



## NOTICE OF PUBLIC MEETING

HUMAN RELATIONS COMMISSION  
City Hall, Willamette Room  
Tuesday, November 25, 2014  
7:00 p.m.

### AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES
  - October 28, 2014, joint meeting with HAC. [Pages 3-5]  
Action: \_\_\_\_\_
  - October 28, 2014. [Pages 6-9]  
Action: \_\_\_\_\_
4. SCHEDULED BUSINESS
  - a. Business from the Public
  - b. Corvallis' Martin Luther King Commission. [Verbal] (Whitley)
    - ❖ Jasper Smith, Commission Chair, and Program Manager for Benton County Developmental Disabilities Program  
Action: \_\_\_\_\_
  - c. January 2015 event: Martin Luther King, Jr., event. [Verbal] (Whitley)  
Action: \_\_\_\_\_
  - d. Status of 2014 Human Relations Award nominations. [Verbal] (Greenman)  
Action: \_\_\_\_\_
  - e. Draft Limited English Proficiency Plan. [Pages 10-20] (Whitley/Hare)  
Action: \_\_\_\_\_
  - f. Racist literature distributed on Veterans' Day. [Verbal] (Whitley/Cervantes)  
Action: \_\_\_\_\_
  - g. Ballot Measure 88 discussion: outcome and how group could address positional fall out. [Verbal] (Whitley)  
Action: \_\_\_\_\_
  - h. Additional feedback from Hispanic Advisory Council regarding accessibility and inclusion of City services and programs to the Albany Latino community. [Verbal] (Whitley)  
Action: \_\_\_\_\_
  - i. Debrief
    - 1) Annual Summit on Homelessness (November 5). [Verbal] (Whitley)  
Action: \_\_\_\_\_
  - j. Updates
    - 1) Other volunteer opportunities. [Verbal] (Whitley)  
Action: \_\_\_\_\_
    - 2) Hispanic Advisory Council (HAC). [Verbal] (Dodge Vera)  
Action: \_\_\_\_\_
    - 3) Calendar of Events: 2014 & 2015. [Pages 21-22] (Whitley)  
Action: \_\_\_\_\_

5. BUSINESS FROM THE COMMISSION
6. NEXT MEETING DATE: *January 20, 2015*
7. ADJOURNMENT

*City of Albany Web site: [www.cityofalbany.net](http://www.cityofalbany.net)*

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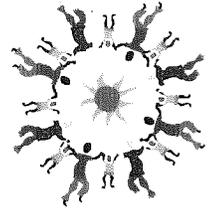
*The location of the meeting/hearing is accessible to the disabled. If you have a disability that requires accommodation, advance notice is requested by notifying the City Manager's Office at 541-917-7508, 541-704-2307, or 541-917-7519.*

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HUMAN RELATIONS COMMISSION & HISPANIC ADVISORY COUNCIL  
City Hall, Municipal Court Room  
Tuesday, October 28, 2014  
3:00 p.m.

APPROVED:



MINUTES

Human Relations Commissioners present: Kim Whitley, Nancy Greenman, Tina Dodge Vera, Chris Equinoa, Debbie Berg, and Javier Cervantes

Human Relations Commissioners absent: Jay Sluiter (excused)

Hispanic Advisory Councilors present: Tammy Skubinna, Iris Carrasco, Heather Medina Saucedo, Leonor Rodriguez, Javier Cervantes, Antonia Hernandez, Jaya Conser Lapham, Stephanie Low, Zoe Kellett, Dania Samudio, Aimu Esquer Yantin, Ellis Williams, and Tina Dodge Vera

Staff present: Wes Hare, City Manager; Marilyn Smith, Management Assistant/Public Information Officer

Others present: None

CALL TO ORDER

Human Relations Commission (HRC) Chair Kim Whitley called the meeting to order at 3:03 p.m.

SCHEDULED BUSINESS

Introductions

Whitley welcomed the Hispanic Advisory Council (HAC) to this joint meeting with the HRC. The HAC and HRC members introduced themselves.

Human Relations Award

Whitley passed out copies of the news release and applications for the award (*see agenda file*). Nancy Greenman explained the mission of the HRC and how it relates to the award. She said that it is an opportunity to recognize both individuals and nonprofit organizations/businesses that promote harmonious relations. Whitley summarized the time frame with the deadline for nominations being December 1, 2014. Tammy Skubinna asked for clarification about who could be nominated and whether an organization that was neither a business nor a nonprofit could be nominated. Whitley explained that the reason they specified nonprofit was because the Albany Area Chamber of Commerce already gives out an award to businesses, and the HRC did not want to interfere with that. The group concluded that an organization that was not a nonprofit but didn't fall into the category of a business could qualify for nomination. Whitley explained that organizations could nominate themselves.

Discussion with Hispanic Advisory Council (HAC)

- Sharing of respective missions and focus

Greenman shared the HRC's mission when describing the Human Relations Award. Skubinna shared that the HAC has been in existence for over 20 years. Their focus has been to network among citizens and agencies wanting to make connections to the Latino community. The Council takes action when different issues present themselves that adversely affect the Hispanic population. The HAC exists to be a voice for the Hispanics in the community.

