

AGENDA  
CULTURAL RELATIONS ADVISORY BOARD  
Wednesday, May 17, 2023 – 10:00 am  
City Hall – 806 N. 2<sup>nd</sup> Ave.

**CALL TO ORDER**

**Introductions**

**OLD BUSINESS:**

1. CRAB Bylaws
2. Strategic Plan for Welcoming and Integration
  - a. Naturalization Scholarship
  - b. Civic Engagement
  - c. Language Access
3. Crossroads Kitchen Video Premiere
4. Welcoming Week Committee
  - a. International Festival 2023
  - b. Five Flags Video

**NEW BUSINESS**

1. Mexican Consulate Mobile Services – August 26-28

**BOARD PROGRAMS/DATES** (keep in mind):

1. Sunday, May 21, 2023 is World Day for Cultural Diversity for Dialogue and Development
2. June – Immigrant Heritage Month
3. Crossroads Kitchen Video – June 16<sup>th</sup>, 2023
4. World Refugee Week June 20-26, 2023
5. Americorp Fellows (tentative) – June 26 – August 4, 2023
6. Mexican Consulate Mobile Services – August 26 -28, 2023
7. National Welcoming Week – September 8-17, 2023
8. International Festival 2023 – Sunday, September 10, 2023
9. National Hispanic Heritage Month September 15- October 15, 2023
10. Engage Dodge – October-November 2023
11. Human Rights Day – Saturday, December 10, 2023

**COMMENTS FROM BOARD MEMBERS/STAFF**

**ADJOURNMENT**

## **CRAB Bylaws**

**Resignation, Vacancies and Attendance.** A Board member may resign at any time by giving written notice to the remaining members of the Board. The notice shall be effective upon the date of receipt, or at a later date indicated in the written notice. A Board member shall immediately cease to be a Board member in the event they no longer meet the qualification requirements in the bylaws. Vacancies shall also occur in case of the death, incapacity, or incarceration of a Board member. Vacancies on the Board shall be filled in accordance with the provisions of paragraph II C. of these bylaws. All members shall contact the Staff Representative prior to a meeting if they are unable to attend. After two (2) missed meetings, the member will be contacted by the Chair or Staff Representative. Any member who is absent without excuse for three (3) board meetings within one year shall be subject to removal by the Governing Body and the corresponding entity will reappoint a member. At large members will be appointed by the Governing Body.

## **Planning Commission Ordinance**

**Removal of Members:** The governing body may remove any Planning Commission member who has three consecutive unexcused absences, or has six absences in any twelve month period for any reason, from Planning Commission meetings. The governing body may remove a member for participating in issues when a verified conflict of interest exists.

## **Recycling Advisory Board Ordinance**

### **Membership Terms and Qualifications**

Three (3) of the initial Board members shall be appointed for terms to expire in July 1993, and four (4) of the initial members of the Board shall be appointed for terms to expire in July 1994. Thereafter, with the exception of appointments to fill unexpired terms, all of the Board members shall be appointed for terms of two (2) years. Notwithstanding the appointment for a specified term, any member of the Board may be removed at any time, with or without cause, upon a majority vote of the City Commission.

## **Ford County Voting Videos Partnership**

### **Register to Vote**

There are various ways to register to vote in Ford County. Eligible residents may register in person at the Elections Office located on the fourth floor of the Ford County Government Center at 100 Gunsmoke. The Elections Office is open Monday through Friday 8:30 am to 5 pm. You can also register online at [voteks.org](http://voteks.org) at a time most convenient for you. Or print and mail a paper application, which can be found at [fordcounty.net/227](http://fordcounty.net/227)

Before registering to vote, you must meet certain requirements.

- To register to vote in Ford County, you must:
- Be a U.S. Citizen,
- Turn 18 before the next election,
- Reside within Ford County,
- And have received final discharge from imprisonment, parole, or conditional release if you have been convicted of a felony.

When you are ready to register, have your state-issued driver's license or non-driver's identification card ready. You will need the number on the ID to register. If you do not have a state-issued ID, you may use the last four digits of your social security number.

Once you have successfully registered to vote, you will receive a voter registration card in the mail. This card will contain information such as your assigned polling place location.

The deadline to register to vote is 21 days before an election. Remember, you must reregister anytime you:

- Change your name,
- Change your address,
- Or wish to change your party affiliation.

