



May 5, 2022 5:15 p.m. – 7:15 p.m.

Zoom: <https://cambridgema.zoom.us/j/92461748993>

Summary of Conversation Topics

- CYC updates
- Language Justice Updates
- Find It Updates
- Area of Focus 2022-23
 - System to connect families and their children to resources, programs, and future planning
 - Mental Health Campaign (CYC, Health Department, and School Department)

Present:

Chair: Mayor Siddiqui

Members: Tina Alu, ~~Akriti Bhambi~~, Christine Elow, Fred Fantini, Wendy Georgan, Bob Gittens, Sophie Goldman, Michelle Godfrey, ~~Kim Goldstein~~, Victoria Greer, ~~Liz Hill~~, Tabbie Howard, ~~Mike Johnston~~, ~~David Kale~~, Christine Kim, ~~Elijah Lee Robinson~~, ~~Michelle Lower~~, Alanna Mallon, Maria McCauley, Derrick Neal, ~~Geeta Pradhan~~, Bridget Rodriguez, Ellen Semonoff, Tagesech Wabeto, Elaine Wen

Executive Director: Nancy Tauber

Find It Manager and Notetaker: Andrew Liedtka

CYC Members: Salma Boukouj, Eliana Mamo

Guests: Nick DeSouza, Jennifer Mathews

5:15 Meeting Starts

Welcome and Introductions

Family Policy Council Business

- Adoption of Minutes (March 17, 2022)
- Public Comment
- Announcements
 - CYC Ice cream social! May 16th 4 - 5:15pm
 - Cradle to Career Pipeline → Cradle to Career Pathway
 - This name change was suggested at the March meeting and has now been implemented

CYC Updates

- Ice Cream Social - May 16 4-5:15 at the Senior Center
- MBTA
- Mental Health

Language Justice Updates

Jennifer Mathews and Nancy Tauber

FY23 Budget

- Language Justice Division (Human Rights Commission)
- Full Time Language Access Manager
- ARPA Funding for Translation and Interpretation

Plain Language Writing Guide

- X Guides
 - Plain Language
 - Digital Accessibility
- X 5 Trainings
 - Over 200 people
- X Poster Contest - CRLS Creative Design Students

Smartcat

Smartcat is an all-in-one localization platform that combines technology and human editors to help streamline translation processes.

It has built-in efficiencies to:

- Work together with translators and community reviewers.
- Automated workflows with full control and transparency.
- Save translated words and department terms.
- Pay all suppliers with a single transaction.

How it works

- Request
 - Enter the document in its original file format.
 - Indicate languages and specific dialects needed.
 - Assign generated machine translation for human review.
- Assign
 - Marketplace translator or community reviewer accepts the assignment.
 - Optimized collaboration between translator editor and project manager.
- Review
 - Receive completed assignment.
 - Review if any post translation formatting is needed.
 - Deliverable sent to requester.

**LANGUAGE JUSTICE:
WRITING FOR ALL!**

Plain Language is clear, concise and well-organized. It is a powerful tool of inclusion and builds community trust.

✓ **Best Practices:**

- Know your audience
- Personalize your content
- Be short and to the point
- Avoid jargon and technical terms
- Use active voice
- Break up content with headers, bullets, and visuals

✓ **Plain Language supports everyone, including people:**

- Who are English language learners
- With varying literacy levels
- With disabilities



Benefits

- Ensure we get quality translations on time and save money!
- Smartcat provides:
 - 24/7 project progress monitoring to ensure measures are taken if there are any issues
 - Management of terminology databases and translation memories
 - Secure cloud storage
- Ultimately, Smartcat will help reduce errors that contribute to communities misunderstanding our message before information is distributed to the public.
- We build on community trust

Language Justice questions

- Do PDFs work for SmartCat?
 - yes
- Can community organizations use this?
 - There is a free version that anyone can use
- Can we put somewhere to think about what shared usage looks like? Can nonprofits pay the City so they don't have to buy the whole thing?
- Has the communications team been let in on this?
 - Yes, the communication team has been looped in, and more work will be done in the future
 - Departments will be able to express their language access needs

FindIt questions/comments

- Really good to see it all come together, from the idea it started from!