- Festival Latino

Tina Dodge Vera explained that HAC partners with Albany Parks & Recreation to put on the event. Festival Latino is funded in part with a grant through Albany Parks & Recreation. The HAC organizes the event and Parks & Recreation provide the logistics. Dodge Vera said that it was a beautiful day for this year's event and they had great attendance. They will start planning for next year's event after the first of the year. Dodge Vera said that they are looking for organizations to help take the lead. The event has become too large for the amount of volunteers. They would also like help with referrals for people after they have been screened. Jaya Conser Lapham said that people feel a connection to other people of color when at the festival. Heather Medina Saucedo said that she received feedback from a woman who said she felt welcomed to the community by attending the festival.

Whitley said that LBCC provides early learning hubs that are making connections with children that are pre-kindergarten. She suggested them as an opportunity for the festival. Greenman asked if there was access to preschool education and childcare at the festival. Dodge Vera replied that GAPS and LBCC were represented at the event with a variety of their resources.

Whitley asked how the HRC could be supportive to the HAC's plans. Dodge Vera answered that it would be helpful to have additional support from City departments with their attendance and resources. Ellis Williams said that the County should be invited to participate as well as first responders. Whitley said that she could provide contact information for Albany and Lebanon emergency medical services. Chris Equinoa suggested offering sport physicals at the festival as a way to engage the youth. Dodge Vera shared that more than 20 students from West Albany High School volunteered along with students from South Albany High.

- Ballot Measure 88

Skubinna reported that the informational forum in Albany had a good turnout. Approximately 30 people attended. The forum in Corvallis only had two people who attended. She did know the reason for the low turnout. She said that the panel was great and that there was a great article regarding the measure in the *Gazette-Times*.

Skubinna shared that she participated as a representative of the HAC in a Measure 88 debate at the Memorial Union hosted by Associated Students of Oregon State University. Skubinna debated in favor of the measure. Skubinna said that a lot of college students were in attendance and that she received good feedback after the debate. She shared Monday's article from the *Gazette-Times* regarding the event.

Skubinna said that they have been working hard explaining the issue and passing out flyers. She expressed her appreciation to Medina Saucedo for all her hard work. Equinoa shared that he has been paying close attention to this debate and that he wondered if there was something the HRC could have been doing ahead of time.

- How to share Professor Walidah Imarisha's information regarding racism in Oregon history?

Skubinna said that this history had been hidden of why there are so few black people in Oregon. Greenman said that the presentation can be viewed on the Internet along with a history timeline. Zoe Kellett said that she is a part of the follow-up committee that was formed. The committee is still trying to figure out a name. For now, they are going by Community Action for Racial Equity. Their focus is on how to make Linn and Benton Counties and Oregon an inclusive community that makes people feel like they are wanted and welcomed here. Skubinna asked if there was a way for the group to be involved. Kellett replied that they would like the group's involvement and explained that they meet every two weeks on Sunday evenings at the Albany Public Library. The next meeting is November 9, 2014. Whitley shared with the HAC that Peter Goodman, who is a part of the follow-up committee, has come to a couple of the HRC meetings.

October 28, 2013

- Are City services and programs accessible to the Latino community? If they are not, how can the City act to increase accessibility?

Whitley said that this discussion gives the HRC an opportunity to hear what isn't accessible to the Hispanic community. Leonor Rodriguez pointed out that many in the Latino community don't have access to transportation. She would like to see Albany Transit System expand its routes and have drivers that speak their language. Rodriguez knows of an Hispanic family that had to move back to Gresham because they could not access transportation to work here in Albany. Whitley asked if the City had a long-term plan. City Manager Wes Hare answered that the City does have a transit plan. He said that as a city with a population of 50,000 or more, Albany is required to have a plan and a group to implement it called a Metropolitan Planning Organization (MPO). Hare said that the Albany Area MPO minutes are available on-line that records how they are using the additional transit funding. Whitley asked whether Linn County had a plan. Kellett answered that they do. She said that Albany Area Metropolitan Planning Organization Coordinator Theresa Conley would be a good person to talk to. Cervantes commented that the Linn Benton Loop bus schedule is available in Spanish. Iris Carrasco said that as a bus rider she feels the City bus schedule is confusing. Cervantes shared that, culturally, Latinos are more likely to refer to a person than a written document.

Williams stated that when he requested a language access plan from the City, he was told that they do not have a plan and that the City does not have funds for one. Hare said that the City has a simple plan that accommodates people as the need arises. The City has a list of employees who are proficient in languages other than English to serve as interpreters. There is also a list of community resources that the City can draw upon. He said that they do not have the capacity to have multiple language interpreters available at all times. Williams explained that there are legal requirements and that having an actual plan is different than just having a policy. A plan requires input from the community. Emergency response is a part of the plan. Cervantes replied that the Albany Police Department has six or seven police officers with varying levels of conversational Spanish. He said that LBCC is making changes to their English as a Second Language program and that they have just hired a small business development coordinator who speaks Spanish. Cervantes said that small steps are being taken to achieve language access.

