

Minutes  
Access to Facilities Implementation Committee

July 9, 2013  
GA-19, Park Street  
Rockville, CT

The Connecticut Judicial Branch Access to Facilities Implementation Committee met on Tuesday, July 9, 2013 in the Courtroom C at GA-19 in Rockville, CT.

Committee members in attendance: Atty. Stephen Ment, Chair; Ms. Virginia Apple, Mr. Robert Burke, Ms. Jamey L. Harris, Ms. M. Jill Hoskins, Atty. Richard Loffredo, Ms. Sandra Lugo-Gines, Mr. James Morgan, 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, Chief Judicial Marshal Russell Downer Jr.

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

Atty Ment called the meeting to order at 1:05 p.m.

- 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 March 14, 2013 meeting Minutes: Atty. Loffredo noted one area of correction to the minutes. Ms. Novaco made a motion to approve the corrected minutes, seconded by Ms. Lugo-Gines; voting in favor were: Atty. Ment; Ms. Apple, Ms. Harris, Ms. Hoskins, Atty. Loffredo, Ms. Lugo-Gines, Ms. Novaco, Atty. Pelegano, Mr. Salisbury, Atty. Smith Jr., Ms. Zigadto. There were no Nay votes.
- III. Recent Activities: Atty. Ment: Electronic Dockets – Atty. Ment attended a meeting in May with various Branch directors and managers to discuss the possibility of piloting electronic dockets. In addition to scrolling dockets, the group also contemplated the possibility of electronic kiosks that could display case information (and where the hearing is being held), a general welcome and instructions on where offices are located, and possibly the ability to conduct transactional business, such as payment of fines. The matter will be studied further by the Branch's IT and Court Operations staff, who will report back.
- IV. Report on the Judicial District Pilot Project Subcommittee: Atty. Loffredo: The subcommittee met last in March 2013, and he and Atty. Ment met with Branch leaders and managers to review the Tolland District Pilot Project results and the draft paper signs designed by Mr. Salisbury and COLP. The signs were extremely well received for their design by the Office of the Chief Court Administrator. The meeting included discussion about purchasing fabricated permanent signage, which will be required in some areas. Atty. Loffredo thanked Mr. Salisbury for his hard work and initiative in overseeing the design of COLP-printable signage that could be used indoors, throughout the Branch.

- V. Report on the Subcommittee on Online Directions and General Information: Ms. Apple provided the Committee an update on the Branch's transforming Internet site. Most of the Branch's online Directions pages have been updated but a review continues. She encouraged the members to utilize online directions when visiting offices and courthouses, and to report areas of concern to her for rectification.
- VI. Working Group Working Group Report on Wayfinding: Atty. Smith Jr. sent letters to various CT towns and cities regarding Judicial Branch signage. He also contacted the State Department of Transportation to ask about the process of procuring highway signage and street signage. The cost appears to be quite nominal, but the task remains to identify where signage is needed. There was also discussion about what type of signage could be developed that would be a universally recognized sign, such as the "H" sign for hospitals. Atty. Smith encouraged the members, when visiting Branch facilities, to specifically look for highway signage and identify to him where it is lacking.
- VII. Future Plans: Atty. Ment: Noted that the Committee's work in the Tolland JD is nearly complete (although some issues still need to be addressed, such as making the template available to court staff and educating them on why it ought to be used and how it ought to be used). There was discussion about implementing the recommendations and assessment tools in the next phase; Atty. Pelegano as a member of the Committee agreed that the Litchfield JD would be an ideal site. Attorneys Ment and Loffredo are working on how to implement this next phase; the site has been previously approved by the Office of the Chief Court Administrator and the Administrative Judge in Litchfield for assessment and implementation. Ms. Apple suggested, and the other members discussed, the idea of developing a simple protocol for the assessment/implementation process, to help local staff proceed with uniformity. There will be ongoing outreach to various Divisions and Units about the signage implementation, rather than adopting a one-size-fits-all approach; while the style of signs, as developed by Mr. Salisbury and COLP will help ensure stylistic uniformity, different offices have different needs. The goal is to do an assessment and implementation in three Judicial Districts annually. Local leaders should also be encouraged to implement changes prior to an assessment of their judicial district by using the COLP signage. Additionally the idea was discussed that perhaps Atty. Ment could meet with all of the Division Executive Directors to tell them about the Committee's work and recommendations.
- VIII. Other Business: Atty. Ment announced that Mr. Brown has resigned from the Committee, as he is taking a new position in the CSSD. CSSD will appoint a new member. Atty. Ment also told the members that Chief Court Administrator Judge Barbara M. Quinn and Deputy Chief Court Administrator Judge Patrick L. Carroll III, in a meeting with him and Atty. Loffredo, said that they are very pleased with the progress of assessment and implementation, and thanked the members.
- IX. Scheduling of the Next Meeting: Atty. Ment: Two dates, in September, were suggested. Ms. Collins will determine if the meeting space at 80 Washington Street, Hartford, is available, and let the members know. A Meeting Notice will be posted on the Branch's website, [jud.ct.gov](http://jud.ct.gov).
- X. Adjournment: Having no further business, Atty. Ment adjourned the meeting and invited interested members to take an informal tour of the Rockville facilities to view the new signage. The meeting concluded at 2:10 p.m.