

Minutes
Access to Facilities Implementation Committee

September 17, 2013
Community Court
80 Washington Street
Hartford, CT

The Connecticut Judicial Branch Access to Facilities Implementation Committee met on Tuesday, September 17, 2013, at Community Court in Hartford, 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, 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. Sandra Lugo-Gines, 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. There were no members of the public present.

Atty Ment called the meeting to order at 10:05 a.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 July 9, 2013 meeting Minutes:** Ms. Hoskins noted one area of correction to the minutes. Ms. Novaco made a motion to approve the corrected minutes, seconded by Atty. Loffredo; voting in favor were: Atty. Ment; Ms. Apple, Ms. Harris, Ms. Hoskins, Atty. Loffredo, Ms. Novaco, Atty. Pelegano, Mr. Salisbury, Atty. Smith Jr., Ms. Zigadto. There were no Nay votes.
- III. **Report on the Judicial District Pilot Project Subcommittee:** Atty. Loffredo reported that the Subcommittee met once over the summer and is trying to wrap up its completed assessment of signage in the Tolland Judicial District. Atty. Smith said that he spoke with the leased building's management co. and it indicated that there may be room to purchase some permanent room identification signage. Rough estimates indicate that signs like those could be purchased for less than \$100 apiece, but no formal inquiry has been done. It is important the Branch's Admin. Division's Facilities Unit be represented in this discussion. The pilot project is essentially over, and the larger Committee will take the information learned to begin the assessment of the next Judicial District, Litchfield, which includes the Bantam GA court and other buildings. Atty. Pelegano and Atty. Ment will be meeting with the Administrative Judge to discuss the process; Ms. Apple will photograph signage as a 'before' benchmark. Atty. Ment thanked the Subcom members for their work in helping to lay the foundation for future assessments. It is not anticipated that this Subcommittee will meet again.

- IV. **Report on the Subcommittee on Online Directions and General Information:** Ms. Apple told the Committee that the Branch's [Directions and General Information](#) pages have all been updated to include a map, specific phone numbers, GPS coordinates, information on parking and public transportation, and hyperlinks where appropriate. The pages are constantly being assessed, and the Directions will be updated, as appropriate, to include directions from larger cities (eg: Hartford, New Haven, Stamford, Waterbury, etc.) in addition to local towns. Additionally, she reported that the Jury Administration is linking its online Directions option for jurors to these pages (previously, Jury had its own directions). An effort is being made to have Support Enforcement Services and Court Support Services to link their directions pages to the Directions and General Information pages, as well, to help ensure Branchwide uniformity and lessen confusion for external stakeholders.
- V. **Update on the creation of a signs database:** Atty. Loffredo said he and workgroup members Ms. Novaco, Mr. Salisbury and Ms. Apple, created a list of commonly requested signage; these 30 signs will be the first to populate what will be an internal database of printable, temporary signage. The template was designed by Mr. Salisbury and COLP and includes the Branch logo. The Information Technology Division, and in particular Ex. Dir. Beth Bickley, Don Trumbull, and Ryan Preble, have been instrumental in developing the database. Users of the database will have to be selected by supervisors and have the authority to print the signs, which can be made remotely or, if envisioned to be used for longer periods, by COLP using a thicker paper stock. The Subcom. developed a protocol for staff to use that will walk them through the process of creating the sign, including spelling and usage standards. IT created a form that will be used for those who want to order signs from COLP. The database and the ordering process must be piloted, after consultation with the Chief Court Administrator and Superior Court Operations Executive Director. Atty. Ment also asked Attys. Smith and Pelegano if they could arrange to have a presentation made to the Chief Clerks to discuss the signage initiative.
- VI. **Working Group Report on Wayfinding:** Atty. Smith reported that he has had discussions with the state Department of Transportation and municipal officials from across the state on wayfinding (directional) signage on highways and city and town streets. The DOT is not averse to posting signage, but wants the Branch to tell it where we believe signs should be posted. Municipal leaders are also supportive but generally agree that they do not have the money to fund signage for courthouses. Potential resources could be the Department of Correction, which can produce signs for under \$50 in most cases. Atty. Smith said he is working informally with a graphic designer to develop a Judicial Branch signage logo that would be universally recognizable to the public in the way that "H" signs mean that a hospital is nearby.
- VII. **Working Group Report on Welcome & Notice:** Atty. Ment reported that after months of revisions, a new Welcome and Notice sign, in English and Spanish, has been approved and is being printed for display in every Judicial Branch facility. The signs will inform the public about Branch policies on safety and security, and will replace the variety of signs that currently exists. Atty. Ment also noted that signs with the Judicial Branch's Mission... *"To serve the interests of justice and the public by resolving matters brought before it in a fair, timely, efficient and open manner,"* have been ordered and will be displayed in every courthouse.

- VIII. **Future Plans:** Atty. Ment noted that the Litchfield Judicial District is the next targeted JD for signage assessment, and that he and Attys. Loffredo and Pelegano would meet later in the day to set up a time for the first meeting with the AJ.
- IX. **Other Business:** Ms. Apple said that she is traveling to Litchfield for Branch business and will take photos of the existing signage for future comparison. Atty. Ment noted that Judicial officials and staff are attending a court technology conference and among the technology they will attempt to learn about are information kiosks for the public.
- X. **Scheduling of the Next Meeting:** The next meeting will be on Wednesday, November 20th, 2013, in the Conference Room at Community Court, 80 Washington Street, Hartford.
- XI. **Adjournment:** Atty. Ment made a motion to adjourn, seconded by Atty. Loffredo, and voice approved by the members.