Whitley thanked the HAC for their input and directed them to send any other service availability problems that might arise to the HRC.

Business from the Public

None.

ADJOURNMENT

Whitley adjourned the meeting at 4:09 p.m.

Respectfully submitted,

Gina Burrese  
Administrative Assistant

Reviewed by,

Wes Hare  
City Manager



APPROVED: \_\_\_\_\_

## HUMAN RELATIONS COMMISSION (HRC)

City Hall, Municipal Court Room

Tuesday, October 28, 2014

### MINUTES

Commissioners present: Kim Whitley, Chris Equinoa, Nancy Greenman, Tina Dodge Vera, Javier Cervantes, Debbie Berg

Commissioners absent: Jay Sluiter (excused)

Staff present: Wes Hare, City Manager; Marilyn Smith Management Assistant/Public Information Officer

Others present: None

#### CALL TO ORDER

Chair Kim Whitley called the meeting to order at 4:16 p.m.

#### APPROVAL OF MINUTES

September 30, 2014

**MOTION:** Chris Equinoa made a motion to approve the minutes; Tina Dodge Vera seconded. Approved 6-0.

#### SCHEDULED BUSINESS

##### Business from the Public

None.

##### Review guidance from the City Council from 2009

Whitley said that the last meeting ended with questions on how to effectuate the Commission mission; so she wanted to review guidance given by the City Council. Equinoa said that he was shocked when he read the City Council minutes regarding the guidance. He said that the minutes made it sound like the City Council wanted a cosmetic commission and he wouldn't have been interested in joining that kind of commission. That has not been his impression since joining the Commission. City Manager Wes Hare described the history of the creation of the Commission. He said that the City Council gave the guidance after getting the feeling that the Commission was acting as an investigating commission and that was not how the City Council saw the purpose of the Commission. Hare went on to say that the Commission's role has been largely free, with them being free to say and do what they want to do as a Commission. They are largely self-defined. Hare advised the group that when they see an issue that concerns them to take it to the City Council. He said that the Council does change, and that the group will not know what the Council's response will be until they go before them.

Whitley relayed that it was not her intent to curb the group's enthusiasm in dealing with issues, but only to ensure that the group affects the Council in a positive way. Nancy Greenman said that the group exists to have dialog with the City Council in a nonconfrontational way and to have community dialog that makes us better. She said that the group does their best, acting in good faith. Dodge Vera expressed her concern that inviting guests to the meeting and asking them questions was seen as investigating. Discussion followed about how to deal with issues. Hare reiterated that the group has access to the Council. He suggested that when a policy needs to be addressed to schedule time on a City Council work session agenda.

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Whitley expressed concern that the City was not meeting the requirements for a language access plan. Whitley asked for direction on how to address the issue. Greenman replied that questions need to be asked on how the plan is being implemented and whether it is working. Whitley asked if it was within the group's role to ask when the last time the plan was reviewed. Hare responded that it was and that he would bring it up at the next directors' meeting. He will bring back answers for the group on how the plan is doing. Equinoa commented that merely asking questions might be construed as not doing what the group is supposed to do. He clarified that he wasn't saying that the group shouldn't ask questions but to be prepared to be seen as going beyond the mission. Greenman shared that she was more interested in the plan as an opportunity than a compliance issue. Dodge Vera said that she sees it as meeting needs; but when the group asks a City department about meeting the need, they say that they don't have the capacity to do so. Greenman said that this is a dialog they begin with the Council. She went on to say it is about how we use our resources, not about how much resources we have.

#### Accessibility and inclusion of City services and programs to the Latino community/population in Albany

Whitley requested that this discussion be added to the next agenda after the group receives additional feedback from the Hispanic Advisory Council (HAC).

#### Potential meeting with Corvallis Martin Luther King Commission (Jasper Smith, Chair)

Whitley explained to the group that she was contacted by Jasper Smith, who asked if the HRC would be interested in a joint meeting with the Corvallis commission. Javier Cervantes shared that the commission hosts a big breakfast every year at OSU on Martin Luther King, Jr., Day. The group was interested in partnering with the commission on a Martin Luther King event. Equinoa suggested Smith as a keynote speaker for the group's plans if they weren't to partner in something together. Whitley will meet with Smith to discuss a possible partnership.