Contact the Ford County Elections Office at 620-227-4551 if you have any questions.

### **Viewing Your Sample Ballot**

Registered voters can view a sample of their ballot online using the Kansas Secretary of State's VoterView platform. Just visit [myvoteinfo.voteks.org/VoterView](http://myvoteinfo.voteks.org/VoterView). Enter your name and date of birth, then click on the link below "Ballot Styles." Your sample ballot will open and show you what candidates and offices are up for election.

Ford County residents can also view their sample ballot by visiting the Ford County Elections Office located on the fourth floor of the County Government Center located at 100 Gunsmoke. The Elections staff will help you view what offices will appear on your ballot and which candidates you will be able to vote for.

After you have viewed your sample ballot, you can use VoterView or ask the election staff to help you view your political party association or look up your assigned polling place.

Contact the Ford County Elections Office at 620-227-4551 if you have any questions.

### **Early In-Person Voting**

The Ford County Elections Office offers early in-person voting to all registered Ford County voters. The Elections Office, located on the fourth floor of the Government Center at 100 Gunsmoke, will open for early in-person voting up to 20 days before Election Day. Evening and weekend early voting times are typically available as well. Follow the Ford County Facebook Page to learn when early in-person voting will be available.

Make sure to bring with you your unexpired photo ID such as your driver's license, U.S. passport, or student ID card from an accredited Kansas college or university. Voters aged 65 or older may use an expired photo ID.

When voting early and in-person, check in with the elections staff and hand them your ID card. The elections staff will verify your current residence and have you sign the poll book certifying that you have voted. Elections staff will then hand you your key card to vote.

Insert the key card into the designated slot to start the machine. Read the instructions carefully before casting your vote for each elected office. If you have any questions or need assistance, you may ask the staff for help. Once you have submitted your vote, take the printed forms and place them in the designated spot by the voting machine. Then, return your key card to the staff. Congratulations, you have successfully cast your vote!

### **Voting by Mail**

Registered Ford County voters can request a mailed ballot for any upcoming election. To request a mailed ballot, voters can visit the Ford County Elections Office located on the fourth floor of the Government Center at 100 Gunsmoke. Voters can also visit the Kansas Secretary of State's website at [www.sos.ks.gov/forms//elections/AV1.pdf](http://www.sos.ks.gov/forms//elections/AV1.pdf). Make sure you have your valid driver's license or non-driver's ID card as you will be required to submit your ID number on your application.

If you requested a mailed ballot, your ballot will be mailed to you about 20 days before Election Day. You can visit [myvoteinfo.voteks.org/VoterView](http://myvoteinfo.voteks.org/VoterView) to track your ballot.

Once your mailed ballot has arrived, be sure to read the instructions carefully before casting your vote for each office. Once finished, slide your filled-out ballot into the yellow envelope that was included before sealing it shut. Make sure you sign and date your envelope!

You will need three stamps to mail your ballot, or you can visit the Elections Office located on the fourth floor of the Government Center located at 100 Gunsmoke, place it in a designated ballot drop box, or take it to a polling place on Election Day.

If mailing your ballot, make sure it is postmarked by or on Election Day. Keep in mind that your ballot must arrive before the end of the third business day after the Election.

If you request a mailed ballot but change your mind and decide to vote early in office or on Election Day, note that you will be given a provisional ballot. This is standard protocol meant to ensure that voters only vote once.

If you have any questions, contact the Ford County Elections Office at 620-227-4551.

## **Voting on Election Day**

Registered voters who have not voted by mail or early in person can do so on Election Day at their assigned polling place. To find your assigned polling place, visit [myvoteinfo.voteks.org/voterview](https://myvoteinfo.voteks.org/voterview) or contact the Ford County Elections Office at 620-227-4551.

Polling locations within Ford County will be open from 7 am to 7 pm unless otherwise posted.

When you arrive, check in with the poll workers and hand them your unexpired photo ID card. The poll workers will verify your current residence and have you sign the poll book. The poll worker will then hand you your key card to vote.

Insert the key card into the designated slot to start the machine. Read the instructions carefully before casting your vote for each elected office. If you have any questions or need assistance, you may ask a poll worker for help. Once you have submitted your vote, return your key card to a poll worker.

Congratulations, you have successfully cast your vote!

## **Provisional Ballot**

When you go to vote on Election Day, there may be instances where your name is not on the voter registration list or there are other questions about your qualifications to vote. Although these instances are uncommon, they do happen. In these cases, you have the right to vote provisionally.