What is the Family Policy Council and Criteria Choosing an Area of Focus - Nancy Tauber Plan for 2022-23 - [Presentation Slides](#)

Breakout #1 Questions

- Introductions
 - Name
 - Connection to Family Policy Council
 - What you do when you are not here
- If you could wake up tomorrow and be an expert in anything, what would you be an expert in?
- What do you think of this plan for 2022-23

VOTE

The Family Policy Council will focus on the following in 2023:

- System to connect families and their children to resources, programs, and future planning.
- Monitor Language Justice
- CYC will work with the Health Department and Cambridge Public Schools to create a mental health campaign

Breakout #2 Questions

- What would you like to see happen at our meetings next year?
- What are some potential roadblocks and challenges?
- What excites you?
- Who should be part of a working group?
- What cross-sector partnerships or collaborations exist that we should engage with?

Notes from Breakout Sessions

System to connect families and their children to resources, programs, and future planning.

- Great opportunity to have an impact and build something strong that lifts up our community.
- Process
 - Develop a shared understanding and definition for this work.
 - We need to be clear about what we are doing, where we are headed, and what we want to accomplish.
 - Identify barriers
 - Break it into manageable steps
 - What do we already have - mapping.
 - Need to find out who has information about young people who are struggling and how we use that to inform who needs support
 - Determine who should be part of this work.
 - How do the schools want to be involved?
 - How will we know we are successful?
- Meeting Ideas
 - What other communities are doing
 - Look at health care model - seems similar
 - Experts - cast a wide net
 - ReDesign Lab
 - Big Picture Schools
 - City Connects
 - Members
 - Define roles for members and how they can get involved.
 - Meetings should be less show and tell and more working (although most of the work happens in between meetings)

- How can we intentionally include the communities we want to serve and marginalized communities who are not present.
 - Give them a voice, not just a seat at the table.
 - Compensate them for their time and expertise.
 - Make sure they are included at the beginning of the process.
- Current barriers
 - Defining “Success Planning Framework” and getting people on the same page.
 - Our systems don’t easily speak to each other.
 - Getting folks to coordinate is a huge lift
 - Let’s not be boxed in by deadlines. We need the freedom and time to do it right.
 - Data - security, privacy, confidentiality
 - Going to be difficult to tell whether or not it’s working in the short term. Pinpointing impact, shouldn’t get discouraged or allow that to be a reason to hesitate or stop.
 - Fighting the urge to over evaluate rather than doing the work
- Details of “Success Planning Framework”:
 - Data/Evaluation
 - Identify metrics for what is not happening
 - Who is not finishing college
 - Who does not have a post high school plan
 - Who has matched their dreams with their reality
 - Look at the actual numbers and not percentages and chip away and serving everyone
 - Use qualitative and quantitative data
 - How do we centralize and share the data - seems practical but challenging (i.e. privacy issues, our systems don’t speak to each other)
 - Look at ARPA funding that’s now available that aligns well with this plan
 - What ages will we focus on?
 - Financial Support
 - Need to help people pay for programs (philanthropy, fundraising)
 - Might discover that there is not enough funding.
 - Navigators need to be paid.
 - Need to make sure information travels with students from grade to grade.
 - Develop a system to identify children/teens needs and real interests, and then make necessary connections.
 - Who else should be involved
 - CRLS Alumni Association
 - Local businesses, chamber of commerce, business associations, biotech business council

- MIT Job Connector
- Cambridge Public Schools (CPS)
- CPS Family Groups
- Public Health Department
- Department of Human Service Programs
- Office of Workforce Development
- Local colleges and universities
- Trade/vocational schools
- Biotech Business Council
- Cambridge RISE program
- Cradle to Career Pathway
- Experts
 - Ed ReDesign Lab
 - Big Picture Schools
 - City Connects

Mental Health Campaign

- Barriers
 - Young people being unwilling to engage around mental health because of stigma
- You don't need to be a therapist to help a young person.
- We need to make sure young people have a consistent, caring adult - it matters
- Going to be difficult to tell whether or not it's working in the short term. Pinpointing impact, shouldn't get discouraged or allow that to be a reason to hesitate or stop.
- Making sure we are supporting CYC the way they want us to
- Be more intentional and include the communities we serve and marginalized communities who are not present. And compensate them for their time and expertise.
- Bring them to the table at the start and give them voice.

7:15: Adjourn