

Access to Facilities Implementation Committee
Tuesday January 19, 2016
10:00 AM
80 Washington St
Hartford, CT

The Connecticut Judicial Branch Access to Facilities Implementation Committee met on Tuesday, January 19, 2016 at 10:00AM at Community Court in Hartford, CT.

Committee members in attendance: Attorney Stephen Ment, Co-Chair; Attorney Richard Loffredo, Co-Chair; Mr. David Burr; Mr. Russell DeBella; Mr. Daniel Irace; Mr. James Morgan; Attorney Brandon Pelegano; Ms. Emily Turnbull; Chief Relford Ward; Ms. Janet Zigadto and Mr. James Rushkowski

Committee members absent: Ms. Virginia Apple; Chief Russell Downer; Mr. Gary Salisbury; Attorney Roy Smith; Mr. Robert Burke; Ms. Jamey Harris; Mr. Robert Kilpatrick; Ms. Jeanne Roberge

Others Present: Mr. Joseph McMahon

- I. Welcome: Attorney Ment called the meeting to order at 10:03 a.m. Attorney Ment thanked everyone for attending and asked for review of the previous minutes.
- II. Approval of September 22, 2015 Meeting Minutes: Attorney Pelegano made a motion; seconded by Attorney Loffredo to approve the minutes. Minutes were unanimously approved.
- III. Report on Ansonia-Milford Judicial District: Attorney Loffredo reported that the installation of the signs began in late November and was completed in mid-December. The Chief Clerk for the Judicial District reported the signs look good and that he is pleased with the outcome.
- IV. Report on Waterbury Judicial District – Attorney Loffredo reported that the assessment on the Waterbury Judicial District was conducted on December 18, 2015 and the committee is in the process of finalizing the recommendations. Due to timing, Adult Probation and Support Enforcement were not assessed. It was recommended that Mr. DeBella complete Probation and Mr. Burke complete Support Enforcement.
- V. Review of Recommendations Pertaining to Signage Made by Other Judicial Committees: The sub-committee reviewed and offered suggestions regarding: Internet Directions, Wayfinding signage in elevators/stairwells and restrooms for individuals with mobility concerns and access to public features and signage at jury/parking lots for those with communication disabilities. Attorney Ment called for a vote to accept the

recommendations, with one item tabled. The recommendations were unanimously accepted.

- VI. Report on status of Improvements to be made to Exterior Signage: Attorney Ment reported that an update was recently provided to the Chief Justice regarding the work of the committee. It was suggested that exterior signage directing individuals to our facilities could be improved. As a result, walking directions will be added to our website, webpages will be made more uniform, and exterior signage generally will be improved.

- VII. Report on Other Initiatives –Law Libraries: Ms. Zigadto reported that an email was sent to Law Libraries to determine signage based on door type. A question was posed as to whether existing signs with Braille instructions would remain posted and it was determined that they would.

Report on Other Initiatives – 225 Spring St: Mr. Morgan reported the District Liaisons did a walk through at 225 Spring St. Suggestions were made, including: 1) updating visitor parking lot sign and make more visible from the road and 2) posting a directory of public areas in the building. Attorney Ment also suggested all temporary signs for the building be on a standard template

Report on Other Initiatives – Digital Signage: Mr. Smith was not in attendance, so the update on the Tolland pilot was tabled until the next meeting.

- VIII. Attorney Ment discussed the need to produce and install signage to direct the public to the Judicial Branch’s website.
- IX. Scheduling of Next Meeting: Attorney Ment suggested the next meeting take place in April and will send out a new date in the future.
- X. Adjournment: The meeting was adjourned at 10:42a.m.