#### Participation at Annual Summit on Homelessness, Wednesday, November 5, 9:00 a.m.-noon; City Hall

Whitley asked Management Assistant/Public Information Officer Marilyn Smith if the HRC could host a table at the event. Smith said that there will be a key table that is available for all information. Whitley asked Smith for mission statement and HRC Award handouts to pass out and the smaller HRC banner to use. Smith will give the banner to Whitley after the meeting. Greenman noted that Smith provided fabulous handouts for Albany's birthday event. Smith acknowledged that Graphics & Web Specialist Matt Harrington created the handouts from the information she had pulled off the website. Whitley expressed appreciation that the HRC Award application was printed in Spanish, but she wished the new release regarding the award had been provided in Spanish, as well, since it explained what the applications were for. Whitley reported that quite a few people were at the event that spoke Spanish. Whitley requested that the news release to pass out at the Summit include a Spanish version. She said that it is good for the HRC to model what they would like to see the City doing as a whole when it comes to communicating with populations within the community. The mission statement handouts were very helpful since many attendees were not aware that the Commission exists.

#### DEBRIEFS

##### Festival Latino (September 21)

This was discussed at the combined HRC/HAC meeting.

##### LBCC Welcome Day event (September 25)

Cervantes reported that the event went very well with good participation. Registration is down from last year but not by much. Debbie Berg asked if Hispanic students have a problem communicating with their advisors. Cervantes said that the website has key elements that are translated into Spanish that are mainly utilized by the parents. For the most part, Hispanic students at LBCC are bilingual and can maneuver the English website. Cervantes conveyed that the college is under process to become a college of choice for the Hispanic population by hiring more bilingual and bicultural staff. They are making gradual progress.

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Cervantes said that he has Hispanic students come to him all the time seeking direction for such things as immigration issues, financial aid and scholarship funding, and class advisory for degree completion. LBCC is focusing more on the goal of having students complete two-year degrees than on the access aspect. The goal is to have 15 percent of the English as Second Language students complete a certificate or associate's degree. It sounds like a small goal but actually is a big goal when compared to past performance.

Driver's Card Forums in Albany & Corvallis (October 7 & 13)

This was discussed at the combined HRC/HAC meeting.

Albany's Birthday (October 12)

No discussion

Joint meeting with Hispanic Advisory Council (October 28, 3:00 p.m.)

The group agreed that the meeting went very well, noting that the large attendance by the HAC was impressive.

UPDATES

2014 Human Relations Award

Whitley went over the timeline during the combined HRC/HAC meeting. The group decided to utilize a subcommittee for the selection process. Volunteers for the committee were Greenman, Berg, and Equinoa. The group discussed who would be available for a meeting in December to finalize details for the award. The subcommittee will work through e-mail conversations.

MOTION: Greenman made a motion to cancel the December meeting; Cervantes seconded. Approved 6-0.

MOTION: Whitley made a motion to move the January meeting from the 27<sup>th</sup> to the 20<sup>th</sup>; Berg seconded. Approved 6-0.

Hispanic Advisory Council (HAC)

This was discussed at the combined HRC/HAC meeting.

Calendar of Events: 2014

Cervantes informed the group that LBCC gave a formal request to the HRC and Mayor Sharon Konopa to attend their Unity Celebration that will be February 25, 2015, 4:00 p.m. to 6:00 p.m. He said that the Diversity and Civic Engagement Council (DCE) give out an award similar to the HRCs and suggested that the group consider cosponsoring an award with them in the future. The DCE will be meeting November 3 at 1:00 p.m. to work on the community award. Cervantes suggested sending a delegate to the meeting to gather information for the group. Whitley said that she could attend the DCE's next meeting on December 1. She asked anyone else that could attend to contact her.

BUSINESS FROM THE COMMISSION

None.

NEXT MEETING DATE

Tuesday, November 25, 2014

Equinoa stated that he will not be able to attend this meeting.

Human Relations Commission

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ADJOURNMENT

Whitley adjourned the meeting at 5:06 p.m.

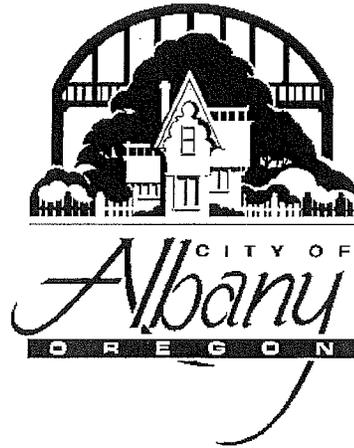
Respectfully submitted,

Reviewed by,

Gina Burrese  
Administrative Assistant

Wes Hare  
City Manager

DRAFT



## **Limited English Proficiency Plan**

**City of Albany, Oregon**

**Adopted: TBD**

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RESOLUTION NO. \_\_\_\_\_

A RESOLUTION ADOPTING THE LIMITED ENGLISH PROFICIENCY (LEP) PLAN

WHEREAS, in accordance with Title VI nondiscrimination laws in regard to providing appropriate access to services and activities provided by federal agencies and recipients of federal assistance, the Limited English Proficiency Plan was drafted to define how the City of Albany will accommodate persons with limited English proficiency; and

WHEREAS, individuals who do not speak English well and who have a limited ability to read, write, speak, or understand English are entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular type of service benefit or encounter.