Elections staff will provide you with a voter registration card for you to fill out. They will also provide you with a provisional ballot. Read the instructions carefully before casting your vote for each elected office.

After you have marked your ballot, seal it in the envelope you were provided. Sign the statement located on the envelope and return it to the elections staff.

If you cast a provisional ballot, you may contact the Ford County Elections Office after Election Day to determine whether your ballot was counted and, if not, why. Call 620-227-4551 to get in contact with the Elections Office in Ford County.

## **Assisted Voting**

Federal and state law require the election process to be accessible to all voters. Each polling place will have at least one fully accessible voting machine that allows voters with disabilities to vote independently. Polling places will be made accessible and include the requirements of ramps and handrails, wheelchair accessible voting booths and wheelchair friendly doorways.

In Ford County, all voter information, forms, and ballots are made available in both English and Spanish. Bilingual poll workers will be available to assist voters if needed.

Voters may also request assistance from a friend or family member or seek assistance from a worker at a polling location. Friends and family who help someone vote must sign an affidavit attesting that they will not exercise undue influence and have marked the ballot as instructed by the voter.

If you feel your voting rights have been compromised or violated, please contact the Secretary of State's Office at 800-262-VOTE (8683).

## **Viewing the Election Results**

After the election results have been tallied, the Ford County Elections Office posts the Ford County level election results on their website. Ford County residents can visit [fordcounty.net/list.aspx](http://fordcounty.net/list.aspx) to sign up and be notified of when the results are published. Kansas residents can also visit [sos.ks.gov/elections/elections-results.html](http://sos.ks.gov/elections/elections-results.html) to view the statewide election results.

**[ENTITY NAME]**  
**LANGUAGE ACCESS PLAN**

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## **I. PURPOSE**

This document serves as the plan for [ENTITY NAME] to provide services to English Language Learners (ELs) in compliance with Title VI of the Civil Rights Act of 1964; 45 C.F.R. § 80 et seq; and 28 C.F.R. § 42 et seq. The purpose of this plan is to provide a framework for the provision of timely and reasonable language assistance to ELs who come in contact with [ENTITY NAME].

It is [ENTITY NAME]'s mission to [MISSION STATEMENT/PURPOSE]. This plan promotes open communications in order to fulfill our mission.

This plan was developed to ensure equal access to services for ELs and hearing-impaired persons. Although Deaf and Hard of Hearing individuals are covered under the Americans with Disabilities Act rather than Title VI of the Civil Rights Act, they have been included in this plan insofar as they relate to the [ENTITY]'s language access commitment.

## **II. DEFINITIONS**

**Bilingual Employee:** An employee who is fluent in both English and a second language and who can conduct the department's business in both languages. A bilingual employee shall include a City employee who (i) is in a classification that provides information or direct services to the public requiring language proficiency in English and a second language; or (ii) is either a certified interpreter or translator by the Department of Human Resources or accredited training or academic institution; or (iii) receives premium pay and regularly and continuously uses the second language in his or her city employment; or (iv) is self-designated as competent in a second language.

**Effective Communication:** Communication that is sufficient to provide English Learners substantially the same level of access to services received by individuals who are fluent in English.

**English Learner (EL):** An individual whose Primary Language is a language other than English. EL is an alternative term for Limited English Proficiency (LEP) individual. When talking about language access and equity, the term EL should be used instead of LEP unless the latter term fits the context better.

**Language Access Services:** Translation and interpretation services for both verbal and written communication.

**Language Group:** A language where there are a concentrated number of speakers that comprises at least 5% of the population or 1,000 persons, whichever is less. Language Groups will be determined by referring to the best available data from the United States Census Bureau or other reliable source.

**Limited English Proficiency (LEP):** [LEP] people are those who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English. When talking about language access and equity, the term EL should be used instead of LEP unless the latter term fits the context better.

**Meaningful Access:** Language assistance that results in accurate, timely, and Effective Communication at no cost to the English Learner.

**Primary Language:** The language identified by the individual as the language in which they communicate most effectively in.

**Vital Document:** Any written material that contains information that is critical for accessing a program or activities.

### **III. NEEDS ASSESSMENT**

#### **A. Dodge City, KS Population Data**

[ENTITY NAME] provides services to a wide range of persons including people who do not speak English or who are hearing impaired.

