

Draft Minutes
Access to Facilities Implementation Committee
Tuesday, October 28, 2014
2:00 P.M.
80 Washington Street
Hartford, CT

The Connecticut Judicial Branch Access to Facilities Implementation Committee met on Tuesday, October 28, 2014, at 2 p.m. in Community Court in Hartford, Ct.

Committee members in attendance: Attorney Stephen Ment, Chair; Ms. Isabel Alvarez, Ms. Virginia Apple, Mr. David Burr, Mr. Russ DeBella, Ms. Jamey L. Harris, Mr. Daniel Irace, Attorney Richard Loffredo, Mr. James Morgan, Ms. Debra Novaco, Attorney Brandon E. Pelegano, Mr. Gary Salisbury, Ms. Emily Turnbull, Attorney Roy Smith Jr., Ms. Janet Zigadto. Legal Services Advisor to the Committee, Attorney Maureen Finn.

Committee members absent: Chief Judicial Marshal Russell Downer Jr., Mr. Robert Kilpatrick, Ms. Jeanne Roberge, Chief Judicial Marshal Relford Ward.

- I. **Welcome:** Attorney Ment welcomed everyone.
- II. **Introduction of New Members:** Attorney Ment introduced Ms. Emily Turnbull, Court Operations; Mr. Russ DeBella, CSSD, and Mr. David Burr, Court Operations.
- III. **Approval of June 17, 2014 Meeting Minutes:** Attorney Smith made a motion, seconded by Attorney Pelegano, to approve the Minutes. Motion approved unanimously.
- IV. **Report on the New Britain Judicial District:** Attorney Loffredo said that review of signage was completed on the JD Courthouse, but that issues remain in Bristol at GA-17 in Bristol, which is part of the police complex. The cinder block walls are making it difficult to adhere COLP laminated signage. The court area occupies the second floor of the building, but many people enter the police area, on the first floor. Police officials have been supportive of the Branch placing signing on the first floor, directing the public to the courthouse areas. The physical layout of the courthouse, including limited wall space in vestibules, is making it difficult to locate a space where a directory could be placed. The local staff are continuing to assist.
- V. **Report on the New London Judicial District:** Attorney Loffredo reported that he, Ms. Harris, Ms. Novaco, Mr. Burr, and Mr. DeBella spent several hours assessing signage within the New London JD. The members were welcomed and accompanied in New London by Judge Cosgrove, and Branch staff members Debra Woodward, Danielle Sanquedolce, Jim Schmidt, and Linda Grelotti. Ms. Sanquedolce accompanied the team to Norwich, where they were welcomed and accompanied and assisted with the assessment by Cara Parkinson, Kraig Sanquedolce, Deanna Stewart, Jim Schmidt, and Krislyn Launer. Attorney Loffredo said the assessments went very well, as the staff members at each site are very invested in the goal of providing accurate, easy-to-locate

information, and improving the experiences of everyone who enters their buildings. Judge Cosgrove suggested that in addition to the Branch posting signage in public areas, that signage in secure Jury areas also be considered. Attorney Loffredo said that he is continuing to work with the local staff members to develop a list of needed signage, which will be presented by Attorney Ment to Chief Court Administrator Judge Carroll. Attorney Ment offered thanks to the members and the local staff for their invaluable assistance.

- VI. **Report on Online Directions and the General Information Page:** Ms. Apple reported that nearly 100 percent of all of the Branch's [online Directions & Information pages](#) for all Judicial Districts and Geographical Area courthouses have been updated with clearer directions, maps, parking information, public transportation (where available) links, GPS coordinates, etc. This project, including the redesigned pages, has been ongoing for many months and has required the assistance of numerous Branch staff to complete. The next targeted pages are those for the juvenile courts. Attorney Ment thanked Ms. Apple for her ongoing dedication to this project.

VII. **Report on Other Initiatives**

- **Law Libraries:** Ms. Zigadto reported that an informal survey showed that many law libraries have common signs, for copy machines, public computers, etc., that can be printed by COLP using the database. She is working with her supervisor, who sought feedback from the law librarians and the response was quite positive. The unit is going to order a number of signs from COLP, using the templates designed by Mr. Salisbury for the Committee.
- **225 Spring Street:** Mr. Morgan reported that he has begun informally assessing existing signage at this site, which houses Court Operations, as well as the main office of the Office of Victim Services; Centralized Infractions Bureau; and training units and rooms. He is trying to schedule a meeting with the Court Operations Director.
- **District Liaison Program:** Ms. Turnbull reported that this program is in development, and will consist of interested staff members who will help serve as a communication network about the ongoing implementation of the Branch's strategic plan. Once in place, these staff members could prove helpful in signage assessments, Attorney Ment noted.
- **ADA Signage:** Attorney Ment, who is the ADA Division Coordinator for External Affairs and serves as its representative on the Branch's Advisory Board on the ADA, told the members that two new signs have been introduced and are in the process of being displayed in each courthouse. One notifies the public of the Branch's service animals policy, the other is a sign, being displayed in clerk's offices, that tells the public in simple terms that ADA accommodations are available by asking the clerk for help.

- VIII. **Working Group Report on Wayfinding:** Attorney Smith said that there has been little activity for this group, as the lack of available funding has tempered development of additional wayfinding signage, at the moment.

- IX. **Other Business:** Attorney Ment reported that the new signage for the long corridor in Family Court at 90 Washington Street was installed over the summer. The cost of the signage was nominal, as they were created by inmates in the custody of the Department of Corrections. Additional signage is in the works, on the building's first floor. Also, there was discussion of where the next signage assessment should be conducted. Attorney Ment said it is likely that the Middlesex Judicial District will be next.
- X. **Scheduling of the Next Meeting:** Attorney Ment told the Committee that, going forward, quarterly meetings will be held, in an effort to accommodate everyone's work schedules. No date was selected, but it will be in January 2015.
- XI. **Adjournment:** The meeting adjourned at 3:06 p.m.