



Somerville Human Rights Commission

Administration Subcommittee Meeting Minutes

Date: August 17, 2026

Time: 5:00 PM

Location: Virtual (Zoom)

Draft Minutes

Call to Order

The meeting was called to order at 5:15 p.m. due to technical difficulties.

Members Present

- Brian Sokol
- Elyse Best
- Salma Kazmi

Members Absent

- Primrose Chakera

Guest Presenter

- Presentation and discussion with Meredith Gamble, Deputy Language Justice Coordinator, Office of Language and Communications Access



Approval of Previous Minutes

Approval of the July 20, 2026 meeting minutes was postponed to the September Administration Subcommittee meeting because the draft minutes had not been distributed to all members in advance for review.

New Business

Language Access for the Human Rights Commission

Meredith Gamble presented a slide-based training on language justice and language access, including the role of the City's Office of Language and Communications Access.

The training covered:

- The distinction between written translation and spoken language interpretation.
- Planning for language access as part of community outreach and engagement.
- The City's process and recommended advance notice for requesting translation and interpretation services.
- Language-access notices for public meetings and materials.
- Plain-language communication, multilingual outreach, and language-identification resources.
- Ways the Human Rights Commission can improve accessibility of its public-facing materials, meetings, and community engagement.

The Administration Subcommittee discussed the relevance of language access to the Commission's administrative and accessibility planning. Meredith stated that she would provide the training slide deck, language access request information, checklists, notices, and related materials following the meeting. Information from the training may be shared with the full Commission as appropriate.



A question-and-answer and discussion period followed the training, addressing language access, interpretation services, outreach, and ways the Commission could improve multilingual community engagement.

Exhibits Used in the Presentation: Training slide deck outlining the information discussed and including examples of the tools, resources, and documents described during the training.

Training Materials: Training materials and access to the tools, resources, and documents demonstrated by the invited trainer during the meeting have not yet been provided to the Administration Subcommittee. The Subcommittee may follow up regarding the availability of these materials upon request.

Adjournment: The meeting adjourned at 6:02 p.m.

Next Meeting: The date of the next meeting was not determined during this meeting due to time constraints and technical difficulties.

Notes were taken by Elyse Best

Minutes were prepared by Elyse Best