

Minutes  
Access to Facilities Implementation Committee

March 14, 2013  
80 Washington Street  
Hartford, CT

The Connecticut Judicial Branch Access to Facilities Implementation Committee met on Thursday, March 14, 2013 in the first floor conference room in Community Court at 80 Washington Street, Hartford, CT.

Committee members in attendance: Atty. Stephen Ment, Chair; Ms. Virginia Apple, Mr. Troy Brown, Mr. Robert P. Burke, Chief Judicial Marshal Russell Downer Jr., Ms. Jamey L. Harris, Ms. M. Jill Levine, Atty. Richard Loffredo, Ms. Sandra Lugo-Gines, Ms. Debra Novaco, Atty. Brandon E. Pelegano, Mr. Gary Salisbury, Atty. Roy Smith Jr., Ms. Janet Zigadto.

Committee members absent: Mr. Robert Kilpatrick, Ms. Jeanne Roberge, Chief Judicial Marshal Relford Ward.

Others in attendance: Atty. Maureen Finn, Legal Services advisor; Ms. Heather Nann Collins, support staff.

The meeting was called to order at 10:05 a.m. by Atty. Ment.

- I. Welcome and introductions: Atty. Ment welcomed the members and thanked them for attending the Committee meeting and participating in their subcommittee meetings.
- II. Approval of January 15, 2013 meeting Minutes: Atty. Loffredo noted one area of correction to the minutes; the corrected version was approved by those in attendance at that meeting.
- III. Report on the Judicial District Pilot Project Subcommittee: Atty. Loffredo: This Subcommittee has completed its assessment of signage of four facilities in the Tolland Judicial District. Atty. Loffredo presented to the Committee a list of 14 recommendations, based on the assessment, for the universal addition/placement of signs at Branch courthouse facilities. The universal list is a recommended one; each area has its own needs and variations, such as structure, demographics, etc., as well as availability of existing signage. The general signs should include: hours of operation; directories; numbered rooms; evacuation plans for each floor; directional signage in garages (where applicable); updated security notice; updated electronic devices policy poster; the Branch's mission statement; Braille signage, and accessibility information, to name a few. There was discussion about the viability of purchasing permanent signage and the usability of COLP-produced signage, as well as in-house developed signage created using an approved template. A motion was made to adopt the Subcommittee's findings on Tolland and it was unanimously approved. Ms. Novaco is going to explore the pricing that may be available for acrylic sign holders, which would allow for the use of COLP-produced paper

signage, where appropriate. Atty. Loffredo is going to set up a meeting with the Facilities Unit to discuss implementing the signage recommendations in Tolland, including discussions on durability, and ease of installation. Atty. Ment also requested Mr. Salisbury and Atty. Loffredo to work together to develop a sampling of recommended universal signs, which will be shown to the Office of the Chief Court Administrator. Atty. Ment said he will meet with Superior Court Operations Division Director Atty. Joseph D. D'Alesio regarding the availability of funding for the purchase of electronic docket boards.

- IV. Report on the Subcommittee on Online Directions and General Information: Ms. Apple provided the Committee an update on the Branch's transforming Internet site. Two-thirds of the Directions pages have been updated to include information that is judicial-district and building-specific; information on public transportation and parking options; GPS coordinates; hyper-local maps, and improved directions. Additionally, phone numbers are being checked and double-checked, as are FAX numbers. There was discussion about the Jury Administration's directions that are sent to potential jurors. Atty. Ment noted that the Directories pages should include phone numbers at each site for the Office of Victim Services.
- V. Working Group Report on Welcome/Notice Signage: Atty. Ment thanked Mr. Salisbury for his help with the lay-out and extraordinary quick turn-around on production of a variety of styles of the Welcome/Notice sign, which tells the public what to expect in each site. The template was shown to Chief Court Administrator Judge Barbara M. Quinn and Deputy Chief Court Administrator Judge Patrick L. Carroll III, who both expressed preliminary approval of the sign's content. The sign is also going to be translated to Spanish. It is expected that the sign will be posted in all courthouses within the next couple of months.
- VI. Other business: Atty. Ment told the members that a way-finding handbook is available to each person if they would like to use it in their assessment and to let him know if they would like to have one.
- VII. Scheduling of next meeting: The next meeting will be held in the Tolland Judicial District to see what changes have been made in response to the assessment. The meeting will be on June 19<sup>th</sup> at 1:00 p.m. in a location to be determined. The meeting will be open to the public and a formal meeting notice and agenda posted on the Committee's webpage. The meeting adjourned at 11:15 a.m.