NOW, THEREFORE, BE IT RESOLVED that the Albany City Council approves and adopts the following:

Section 1: Limited English Proficiency Plan. The City Council approves and adopts the Limited English Proficiency Plan for the City of Albany outlined in this document.

Section 2: Effective Date. This resolution shall become effective upon adoption by the City Council and approval by the Mayor.

Section 3: Expiration. This resolution shall remain in effect until repealed by the Council.

DATED AND EFFECTIVE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2014.

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

## **Introduction**

This *Limited English Proficiency Plan* has been prepared to address the City of Albany's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq, and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color, or national origin.

Executive Order 13166, titled *Improving Access to Services for Persons with Limited English Proficiency*, indicates that differing treatment based upon a person's inability to speak, read, write, or understand English is a type of national origin discrimination. It directs each agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds, including the City of Albany.

The City of Albany receives funds from the U.S. Department of Housing and Urban Development, under Title I of the Housing and Community Development Act of 1974, as amended, 42 U.S.C. §5301 (1994) via the State of Oregon through its Oregon Infrastructure Finance Authority (IFA).

## **Elements of an Effective LEP Plan**

The U.S. Department of Justice, Civil Rights Division has developed a set of elements that may be helpful in designing an LEP policy or plan. These elements include:

1. Identifying LEP persons who need language assistance.
2. Identifying ways in which language assistance will be provided.
3. Training staff.
4. Providing notice to LEP persons.
5. Monitoring and updating the LEP Plan.

These recommended elements have been incorporated into this plan.

## **Methodology for Assessing Needs and Reasonable Steps for an Effective LEP Plan**

The City of Albany follows four factors that apply to the various kinds of contacts that the public has to access language needs and decides what reasonable steps it should take to ensure meaningful access for LEP persons:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee.
2. The frequency with which LEP individuals come in contact with the program.
3. The nature and importance of the program, activity, or service provided by the recipient to the LEP community.
4. The resources available to the City of Albany and the overall cost.

The greater the number or proportion of eligible LEP persons, the greater the frequency with which they have contact with a program, activity, or service; and the greater the importance of that program, activity, or service, the more likely enhanced language services will be needed.

### **The Four-Factor Analysis**

This plan uses the four-factor analysis of an individualized assessment considering the four factors outlined above. Each of the following factors is examined to determine the level and extent of language assistance measures required. Recommendations are then based on the results of the analysis.

#### **Factor 1: The Proportion, Numbers, and Distribution of LEP Persons**

The Census Bureau has a range of four classifications of how well people speak English. The classifications are 'very well,' 'well,' 'not well,' and 'not at all.' Table 1 shows the number and percent of persons in regards to their English language skills for the City of Albany.

**Table 1: Language Spoken at Home by Ability to Speak English (Population age 5 and older)**

2008-2012 American Community Survey

	Albany, Oregon	
	Estimate	Margin of Error
<b>Total</b>	46,340	+/-260
Speak only English	89.4%	+/-1.7
Speak a language other than English	10.6%	+/-1.7
Spanish or Spanish Creole	7.7%	+/-1.5
Other Indo-European languages	1.1%	+/-0.4
Asian and Pacific Island languages	1.4%	+/-0.5
Other languages	0.4%	+/-0.2
Speak only English	41,428	+/-1.7
Spanish or Spanish Creole:	3,569	+/-684
Speak English very well	1,720	+/-8.1
Speak English less than very well	1,849	+/-8.1
Other Indo-European languages:	508	+/-195
Speak English very well	460	+/-8.3
Speak English less than very well	48	+/-8.3
Asian and Pacific Island languages:	631	+/-244
Speak English very well	485	+/-10.7
Speak English less than very well	146	+/-10.7

Based on this information, there are 2,043 out of 46,340 (or 4.4 percent) who speak English less than “very well.”

**Factor 2: Frequency of Contact with LEP Individuals (Survey will be conducted in November 2014)**

The City conducted an informal survey of our employees with regard to whether they have had encounters with LEP individuals in the performance of their job functions. We have offices accessible to the public, and, therefore, accessible to LEP individuals; and we have staff that work in the field who could encounter LEP individuals. Additionally, bimonthly City Council meetings are held which would potentially bring LEP individuals. Given the small concentration of LEP individuals as displayed in Table 1, the probability of our employees to encounter an LEP individual is relatively low.

**Factor 3: The Nature and Importance of the Program, Activity, or Service to LEP**

The City of Albany serves individuals throughout the community in a variety of ways including managing roads, water, sewer, fire, law enforcement, and other services to citizens and individuals from outside of the city, such as visitors and those traversing the state. The services that the City provides are very important to an individual’s day-to-day life; denial of services to an LEP individual could have a significant detrimental effect.

**Factor 4: The Resources Available to the City of Albany**

The City reviewed its available resources that could be used for providing LEP assistance and contacted a local individual who is willing to provide Spanish translation if needed within a reasonable time period. The cost associated with the necessary translation in order to comply with LEP requirements will be allocated on an as-needed basis.

