.m.

## **IV. NEXT COMMITTEE DATE**

June 29, 2018 – **New!**  
12:00 p.m. to 3:00 p.m.  
State Courts Building, Conference Room 230  
1501 W. Washington St., Phoenix, AZ 85007