

Access to Facilities Implementation Committee

June 17, 2014

2:00 P.M.

15 West Street

Litchfield, CT

The Connecticut Judicial Branch Access to Facilities Implementation Committee met on Tuesday, June 17, 2014, at 2 p.m. in courtroom 1 in the Litchfield Judicial District.

Committee members in attendance: Attorney Stephen Ment, Chair; Ms. Virginia Apple; Mr. Robert Burke; Chief Russell Downer; Ms. M. Jill Hoskins; Attorney Richard Loffredo; Attorney Brandon Pelegano; Attorney Roy Smith; and Ms. Janet Zigadto

Committee members absent: Ms. Isabel Alvarez; Mr. Richard Byam; Ms. Jamey Harris; Mr. Daniel Irace; Mr. Robert Kilpatrick; Mr. James Morgan; Ms. Debra Novaco; Ms. Jeanne Roberge; Mr. Gary Salisbury; and Chief Relford Ward.

Others in attendance: Attorney Maureen Finn, Legal Services Advisor; and Emily Turnbull.

- I. **Welcome:** Attorney Ment called the meeting to order at 2:05 p.m. Attorney Ment introduced Emily Turnbull from the Court Operations Division to the meeting. Ms. Hoskins announced that this will be the last meeting she will be attending as she has accepted another position and will be leaving the Branch.
- II. **Approval of the March 11, 2014 meeting minutes:** The minutes were unanimously approved.
- III. **Review of Litchfield Judicial District Signage:** Attorney Pelegano reported that there has been a lot of positive feedback as a result of the new signage in the Litchfield Judicial District courthouses. The signage has reduced the number of people asking for directions. Attorney Pelegano invited members to tour the courthouse after the meeting to see the new signage.
- IV. **Report on the New Britain Judicial District:** Attorney Ment and Attorney Loffredo provided an update on the progress in the New Britain Judicial District. The assessments of the courthouses in New Britain and Bristol have been completed. Following the assessment, a meeting was held with personnel from the New Britain Judicial District to review the assessment reports. An individual from the Court Operations Division and Court Support Services Division will be appointed to serve as a liaison to the committee and be responsible for the signs in the building. Signage has been ordered from the

Commission on Legal Publication and will be put up shortly. Ms. Apple recommended looking to improve the directional signage in the Bristol parking garage to the courthouse.

One of the issues found in Bristol was the lack of signage directing individuals to the courthouse. Attorney Ment asked Attorney Smith to reach out to the city of Bristol to address this issue.

- V. **Report on the 90 Washington Street Project:** Attorney Ment and Attorney Loffredo provided an update on the progress at 90 Washington Street, Hartford. Hanging signs have been purchased identifying the courtrooms, restrooms, caseflow and the Family Services sign-in area. The signs will be installed soon. Bi-lingual floor directories have been made and will also be installed soon. The Committee and staff at 90 Washington Street are developing signage regarding the process individuals must follow when they come to the courthouse.
- VI. **Report on the Subcommittee on Online Directions and General Information:** Ms. Apple reported that most of the work for the directions to the Judicial District courthouses has been completed. They will be posted online as soon as practicable.
- VII. **Update on the Signage Application:** Mr. Salisbury was unable to attend the meeting. Attorney Ment will ask Mr. Salisbury to provide statistics regarding the usage of the database for the next meeting.
- VIII. **Working Group Report on Wayfinding:** Attorney Smith provided an update on the New Haven wayfinding project. A committee has narrowed the number of choices down to two. A final decision is expected soon.
- IX. **Other Business:** Chief Downer raised the issue of getting non-Judicial entities involved in the signage protocols.

Attorney Ment reported that Judges Carroll and Cosgrove have approved the New London Judicial District to be the next district to be assessed. A kick-off meeting has been scheduled for June 25, 2014.

Attorney Ment reported that members of the Committee have collaborated with the ADA Advisory Board regarding the development of signage designed to inform individuals about the auxiliary aids available. The sign will go to the ADA Advisory Board for approval.

- X. **Adjournment:** The meeting adjourned at 2:50. Following the adjournment of the meeting, the Committee toured the courthouse.