


**FOR BOARD APPROVAL**

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| <br><b>Lake<br/>County<br/>Policy</b> | <b><i>0.00 Board and Committee Meeting<br/>Caption and Subtitle Policy</i></b> |
|  | <b>Approved by the County Board on:<br/>Month DD, YYYY</b>                     |

**1. Purpose and Intent**

- 1.1 The purpose of this policy is to establish the minimum requirement for providing English captions and Spanish subtitles for Lake County Board Committee and Board meetings.
- 1.2 The intent of this policy is to provide online viewers at least one option to enable either English captions or Spanish subtitles on either a live or recorded Lake County Board Committee and Board meeting that is available for viewing online.

**2. Background**

- 2.1 The current Lake County Board Rules require Lake County Board Committee and Board meetings to be video recorded and available to the public.
- 2.2 Lake County Board meetings are broadcast live on Zoom, Lake County’s website, and in certain locations on Comcast channel 18 or 30 and AT&T channel 99.
- 2.3 To the greatest extent possible, Lake County Board Committee meetings are broadcast live online using Zoom.
- 2.4 Recordings of Lake County Board Committee and Board meetings are made available on Lake County’s website, and in certain locations are broadcast on Comcast channel 18 or 30 and AT&T channel 99.
- 2.5 Definitions:
  - Captions display on screen the words spoken at a meeting in the same language.
  - Subtitles display on screen the words spoken at a meeting translated into another language.

**3. Scope**

- 3.1 This policy only applies to Lake County Board Committee and Board meetings which are made available online.
- 3.2 This policy does not require an option for English captions and/or Spanish subtitles on live and recorded Lake County Board Committee and Board meetings shown on local TV channels.
- 3.3 If the County develops the capability for English captions and/or Spanish subtitles on recordings of Lake County Board Committee and Board meetings, there is no requirement to go back and provide English captions and/or Spanish subtitles on recordings made prior to the County’s implementation of this capability.

#### **4. Authority**

- 4.1 The County Administrator, through the Chief Communications Officer, is directed to implement and program funding for the requirements defined in this policy.
- 4.2 The County Administrator and the Chief Communications Officer shall issue additional direction and guidance for the effective implementation of captions and subtitles.

#### **5. Policy**

- 5.1 In order to provide greater access to Lake County Board Committee and Board meetings, by December 1, 2024, the County shall provide at least one online option for the public to receive English captions and Spanish subtitles during either live or recorded meetings made available online.
- 5.2 In order to provide English captions and Spanish subtitles online for either live or recorded Lake County Board Committee and Board meetings the use of automated (artificial intelligence) translation tools is approved.
- 5.3 Access to automated captions and subtitles is provided to provide more effective communication and for viewer convenience. These automated captions and subtitles are not to be considered official transcription or translation of the meeting. Caption and subtitle errors are to be expected.
- 5.4 The County Board fully acknowledges and accepts that captions and subtitles provided by automated tools will have errors but believes the increased public access to committee and Board meetings outweighs this risk.
- 5.5 A disclaimer reviewed by the State's Attorney's Office shall be posted on Lake County's website in English and Spanish stating that captions and subtitles are created automatically by artificial intelligence software and that inaccuracies in captioning and subtitles are to be expected.
- 5.6 The inability to provide English captions and/or Spanish subtitles due to system software failures or any technical difficulty is not a reason to cancel a Lake County Board or Committee meeting or to perform extraordinary or cost prohibitive actions in the attempt to meet the minimum requirement.
- 5.7 Funding for a minimum of one online option for the public to receive English captions and Spanish subtitles during either a live or recorded meeting is not discretionary. Lake County will annually budget the cost of providing this service to the public.
- 5.8 Providing automated subtitles for additional languages beyond Spanish is not a requirement, but if there is no or a minimal cost increase as determined by the County Administrator, additional languages may be made available within the existing software and technology framework.
- 5.9 Policy Review and Update. The County Administrator through the Chief Communications Officer shall:
  - 5.9.1 Review and update this policy as needed.

5.9.2 Ensure changes and amendments to this policy are forwarded to the Lake County Board via the Diversity, Equity, and Inclusion Committee and the Financial and Administrative Committee for final approval.

**6. Severability**

6.1 If any section or provision of this policy should be held invalid by operation of law, none of the remainder shall be affected.

**7. Non-Discrimination**

7.1 Lake County prohibits the discriminatory application, implementation, or enforcement of any provision of this policy on the basis of race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, gender identity, housing status, or any other protected category established by law, statute, or ordinance.

| <b>Policy History</b> |                     |                        |              |
|-----------------------|---------------------|------------------------|--------------|
| <b>Version</b>        | <b>Date Adopted</b> | <b>Legistar Item #</b> | <b>Notes</b> |
| Original              | Month DD, YYYY      | 24-0134                | --           |