## **Safe Harbor Stipulation**

Federal law provides a “safe harbor” situation so that recipients can ensure with greater certainty that they comply with their obligation to provide written translations in languages other than English. A “safe harbor” means that if a recipient provides written translation in certain circumstances, such action will be considered strong evidence of compliance with the recipient’s written-translation obligations under Title VI.

The failure to provide written translations under the circumstances does not mean there is noncompliance, but rather provides a guide for recipients who would like greater certainty of compliance than can be provided by a fact-intensive, four-factor analysis. For example, even if a safe harbor is not used, if written translation of a certain document(s) would be so burdensome as to defeat the legitimate objectives of this program, it is not necessary. Other ways of providing meaningful access, such as an effective oral interpretation of certain vital documents, might be acceptable under such circumstances.

Strong evidence of compliance with the recipient’s written-translation obligation under safe harbor includes providing written translation of vital documents for each eligible LEP language group eligible to be served or likely to be affected or encountered. Translation of other documents, if needed, can be provided orally.

This safe harbor provision applies to the translation of written documents only. It does not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed.

Given the low concentration of LEP individuals (as seen in Table 1), the City has deemed that written translations of vital documents should be made upon request for translation.

## **Providing Notice to LEP Persons**

The City of Albany, based on the four factors, will provide language service by notifying LEP persons of services available free of charge. Notifications to LEP persons include:

1. Posting notice of the LEP Plan and notification in languages LEP persons would understand that persons requiring language assistance or special accommodations will be provided interpretation or translation services free of charge with reasonable advance notice to the City.
2. City staff will be informally surveyed periodically on their experience concerning any contacts with LEP persons during the previous year to identify modifications to this plan to improve outreach and services to limited English-proficient persons.

## **Options**

Federal fund recipients have two main ways to provide language services: oral interpretation either in person or via telephone interpretation service and written translation. The correct mix should be based on what is both necessary and reasonable in light of the four-factor analysis.

The City defines an interpreter as a person who translates spoken language orally as opposed to a translator, who translates written language and transfers the meaning of written text from one language into another. The person who translates orally is not a translator but an interpreter.

Considering the low concentration of LEP individuals in Albany and the City’s financial resources, it is necessary to limit language aid to the most basic and cost-effective services.

Other than vital documents, if there are any language-assistance measures required for LEP individuals, the City shall proceed with oral interpretation options to meet all requests for those language groups to ensure equal access while also complying with LEP regulations.

## **What will the City of Albany do?**

- With advance notice of at least seven (7) working days, the City will provide interpreter services at public meetings.
- Ensure placement of statements in notices and publications in languages other than English that interpreter services are available for public meetings.
- The Census Bureau "I-speak" Language Identification Card will be distributed to all employees who may potentially encounter LEP individuals.
- Complaints need to be submitted in writing (legible) to the Title VI coordinator.
- In the event that a City employee encounters an LEP individual, s/he will follow the procedure listed below.

### **OFFICE ENCOUNTER**

1. Provide an "I-speak" language identification card to determine the language spoken by the LEP individual.
2. Once the language is determined, provide information to the Title VI coordinator who will contact an interpreter.
3. If the need for a vital document to be translated arises, the Title VI coordinator will have the document translated and provided to the requestor as soon as possible.

### **IN WRITING**

1. Once a letter has been received, it will be immediately forwarded to the Title VI Coordinator.
2. The Title VI Coordinator will contact a translator to determine the specifics of the letter request information.
3. The Title VI Coordinator will work with the elected agency to provide the requested service to the individual in a timely manner.

### **OVER THE PHONE**

1. If someone calls a City office speaking another language, every attempt will be made to keep that individual on the line until an interpreter can be conferenced into the line and, if possible, determine the language spoken by the caller.
2. Once the language spoken by the caller has been identified, staff will provide the requested assistance to the LEP individual.

### **City Staff Training**

City staff will be provided training on the requirements for providing meaningful access to services for LEP individuals.

### **LEP Plan Access**

A copy of the LEP plan document can be requested at Albany City Hall during normal business hours; at both branches of the Albany Public Library; and on the City's website, [www.cityofalbany.net](http://www.cityofalbany.net). Any person or agency may also request a copy by contacting:

City Manager Wes Hare  
City of Albany  
P.O. Box 490  
Albany, OR 97321  
Phone: 541-917-7505

