



# Department of Planning, Housing, & Community Development

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

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

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*An audio recording of this proceeding is on file with the Department of Planning, Housing and Community Development. The recorder unfortunately stopped after twenty minutes so the remainder of the summary is based on notes taken.*

## **CALL TO ORDER**

Acting Chairman Hilliker called the meeting to order at approximately 2:00 PM.

## **ROLL CALL**

Present: Hilliker, Hazenstab, Huang, Schaffer, Sullivan

Absent: Chamberlin, Croteau

Additional: Todd Birchard (AVRE), Sue Roth (STIC)

Staff Present: Carson

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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

## 1. Survey

Survey submitted to the steering committee. Group went around and discussed things to add and drop. Additionally, there was a request for research other cities done something similar (don't reinvent wheel).

Modifications Implemented (Please see version 1.3 for implementation):

- Move overview section to top
- Add email
- Define adults and children by age ranges
- Split Speak and Read English question into two and drop qualifier “well”
- Drop literacy/English skill question and add that to communication difficulty section as choice
- Drop question for mental/developmental disabilities
- Services List
  - Define Emergency Services
  - Add Refugee to Immigration Service section and split from Legal/Governmental
  - Add Mental Health to Health Service, drop Special Needs
  - Add a Services for People with Disabilities
  - Combine Immigration with a Refugees Service section
  - Change Elderly to Older People
  - Add Other category for freeform answer

## 2. Languages

The survey will be translated/provided in the following formats based on Census data and stakeholder claims about newer refugees moving into the area. Additionally, a request was made to use the NYS Report Cards Office of Bilingual Education for year 2014-2015 to see if additional languages are required:

- English (standard)
- English (large font)
- Traditional Chinese
- Simplified Chinese
- Spanish
- Serbo-Croatian
- Kurdish
- Vietnamese
- All languages listed above digitally available on the City’s website

## 3. Distribution/Collection

Carson requested that all agencies please contact their directors and see if they would be willing and able to distribute and later collect the surveys as they come back. Such agencies will be included on the back of the survey. Due to the freeform nature of three of the questions, a translation service will be needed to translate back the surveys once completed.

## 4. Next meeting has been scheduled for January 20<sup>th</sup>, 2016 at 2pm

5. Adjournment ~3:30pm