The US Census Bureau estimates that of the 25,305 Dodge City community members aged 5 years and older:

- 14,467 people (57.2%) speak a language other than English at home.
- 6,897 people (27.3%) speak English less than “very well.”

The most common language spoken by Dodge Citians age 5 years and older is Spanish.

- 13,654 people (54.0%) speak Spanish at home.
- 6,354 people (25.1%) speak Spanish at home and speak English less than “very well.”

There are an additional 543 people (2.1%) who speak a different language and speak English “less than very well.”

*From the US Census Bureau’s 2021 ACS 5-Year Estimates Data Profiles.*

## **B. Ford County, KS Population Data**

[ENTITY NAME] provides services to a wide range of persons including people who do not speak English or who are hearing impaired.

The US Census Bureau estimates that of the 31,43 Ford County residents aged 5 years and older:

- 15,474 people (49.2%) speak a language other than English at home.
- 7,202 people (22.9%) speak English less than “very well.”

The most common language spoken by Ford County residents aged 5 years and older is Spanish.

- 14,575 people (46.4%) speak Spanish at home.
- 6,642 people (21.1%) speak Spanish at home and speak English less than “very well.”

There are an additional 560 people (1.8%) who speak a different language and speak English “less than very well.”

*From the US Census Bureau’s 2021 ACS 5-Year Estimates Data Profiles.*

## **C. Frequency of Contact with ELs**

Spanish speakers with limited English proficiency make up 25.1% of the Dodge City population. Hispanic/Latinx people (both those who speak English very well and less than very well) make up 64.6% of the Dodge City population.

While speakers of languages who speak English less than very well make up 2.1% of the population, [ENTITY] encounters many of these individuals. Two large beef processing plants employ about 6,000 workers and recruit internationally to fill these positions. Many new immigrants and refugees come to our community for these jobs, and many receive services from us.

## **D. Importance of Services**

[Briefly explain the services your entity provides to the public and the importance of the services to EL community members.]

#### **IV. LANGUAGE ACCESS RESOURCES**

##### **A. Language Groups**

Any language group that comprises at least 5% or 1,000 individuals, whichever is less, of persons eligible for or likely to be affected by the [ENTITY]'s services or benefits will be included as a language group within [ENTITY]'s language access plan. Based on the most recently available US Census data, [ENTITY] has determined that the language other than English that is most likely to be encountered by staff is **Spanish**.

[ENTITY] will periodically monitor the EL Population of those served or those who could be served by [ENTITY]. If it is determined that other language groups are seeking benefits/services or are potentially eligible to receive benefits/services within Dodge City/Ford County, [ENTITY] will adjust its methods and services to serve the new population accordingly. Any new language groups will be reflected in the updated plan.

##### **B. Interpretation Resources**

[ENTITY] is responsible for taking reasonable steps to ensure that EL individuals have meaningful access to services. EL individuals may come in contact with staff via the phone, counter, or other means. To that end, [ENTITY] has the following resources to help EL individuals and staff communicate with each other:

- Bilingual employees in the Spanish language.
- "I Speak" cards when staff do not know the language a customer is speaking.
- Language Line when interpreters are not available.
- Kansas Relay when communicating over the phone with individuals with limited hearing or a speech impairment.

Interpreters are strongly encouraged to familiarize themselves with and follow the Interpreter Code of Ethics.<sup>1</sup> [ENTITY] prohibits the use of minors to interpret, absent emergency circumstances.

##### **C. Translated Forms & Documents**

[ENTITY] shall translate all Vital Documents into each Language Group. Vital Documents can include applications or forms, notices of rights when accessing a benefit or service, notices

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<sup>1</sup> National Association of Judiciary Interpreters & Translators, Code of Ethics and Professional Responsibilities. Available at <https://najit.org/wp-content/uploads/2016/09/NAJITCodeofEthicsFINAL.pdf>

advising ELs of free language assistance and other written documents that could impact the community or an individual seeking services from or participating in a [ENTITY] program.

[ENTITY] shall ensure that their translations are accurate and appropriate for the target audience and are encouraged to have their staff check the quality of written translations. Materials that affect public safety and critical services shall be prioritized for translation.

[ENTITY] has the following resources to translate commonly accessed forms and documents:

- Bilingual employees in the Spanish language.
- Microsoft Word Translate.
- Google Translate to enable EL individuals to translate our Website information into their native language.
- Language Line when translation to a language other than English or Spanish is needed.

