



Legislative Council Staff
Nonpartisan Services for Colorado's Legislature

Memorandum

July 9, 2024

TO: Members of the Language Access Advisory Board

FROM: Julia Jackson, Principal Research Analyst, 303-866-4788
Rachel Kurtz-Phelan, Senior Research Analyst, 303-866-3028
Erin Reynolds, Deputy Fiscal Notes Manager, 303-866-4146

SUBJECT: Language Access Advisory Board Overview and Membership

Summary

This memorandum provides information regarding the Language Access Advisory Board, which meets during the 2024 legislative interim.

Language Access Advisory Board Background

Pursuant to Section 2-3-2002, C.R.S. ([House Bill 24-1368](#)), the Language Access Advisory Board is created in the Legislative Department for the 2024 interim to study and make recommendations on improving language access to the legislative process for populations with limited English proficiency.

The advisory board must convene its first meeting by July 31, 2024, and meet at least four times over the 2024 interim. The advisory board is required to report to the Executive Committee of the Legislative Council by December 15, 2024 on its work and its recommendations.

Advisory Board Membership

The advisory board consists of 11 voting members and 2 non-voting members, as shown in Table 1. Each member of the advisory board serves at the pleasure of the appointing authority for the duration of the advisory board's existence.



Table 1
Language Access Advisory Board

Voting Members	
Appointed by the House Majority Leader	Appointed by the Senate Majority Leader
Rep. Manny Rutinel, Chair	Sen. Julie Gonzales, Vice Chair
Rep. Mandy Lindsay	Ms. Alexandra Bare (representing a local government that has implemented a language access plan or advisory entity)
Ms. Ivón Romo (representing Colorado Language Access Coalition)	Ms. Giovanna Carriero-Contreras (working in translation or interpretation services)
Mr. Jose Torres (Representing persons with disabilities)	
Appointed by the House Minority Leader	Appointed by the Senate Minority Leader
Rep. Mary Bradfield	Sen. Janice Rich
Mr. Felix Lopez (with experience in language access in rural communities)	Mr. Rudy Santos (with expertise in language access relating to elections)
Non-Voting Members	
Ms. Natalie Castle Director of Research, Legislative Council Staff	Ms. Christy Chase Deputy Director, Office of Legislative Legal Services

Advisory Board Charge

The purpose of the advisory board is to bring together the appropriate stakeholders, experts, and impacted groups to study and make recommendations on improving meaningful access to the legislative process for populations with limited English proficiency to ensure effective communication and equitable participation. The advisory board shall, at a minimum:

1. identify current language-related barriers to the legislative process for state residents with limited English proficiency;
2. examine the success of current language access measures relating to the legislative process;
3. consider the development of a language access plan covering the General Assembly and the legislative process;



4. evaluate options for oral interpretation and written translation of legislative activities, including:
 - a. the interpretation of committee hearings, public testimony, and floor proceedings;
 - b. the translation of written publications of the General Assembly, including legislative documents and materials, and the General Assembly website;
 - c. whether interpretation should be simultaneous or consecutive;
 - d. whether translation and interpretation services should be provided by legislative staff or a third party; and
 - e. necessary qualifications or other requirements for individuals providing translation or interpretation services; and
5. assess language access concerning the ballot information booklet (Blue Book), required pursuant to Section 1-40-124.5, C.R.S. and Section 1 of Article V of the Colorado Constitution, including:
 - a. solutions to make the ballot information booklet more accessible to state residents with limited English proficiency;
 - b. methods for determining the languages into which the ballot information booklet is translated;
 - c. methods of distribution to best serve communities of state residents with limited English proficiency;
 - d. monetary and publication-related constraints; and
 - e. the impact of federal and state constitutional requirements.

In completing the study, the advisory board:

1. shall conduct at least one public comment session for the public to provide input regarding language access to the legislative process;
2. may conduct additional public comment sessions or engage with the community through interviews and other methods designed to garner public input and comment; and
3. shall allow subject matter experts to participate in advisory board discussions upon invitation from the advisory board and, at a minimum, shall solicit input from:
 - a. the Secretary of State or their designee;
 - b. a representative of the Southern Ute Indian Tribe;
 - c. a representative of the Ute Mountain Ute Tribe; and
 - d. a representative for County Clerks of the state.



On or before December 15, 2024, the advisory board shall submit a report to the Executive Committee of the Legislative Council that includes a summary of the work accomplished by the advisory board, the findings of the study, and any legislative recommendations to the General Assembly concerning matters studied by the advisory board.

Committee Staff and Website

Committee staff contacts. Legislative Council Staff and Legislative Legal Services staff are charged with assisting the advisory board. Questions concerning the board can be sent to staff at languageaccess@coleg.gov. You may also contact any of the staff members individually.

Legislative Council Staff:

- Julia Jackson, Principal Research Analyst, julia.jackson@coleg.gov, 303-866-4788
- Rachel Kurtz-Phelan, Senior Research Analyst, rachel.kurtz-phelan@coleg.gov, 303-866-3028
- Erin Reynolds, Deputy Fiscal Notes Manager, erin.reynolds@coleg.gov, 303-866-4146

Office of Legislative Legal Services:

- Rebecca Bayetti, Staff Attorney, rebecca.bayetti@coleg.gov, 303-866-4348

Advisory board website. Information about the board, including meeting schedules, agendas, and documents distributed to the board, may be found on the [Language Access Advisory Board website](#).¹

Meeting Information

The meeting schedule will be posted online on the [board website](#). Unless otherwise noticed, all meetings will take place in the State Capitol Building, 200 E. Colfax Avenue, Denver. Remote participation will also be available.

¹ <https://leg.colorado.gov/committees/language-access-advisory-board/2024-regular-session>