

**APPROVED Minutes**  
**Access to Facilities Implementation Committee**

**11 October, 2012**

**9:00**

**80 Washington Street, Hartford, Connecticut**

The Connecticut Judicial Branch Access to Facilities Implementation Committee met on Thursday, October 11, 2012 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, Mr. Richard Byam, Ms. Jamey L. Harris, Mr. Robert Kilpatrick, Ms. M. Jill Levine, Atty. Richard Loffredo, Ms. Sandra Lugo-Gines, Mr. James V. Morgan, Ms. Debra Novaco, Atty. Brandon E. Pelegano, Ms. Jeanne Roberge, Mr. Gary Salisbury, Atty. Roy Smith Jr., Ms. Janet Zigadto.

Members absent: Chief Judicial Marshal Russell Downer Jr. and Chief Judicial Marshal Relford Mitch Ward.

Others in attendance: Ms. Heather Collins, support staff.

The meeting was called to order at 9:05 a.m. by Atty. Ment.

- I. Welcome and introductions: Atty. Ment welcomed the members and asked each to introduce himself or herself. He thanked Ms. Lugo-Gines and Atty. Smith for their work as co-chairs of the predecessor committee, the Committee on Access to Facilities, whose work was completed earlier this year and its final report presented to Chief Justice Chase T. Rogers.
- II. Review of A2F Committee recommendations: Atty. Ment presented hard copies of the report to the Implementation Committee and noted its online availability. There was discussion of the recommendations and their grouping by the A2F Committee (no cost, low cost, some cost). Atty. Ment said the recommendations will serve as a roadmap for this Committee's implementation work. The easier-to-implement issues noted in [the original report](#) include the removal of dated, inaccurate and crumbling paper signage and correcting inaccurate online directions that can be roadblocks to people. Atty. Ment said these should be rectified first in order to minimize the stress of court users. He also suggested that:
  - There be a two-pronged approach to implementation: facilities and online directions.
  - A database could be created that would contain templates for paper signage, to eliminate poor spelling, ambiguity, and other problems. Mr. Salisbury, who works at the Commission On Legal Publications (COLP) shared with the members a mock example of potential signage; the larger lettering and the Branch seal made the mock signs easy to see and to relate to the Judicial Branch. COLP could easily print new signs on heavy stock paper; there was discussion about pricing plastic sign holders in which a paper sign could be protected.
  - Ms. Apple, who works in IT and was part of the original committee, noted that there is an ongoing effort to redesign Branch Web page and she shared with the members a mock-up of what the new "Online directions and general information" page will look like. There is

an expected roll-out of late fall of the new page, which includes easier to read directions; information related to public transportation and parking, and local phone numbers.

- III. Site for Pilot Judicial District/facility: Utilizing the two-pronged approach of online/onsite, discussion next centered around the selection of a judicial district that will serve as a model of signage accessibility. Atty. Ment suggested that either the Middlesex or Tolland JD would be appropriate. After discussion, it was agreed by the members that given the relative newness of Middlesex and the likelihood that there would be fewer signage issues, the Tolland JD would serve as a better model for other JDs.
- Atty. Ment will consult with the Office of the Chief Court Administrator and the Tolland Administrative Judge, the Hon. Elliot N. Solomon, for permission for the Implementation Committee to begin an in-depth assessment and develop an implementation plan for signage improvements.
  - Atty. Ment suggested that a Subcommittee for the Pilot Site be established and the members agreed. Atty. Loffredo volunteered to chair the subcommittee and the following members agreed to serve on the subcommittee: Atty. Pelegano, Ms. Roberge, Ms. Harris, Ms. Apple, Ms. Novaco, Mr. Salisbury, Mr. Burke, Ms. Lugo-Gines, Atty. Smith, who is the Chief Clerk in Tolland, and Chief Judicial Marshal Ward. Upcoming meetings will be announced through the chair, Atty. Loffredo, and posted online.
- IV. Online directions and General Information Webpage: Accuracy and Uniformity: Atty. Ment began by noting that the online driving directions are not entirely accurate or uniform. In fact, the directions accessed through the Jury homepage are different than the regular online Directories directions. The goal for this Committee is to develop specific recommendations for correct directions and general information for every judicial facility, based on the work of the original A2F Committee.
- Atty. Ment asked Ms. Apple to chair a Subcommittee on Online Directions and Improvements and she accepted. Other members volunteering to serve on the subcommittee were: Ms. Zigadto, Ms. Lugo-Gines, Atty. Smith, Mr. Morgan. Atty. Ment said he would also like to add Chief Downer, who was not at this meeting, and will confirm with him that he would be able to participate.
  - The Subcommittee will develop concrete recommendations and submit them to the larger Committee.
- V. Next meeting: The next meeting will be scheduled for November at a time and place to be announced; Ms. Collins will email members with a notice when a location has been secured.
- VI. The meeting was adjourned at 9:45 a.m.