LANGUAGE IDENTIFICATION FLASHCARD

- |                          |   |                        |
|--------------------------|---|------------------------|
| <input type="checkbox"/> | ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.                         | 1. Arabic              |
| <input type="checkbox"/> | Խորհրդով ենք նշում կատարեք այս քառակուսով, եթե խոսում կամ կարդում եք հայերեն: | 2. Armenian            |
| <input type="checkbox"/> | যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন।                        | 3. Bengali             |
| <input type="checkbox"/> | ឈ្មួចញ៉ាក់ក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។                         | 4. Cambodian           |
| <input type="checkbox"/> | Motka i kahhon ya yangin ûntûngnu' manaitai pat ûntûngnu' kumentos Chamorro.  | 5. Chamorro            |
| <input type="checkbox"/> | 如果你能读中文或讲中文，请选择此框。  | 6. Simplified Chinese  |
| <input type="checkbox"/> | 如果你能讀中文或講中文，請選擇此框。  | 7. Traditional Chinese |
| <input type="checkbox"/> | Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.               | 8. Croatian            |
| <input type="checkbox"/> | Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.                        | 9. Czech               |
| <input type="checkbox"/> | Kruis dit vakje aan als u Nederlands kunt lezen of spreken.                   | 10. Dutch              |
| <input type="checkbox"/> | Mark this box if you read or speak English.                                   | 11. English            |
| <input type="checkbox"/> | اگر خواندن و نوشتن فارسی بلد هستید، این مربع را علامت بنید.                   | 12. Farsi              |

- |                          |  |                    |
|--------------------------|--|--------------------|
| <input type="checkbox"/> | Cocher ici si vous lisez ou parlez le français.                                      | 13. French         |
| <input type="checkbox"/> | Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.                | 14. German         |
| <input type="checkbox"/> | Σημειώστε αυτό το πλαίσιο αν διαβάσετε ή μιλάτε Ελληνικά.                            | 15. Greek          |
| <input type="checkbox"/> | Make kazye sa a si ou li oswa ou pale kreyòl ayisyen.                                | 16. Haitian Creole |
| <input type="checkbox"/> | अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएँ।                       | 17. Hindi          |
| <input type="checkbox"/> | Kos lub voj no yog koj paub twm thiab hais lus Hmoob.                                | 18. Hmong          |
| <input type="checkbox"/> | Jelölje meg ezt a kockát, ha megérte vagy beszéli a magyar nyelvet.                  | 19. Hungarian      |
| <input type="checkbox"/> | Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano.                    | 20. Ilocano        |
| <input type="checkbox"/> | Marchi questa casella se legge o parla italiano.                                     | 21. Italian        |
| <input type="checkbox"/> | 日本語を読んだり、話せる場合はここに印を付けてください。   | 22. Japanese       |
| <input type="checkbox"/> | 한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.   | 23. Korean         |
| <input type="checkbox"/> | ໃຫ້ໝາຍໃສ່ຊ່ອງນີ້ ຖ້າທ່ານອ່ານຫຼືປາກພາສາລາວ.   | 24. Laotian        |
| <input type="checkbox"/> | Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim. | 25. Polish         |

- Assinale este quadrado se você lê ou fala português. 26. Portuguese
- Însemnați această căsuță dacă citiți sau vorbiți românește. 27. Romanian
- Пометьте этот квадратик, если вы читаете или говорите по-русски. 28. Russian
- Обележите овај квадратик уколико читате или говорите српски језик. 29. Serbian
- Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky. 30. Slovak
- Marque esta casilla si lee o habla español. 31. Spanish
- Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog. 32. Tagalog
- ให้กาเครื่องหมายลงในช่องถ้าท่านอ่านหรือพูดภาษาไทย. 33. Thai
- Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga. 34. Tongan
- Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою. 35. Ukrainian
- اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔ 36. Urdu
- Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ. 37. Vietnamese
- באצייכנט דעם קעסטל אויב איר לייענט אדער רעדט אידיש. 38. Yiddish

## Calendar of Events for 2014

**First week of January 2014** – HRA Subcommittee makes selections for the Human Relations Awards

**January 15, 2014** – Martin Luther King, Jr., event, City Hall

**January 22, 2014, City Council meeting, 7:15 p.m.** – 2013 Human Relations Awards presentation

**January 28, 2014** – HRC meeting, 7:00 p.m., City Hall Willamette Room

~~**February 25, 2014** – HRC meeting, 7:00 p.m., City Hall Willamette Room~~ *No meeting due to lack of quorum.*

~~**March 25, 2014** – HRC meeting, 7:00 p.m., City Hall Willamette Room~~ *Meeting canceled.*

**April 22, 2014** – HRC meeting, 7:00 p.m., City Hall ~~Willamette Room~~ Municipal Court Room

~~**April 23, 2014** – Submission of 2013 annual report to the City Council~~ *rescheduled to May 14 or 28*

**May 2014** – Mental Health month

~~**May 14 or 28, 2014** – Submission of 2013 annual report to the City Council~~ *rescheduled to June 11*

**May 15, 2014** – HEART to Heart Resource Fair @ Boys & Girls Club, 9:00 a.m. – 1:00 p.m.

**May 27, 2014** – HRC meeting, 7:00 p.m., City Hall ~~Willamette Room~~ Municipal Court Room

**June 11, 2014** – Submission of 2013 annual report to the City Council

**June 24, 2014** – HRC meeting, 7:00 p.m., City Hall ~~Willamette Room~~ Municipal Court Room

**July 3, 2014** – River Rhythms concert (first concert of the 2014 series)

**July 22, 2014** – HRC meeting, 7:00 p.m., City Hall Willamette Room

**August 5, 2014** – National Night Out Event

**August 22-24, 2014** – Northwest Art & Air Festival

**August 26, 2014** – HRC meeting, 7:00 p.m., City Hall Willamette Room

**September 7, 2014** – Walidah Conversation Project, 4:00 p.m. to 6:00 p.m., Albany Public Main Library, Community Room

~~**September 14 21, 2014**~~ – Greeters at Festival Latino, 11:00 a.m.-6:00 p.m., Monteith Riverpark

