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November 3, 2016

TO: Aadel Khandaker

FROM: Aadel Khandaker

SUBJECT: HCRC LEP Compliance Check

This memo is for documentation regarding DLIR's ongoing LEP compliance checks.

On November 3, 2016, William Kunstman and I conducted a LEP compliance check of the Hawaii Civil Rights Commission (HCRC) to ensure that DLIR's LEP bulletins and magnets were in view, that the front line staff were aware of DLIR's language access policy and resources available, and that HCRC was keeping effective records of their LEP encounters.

We distributed additional language access bulletins and magnets. However, the front line staff had LEP resources readily available, and HCRC demonstrated that they were effective in keeping records of their LEP encounters and providing necessary interpretation and translation services.

Cc: William Kunstman

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