#### **D. Videos**

[ENTITY] shall translate all videos it produces into all Language Groups. [ENTITY] will make available subtitles or closed captions for all videos it produces in the language the audio is in. When appropriate, Spanish subtitles or closed captions may be used in place of or in addition to English ones and vice versa.

[ENTITY] has the following resources to create subtitles:

- Facebook, Vimeo, and YouTube automatically generated subtitles.
- Manually created subtitles: [www.indeed.com/career-advice/career-development/srt-subtitles](http://www.indeed.com/career-advice/career-development/srt-subtitles)
- Facebook manually uploaded subtitles: [www.facebook.com/help/261764017354370](http://www.facebook.com/help/261764017354370)

#### **E. Public Meetings or Hearings**

[ENTITY] shall translate meeting notices, agendas, and minutes into each Language Group upon request. When [ENTITY] receives a request for translated meeting minutes, the meeting minutes will be translated only after adopted and within a reasonable time thereafter.

[ENTITY] shall provide oral interpretation or translation services in any Language Group and in ASL at any public meeting or hearing if requested at least 48 hours in advance of the meeting or hearing. [ENTITY]'s public meetings shall be broadcasted live and subsequently archived on Facebook, Vimeo, and YouTube or another online platform that automatically generates subtitles in English.

#### **F. Recorded Telephonic Messages**

All Departments with recorded telephonic messages about the Department's operation or services shall maintain such messages in each Language Group. Departments are encouraged to include in the telephonic messages information about business hours, office location(s), services offered and the means of accessing such services, and the availability of language assistance.

Translated messages shall apply only to recordings prepared by a Department to provide general information to the public about the Department's operations and services and shall not apply to voicemail recordings on staff telephone lines.

#### **G. Emergency Situations**

During crisis, emergency, and public safety situations, all Departments involved shall prioritize Language Access Services and to the extent feasible ensure bilingual staff are present and available to assist with critical needs. If the crisis, emergency, or public safety situations require the posting of warning signs, the Department shall translate those signs into the required languages.

### **V. TRAINING**

[ENTITY] is committed to providing language access training opportunities for all staff members who come in contact with ELs. Training opportunities provided to staff include:

- Staff are instructed on language access policies and procedures.
- Orientation to language access procedures is provided for new employees as part of their initial onboarding and training.
- Bilingual employees are introduced to the Interpreter Code of Ethics.

### **VI. PUBLIC NOTIFICATION AND EVALUATION OF THE PLAN**

#### **A. Language Access Plan Approval & Notification**

[ENTITY]'s language access plan has been approved by [APPROVING PERSON/BODY/DEPT HEAD], and a copy has been forwarded to all staff. Any revisions to the plan will be submitted to [APPROVING PERSON/BODY/DEPT HEAD] for approval, and then forwarded to all staff. Printed copies of [ENTITY]'s plan will be provided upon request. In addition, [ENTITY] will post this plan and associated resources on its website at [WEBSITE].

## **B. Review and Evaluation of the Language Access Plan**

[ENTITY] will conduct, at minimum, an annual needs assessment to determine whether changes to the plan are required. This assessment may be done by tracking the number of interpreters requested by language, or by other methods.

Any revisions made to the plan will be communicated to all staff, and an updated version of the plan will be posted on the [ENTITY]'s website.

At minimum, the [RELEVANT PERSONS] will review the effectiveness of the language access plan each year. The evaluation will include identification of any problem areas and development of required corrective action strategies. Elements of the evaluation will include:

- Number of EL requesting interpreters;
- Assessment of current language needs to determine if additional services or translated materials should be provided;
- Assessing whether staff members adequately understand language access policies and procedures and how to carry them out; and
- Gathering feedback from staff.

## **VII. ATTACHMENTS**

- **Attachment A** – Title
- **Attachment B** – Title
- **Attachment C** – Title

Language Access Contacts

**Language Access Director:**

Name  
Title  
Address  
Dodge City, KS 67801  
Email  
Tel: xxx-xxx-xxxx

**[ENTITY HEAD]:**

Name  
Title  
Address  
Dodge City, KS 67801  
Email  
Tel: xxx-xxx-xxxx

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Language Access Director

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Date

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[ENTITY HEAD]

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Date

The effective date of this Language Access Plan is Month, Day, 202x.