~~**September 23 30, 2014**~~ – HRC meeting, 7:00 p.m., City Hall ~~Willamette Room~~ Municipal Court Room

**September 25, 2014** – LBCC Welcome Day event, LBCC

**October 2014** – Mental Illness Awareness week [October 5-11]

**October 7, 2014** – Community Meal (in conjunction with Mental Illness Awareness week), 4:30-6:30 p.m.,  
First Christian Church, 432 Ferry Street SW, Albany

**October 2014** – Submission of Human Relations Award (HRA) applications [October 10-December 1]

– Driver's Card Community Forums (Ballot Measure 88)

➤ **Tuesday, October 7**, 6:30 p.m. Albany Public Library meeting room

➤ **Monday, October 13**, 6:30 p.m., Corvallis Public Library meeting room

**October 12, 2014** – Albany 150<sup>th</sup> Birthday, 1:00-4:00 p.m., City Hall

~~**October 28, 2014** – Driver's card debate at LBCC~~ *debate has been canceled*

– HRC/HAC joint meeting, 3:00 p.m., City Hall Municipal Court Room

– October HRC meeting, 4:00 p.m., City Hall Municipal Court Room

**November 2014** – Submission of HRA applications [October 10-December 1]

**November 5, 2014** – Annual Summit on Homelessness, 9:00 a.m.-noon, City Hall

**November 25, 2014** – HRC meeting, 7:00 p.m., City Hall Willamette Room

**December 1, 2014** – Deadline for submission of HRA applications [October 10-December 1]

**December 2014** – HRA Subcommittee meets to evaluate HRA applications and makes recommendations

~~**December 23, 2014** – HRC meeting, 7:00 p.m., City Hall Willamette Room~~ *Meeting canceled.*

## Calendar of Events for 2015

**January ??, 2015** – Martin Luther King, Jr., event, ??location??

**January 20, 2015** – HRC meeting, 7:00 p.m., City Hall Willamette Room

**January 28, 2015, City Council meeting, 7:15 p.m.** – 2015 Human Relations Awards presentation

**February 24, 2015** – HRC meeting, 7:00 p.m., City Hall Willamette Room

**March 24, 2015** – HRC meeting, 7:00 p.m., City Hall Willamette Room

**April 28, 2015** – HRC meeting, 7:00 p.m., City Hall Willamette Room

**May 2015** – Mental Health month

**May 21, 2015** – HEART to Heart Resource Fair @ Boys & Girls Club, 9:00 a.m. – 1:00 p.m.

**May 26, 2015** – HRC meeting, 7:00 p.m., City Hall Willamette Room

**June 10, 2015** – Submission of 2014 annual report to the City Council

**June 23, 2015** – HRC meeting, 7:00 p.m., City Hall Willamette Room

**July 2, 2015** – River Rhythms concert (first concert of the 2015 series), Monteith Riverpark

**July 28, 2015** - HRC meeting, 7:00 p.m., City Hall Willamette Room

**August 4, 2015** – National Night Out Event

**August 21-23, 2015** – Northwest Art & Air Festival, Timber-Linn Memorial Park

**August 25, 2015** - HRC meeting, 7:00 p.m., City Hall Willamette Room

**September 20, 2015** – Greeters at Festival Latino, 11:00 a.m.-6:00 p.m., Monteith Riverpark

**September 22, 2015** – HRC meeting, 7:00 p.m., City Hall Municipal Court Room

**October 2015** – Mental Illness Awareness week [October 4-10]

**October 6, 2015** – Community Meal (in conjunction with Mental Illness Awareness week), 4:30-6:30 p.m.,  
First Christian Church, 432 Ferry Street SW, Albany

**October 2015** – Submission of Human Relations Award (HRA) applications [October 9-November 30]

**October 27, 2015** – HRC/HAC joint meeting, 3:00 p.m., City Hall Municipal Court Room  
– October HRC meeting, 4:00 p.m., City Hall Municipal Court Room

**November 2015** – Submission of HRA applications [October 9-November 30]

**November 4, 2015** – Annual Summit on Homelessness, 9:00 a.m.-noon, City Hall

**November 24, 2015** - HRC meeting, 7:00 p.m., City Hall Willamette Room

**November 30, 2015** – Deadline for submission of HRA applications [October 9-November 30]

**December 2015** – HRA Subcommittee meets to evaluate HRA applications and makes recommendations

**December 22, 2015** – HRC meeting, 7:00 p.m., City Hall Willamette Room

11/20/14