

Minutes
Access to Facilities Implementation Committee
November 20, 2013
Community Court
80 Washington Street
Hartford, CT

The Connecticut Judicial Branch Access to Facilities Implementation Committee met on Wednesday, November 20, 2013, at Community Court in Hartford, Ct.

Committee members in attendance: Atty. Stephen Ment, Chair; Ms. Virginia Apple, Ms. Isabel Alvarez, Ms. Denise Beaulieu, Ms. Jamey Harris, Ms. M. Jill Hoskins, Mr. Daniel Irace, Mr. James Morgan, Ms. Debra Novaco, Atty. Brandon E. Pelegano, Mr. Gary Salisbury, Atty. Roy Smith Jr., Chief Judicial Marshal Relford Ward, Ms. Janet Zigadto

Committee members absent: Mr. Robert Burke, Mr. Richard Byam, Mr. Robert Kilpatrick, Atty. Richard Loffredo, Ms. Jeanne Roberge, Chief Judicial Marshal Russell Downer Jr.

Others in attendance: Atty. Maureen Finn. 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 new members to the committee: Ms. Isabel Alvarez, CSSD Cultural Competency Unit; Ms. Denise Beaulieu, Support Enforcement; and Mr. Daniel Irace, Court Operations.
- II. **Approval of September 17, 2013 meeting minutes:** Atty. Ment and Ms. Harris noted some areas of correction to the minutes. Atty. Smith made a motion to approve the corrected minutes, seconded by Mr. Salisbury; voting in favor were: Atty. Ment; Ms. Apple, Ms. Alvarez, Ms. Beaulieu, Ms. Harris, Ms. Hoskins, Mr. Irace, Mr. Morgan, Ms. Novaco, Atty. Pelegano, Atty. Smith, Chief Ward, Ms. Zigadto. There were no Nay votes.
- III. **Report on the Judicial District Pilot Project Subcommittee:**
 - Atty. Smith reported that Facilities authorized the purchase of 28 fabricated signs for the Tolland JD Courthouse. Once these signs have been installed then Facilities will work on the Tolland GA Courthouse.
 - Atty. Smith met with Rockville's Chief of Police concerning signage for the parking garage. Atty. Smith reported that the proposed signs have been approved and will be installed by the end of the month.
 - Atty. Ment reported that Atty. Loffredo and committee representatives met the folks from the Litchfield JD District and assessed 5 buildings. A comprehensive assessment has been prepared. The COLP template will be used along with acrylic sign holders. Ms. Novaco has provided

Atty. Ment with the estimated costs. Atty. Ment will be presenting the findings for authorization.

- Atty. Ment reported that Mr. Salisbury has designed a building directory template for Danbury. Atty. Pelegano mentioned that Litchfield will also be using the template for their building directory.
- Atty. Ment reported that Facilities has raised a concern about spending money for signs other than if required by code since the Litchfield District will ultimately be moving to a new courthouse in Torrington. Atty. Ment reported that this is still under discussion. At this time Atty. Ment and Atty. Finn will be reaching out to the Litchfield Historical Society concerning putting up “Handicapped Entrance” signs near the road. Atty. Finn also mentioned placing “Handicapped Entrance” signage in the Courthouse windows using the COLP template.
- Atty. Pelegano mentioned that all the local individuals were thrilled that they were asked to participate in the Litchfield District signage assessments and the project was very well received.
- The group discussed which Judicial District should be assessed next. The group recommended the New Britain Judicial District. Atty. Ment will be seeking approval from the Chief Court Administrator and Administrative Judge.

IV. Report of the 90 Washington Street Project: Atty. Ment reported that he has received permission from the Chief Court Administrator and the Administrative and Presiding Judges overseeing 90 Washington St. to utilize 90 Washington Street as a test site for new ideas, e.g., not only to identify particular rooms but to create signage that explains the processes and documents one may need prior to meeting with Family Services or SES. Atty. Ment mentioned that 90 Washington Street was selected because the Courthouse is heavily utilized, poor signage leads to confusion, which in turn places a burden on staff, and because many members of the Access to Facilities team work at 90 Washington Street, therefore the team can keep an eye on the project and see what works.

- The team members held a kickoff meeting on Tuesday November 19th and the following people were in attendance: Atty. Ment; Atty. Loffredo; Ms. Alvarez (CSSD); Ms. Beaulieu (Support Enforcement); Mr. Coury (Marshals); Ms. Donath (Interpreter and Translator Services); Mr. Harlow (Support Enforcement); Ms. Harris; Ms. Hayes (Caseflow); Ms. Moriconi (Court Service Center); Mr. Nair (Clerk’s Office); Ms. Novaco; Ms. Romanik (Family Services)
- Atty. Ment reported that the project has the approval of Administrative Judge Dewey and Presiding Judge Olear and that there is no end date to the project.
- Atty. Smith asked about the status of using electronic dockets
- Assessment for the building is scheduled for Monday December 2nd at 2 p.m

- V. Report on Subcommittee on Online Directions and General Information: Ms. Apple reported that the team is progressing and identified changes have been made by ITD. Ms. Apple expects that all directions will be mostly accurate by the end of the year.
- VI. Update on the Creation of a Signs Database: Mr. Salisbury distributed a booklet to the group which showed a mockup of the database site. The database is ready to go live once identified changes have been made. Site is expected to be up and running by the end of the year. Atty. Ment asked that the committee members review the booklet and get back to him via email early next week with their changes.
- When the site is ready to go live, Atty. Ment will send out an email to the Judicial Branch introducing the signage database.
 - Atty. Ment mentioned that Mr. Ryan Preble from ITD has been instrumental in the creation of the signage database.
- VII. Working Group Report on Wayfinding:
- Atty. Smith reported that he and Atty. Ment have been invited to attend a wayfinding meeting on December 4th in New Haven to go over courthouse directional signage concerns.
 - Ms. Apple reported that the City of Hartford is putting up courthouse directional signage near Bushnell Park.
- VIII. Other Business:
- Atty. Ment reported that Facilities has purchased “Welcome Signs” for every Judicial Branch courthouse. Atty. Ment expects that they will be installed by the end of the year, and hopes that the same holds true for the “Mission Statement” signage.
 - Atty. Smith inquired about purchasing acrylic sign holders in bulk. Ms. Novaco will talk to the Purchasing Department and get back to Atty. Loffredo.
- IX. Scheduling of the Next Meeting: Next meeting is scheduled for Tuesday, January 14th, depending on room availability.
- X. Adjournment: Meeting adjourned at 10:55 a.m.