

Access to Facilities Implementation Committee

Tuesday September 22, 2015

10:00 A.M.

80 Washington St

Hartford, CT

The Connecticut Judicial Branch Access to Facilities Implementation Committee met on Tuesday, September 22, 2015, at 10:00 a.m. at Community Court in Hartford, CT.

Committee members in attendance: Attorney Stephen Ment, Co-Chair; Attorney Richard Loffredo, Co-Chair; Ms. Virginia Apple; Mr. David Burr; Mr. Russell DeBella; Chief Russell Downer; Mr. Daniel Irace; Attorney Brandon Pelegano; Mr. Gary Salisbury; Attorney Roy Smith; Ms. Emily Turnbull; Chief Relford Ward; Ms. Janet Zigadto; Mr. Robert Burke and Mr. James Rushkowski

Committee members absent: Ms. Jamey Harris; Mr. Robert Kilpatrick; Ms. Jeanne Roberge; Mr. James Morgan

- I. **Welcome:** Attorney Ment called the meeting to order at 10:05 a.m. Attorney Ment announced Attorney Richard Loffredo as the Co-Chair of the committee. Attorney Ment introduced Mr. James Rushkowski from Court Operations as a new member of the Committee.
- II. **Approval of October 28, 2014 Meeting Minutes:** Chief Russell Downer made a motion; seconded by Mr. Robert Burke, to approve the minutes. Minutes were unanimously approved.
- III. **Report on New London Judicial District:** Attorney Loffredo reported that based on the assessment, the signage for the New London Judicial District was almost complete. Both the COLP and DOC generated signs were posted and the only outstanding issue was the outside signage at the Norwich JD. Ms. Apple reported the signage looks very good and has been helpful in directing jurors and patrons to the proper locations. Chief Downer informed the Committee of the change in exits through the I-395 corridor and that adjustments to the online directions may be necessary for the Norwich JD.
- IV. **Report on the Ansonia/Milford Judicial District:** The assessment of the district has been completed and the DOC signage is on order. Upon installation the committee will look for feedback from the staff.
- V. **Review of Recommendations Pertaining to Signage Made by Other Judicial Committee:** A sub-committee was created to review recommendations from the ADA Advisory Board regarding signage. The committee will be chaired by Attorney Pelegano, and will include Ms. Apple, Chief Downer and Mr. Irace. The three recommendations to be addressed are: 1) Include additional information on the website and increase signage in juror and public parking lots. 2) Post "way-finding" signage indicating distances between locations 3) Signage be added to parking lots to assist anyone with verbal communication barriers.

- VI. Report on Other Initiatives- Law Libraries:** Attorney Ment informed the committee that Ms. Janet Zigadto and Ms. Ann Doherty have been overseeing the Law Library Initiative. The initiative has a 3 part plan: 1) Signs inside libraries, 2) Front door signs, and 3) End of aisle signs. Per Ms. Zigadto, signs inside the libraries are complete; this includes signs for copiers, copier fees, computers and proper use of computers. Ms. Zigadto added that signage was put in a bulk order and the project looks great. Front door signs are more challenging based on the multitude of door types. It was determined that signs are to be on the front of doors as opposed to the side.
- Report on Other Initiatives – District Liaison Program:** Mr. Irace reported that the point people are set as conduits in every Judicial District. Over the next 3 months they will be focusing on and completing a checklist on current signage and suggestions. Ms. Turnbull reported positive feedback thus far and that the staff of the judicial districts was involved and helpful. The next step will be to collect responses and share with the A2FIC committee. Attorney Ment suggested that the process should be ongoing, outdated signage should be removed and ground level staff should be continually evaluating signage.
- VII. Report on Signage Template Usage:** Mr. Salisbury reported the since the inception of the online ordering system the Commission on Legal Publications has produced over 4600 signs. Attorney Ment commented that over 4000 prints speaks highly of the committee and the field personnel.
- VIII. Other Business:** Mr. DeBella raised the issue of non-court locations being assessed, in particular offsite CSSD satellite locations. Attorney Loffredo indicated that all the Judicial locations in the district are assessed, including satellite offices.
- IX. Scheduling of Next Meeting:** Attorney Ment suggested meeting again in January and will send out a date in the near future.
- X. Adjournment:** The meeting adjourned at 10:55 a.m.