

**Committee on Limited English Proficiency**  
**December 17, 2014**  
**225 Spring Street, Wethersfield**  
**Conference Room 133**

**Members Present:** The Hon. Maria A. Kahn, Co-Chair; Ms. Alejandra Donath, Co-Chair;  
Atty. Richard Loffredo, Atty. Katherine Casaubon

**Guest:** Atty. Michelle Fica, Connecticut Legal Services

**Staff:** Ann Foley, for Melanie Kerr

The meeting was called to order at 8:55 a.m. Judge Kahn introduced the guest and the committee members and gave a brief overview of the history of the committee.

**1. Approval of April 24, 2014 Meeting Minutes**

The minutes of the April 24, 2014 meeting were unanimously approved.

**2. DOJ Assessment Tool Follow Up**

Richard Loffredo reported on the results of the review and use of the DOJ's most recent Assessment Tool. The majority of items in the 20 page document have been addressed by the LEP Committee and the Judicial Branch's Language Access Plan. There were three items/recommendations in the assessment tool brought to the attention of the committee:

1. *Developing a process for identifying and meeting the need for the assignment of an interpreter in the court sessions.* The LEP Committee and certain workgroups have studied this problem intensively since 2008. Specifically, a work group with representatives from various units explored the implementation of an automated system that could function to efficiently and productively assign interpreters throughout the Branch courthouses and facilities. For various reasons, including but not limited to limitations of the existing technology software; the numerous sources of requests for interpreters and at various stages in the court process, as well as, cancellations and changes to requests, an automated request and scheduling system would not result in a feasible, effective or efficient manner of assigning interpreting staff. For reasons previously noted by the workgroup, it was determined that the current system is the most effective process.
2. *Adding LEP to intern orientation.* Alejandra Donath has worked closely with Robyn Oliver, Manager, Volunteer and Intern Program, External Affairs, to provide LEP information during intern orientation. She will continue to do so.
3. *Soliciting input from stakeholders.* Richard Loffredo suggested that an email account, similar to the one on the ADA page on the internet site, be instituted. It would be noted on the site that the email inbox was for general feedback and not case specific concerns. Additionally, the committee has in the past developed a list of external stakeholders and used this to send out notices. Atty. Fica's organization also maintains a list, and it was suggested that the two sets of lists be shared.

**3. Language Access Plan Revision**

Richard Loffredo reported that the Language Access Plan has to be reviewed and updated every two years; the next revision is due in 2015. It was agreed to establish a workgroup, and invite Judge Kahn, Richard Loffredo, Alejandra Donath, Kate Casaubon, and Melanie Kerr to review and update the plan, as necessary. In light of the recommendations in the DOJ Assessment tool, it was also decided to seek external stakeholder input and review. Suggestions for external input will be asked of the Chief Court Administrators with a suggestion to include individuals and/or stakeholders who previously served on the LEP Committee and the creation of the LAP plan in the past.

#### **4. 2014 Committee Report**

Richard Loffredo will complete an initial draft of the 2014 LEP Committee Report to be submitted to the Chief Justice by the end of January 2015. He will circulate the draft to LEP Committee members with a deadline to submit input.

#### **5. LEP Training**

Alejandra Donath reported that over 1,800 staff have received LEP training. The recommendation is to move the basic LEP course to on line training, with a staff-based refresher course to be offered as a follow up. The online training is being developed with the support of the Information Technology Division. It is anticipated that the online training will be launched in the second half of 2015.

#### **6. Judicial Branch Website**

The committee discussed possible changes to the website to better and more efficiently serve those who access the site. It was noted, as an example, that the FAQs which have been updated in English were not always updated in the accompanying Spanish translation. A process for ensuring that any revisions to English forms will result in corresponding updates to the translated versions was discussed. Richard Loffredo will contact the Executive Director of External Affairs to discuss coordination of efforts to make the website more efficient. Additionally, Attorney Casaubon will contact the new Forms Manager within the Legal Services Unit to coordinate the legal review of new or revised forms with ITS.

#### **7. Performance Measures**

Richard Loffredo and Alejandra Donath have met with Joseph Greelish and Jamey Harris to discuss utilizing and analyzing the data collected on the assignment of interpreters.

#### **8. Translation of Vital Documents, Video Remote Interpreting, Advisement of Rights**

Recorded advisement of rights has been rolled out in Family Support Magistrate courts statewide. After six months, the program will be reassessed as to effectiveness, and a recommendation will be made as to whether to expand the program to other courts. Video Remote Interpreting has been piloted in the Derby Arraignment Court and ITS and ITD are in the process of working out technical issues. The process for and status of the translation of Vital Documents was discussed. The committee members reviewed a report of all documents completed and/or in the translation process.

#### **9. New Business**

The committee will seek out grant opportunities to further its efforts of meeting the needs of the Branch's stakeholders.

#### **10. Next Meeting**

The next meeting date in February 2015 is to be determined.

#### **11. Adjourn**

The meeting was adjourned at 10:45 a.m.