



# Department of Planning, Housing, & Community Development

*Mayor, Richard C. David*  
*Director, Dr. Juliet Berling*

**Language Assistance Plan Steering Committee Meeting**  
**Wednesday, December 2, 2015**  
**Conference Room-Planning Housing & Community Development**  
**2 PM**

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## Members

- Chair: Shannon Hilliker- Binghamton University English as a Second Language Program
- Teri Chamberlin, Association for Vision Rehabilitation and Employment
- Joe Croteau, SUNY Broome Students with Disabilities
- Ronald Hazenstab, Binghamton City School District / American Civic Association
- Mengchen Huang- Binghamton University Multi Cultural Resource Center
- Heather Schaffer, Southern Tier Independence Center
- Jessie Sullivan, BC Department of Social Services

## City of Binghamton Staff

- Stephen Carson, Grants Administrator
  - Shaloma Wagstaffe, Project Coordinator
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1. Meeting Call to Order
2. Survey, survey, survey!
  - a. Questions
  - b. Format
  - c. Languages/Translation
  - d. Distribution Methods
  - e. Collection/Return Methods
3. Resources
4. Next Meeting
5. Adjournment