

Draft Minutes

Access to Facilities Implementation Committee Judicial District Pilot Project Subcommittee

27 August, 2013

2:00 p.m.

225 Spring Street, Wethersfield Connecticut

The Connecticut Judicial Branch Access to Facilities Implementation Committee Judicial District Pilot Project Subcommittee met on Tuesday, August 27, 2013 in conference room 204 at 225 Spring Street, Wethersfield, CT.

Committee members in attendance: Ms. Virginia Apple, Mr. Robert Burke, Ms. Jamey Harris, Chair Atty. Richard Loffredo, Mr. James Morgan, Ms. Debra Novaco, Atty. Brandon Pelegano, Mr. Gary Salisbury, and Atty. Roy Smith

Members absent: Ms. Barbara Dudley, Ms. Lynn Maille, Ms. Jeanne Roberge, and Chief Judicial Marshal Relford Ward

The meeting was called to order at 2:05 p.m. by Atty. Loffredo

- Atty. Loffredo welcomed the members
- Minutes from March 6, 2013 were approved
- A list of potential generally requested signs was distributed to the members for their feedback.
 - Atty. Pelegano asked to add “Courthouse closed due to inclement weather” sign.
 - Ms. Apple mentioned of a few style changes.
 - Atty. Loffredo will submit the list of signs to the full committee.
 - According to Mr. Salisbury, the list of generally requested signs will be available for ordering via a database on the Judicial Branch network. The requests will need to be approved by an authorized designee and will be processed by COLP.
 - Atty. Loffredo asked the members if they felt the signs should be available in Spanish. Atty. Smith felt they should be. Mr. Salisbury wants to limit the signs in Spanish. Atty. Pelegano recommended only signs relating to safety and weather should be available in Spanish. Mr. Burke suggested taking into consideration whether a location has a greeter present on whether a Spanish sign is needed.
 - For signs not listed, ITD will create a template on the database to request such signs from COLP. Ms. Apple mentioned the database will be formatted with appropriate margins and style.

- Signs that are time sensitive will be printed at the site. Mr. Salisbury and Ms. Apple will work with ITD to create a template that will be available to the field for that purpose.
 - When the database is available it will be announced at a future Chief Clerk's meeting.
- Sample style sheets were distributed to the members for review. The majority of the members liked the 2nd style sheet distributed. Ms. Harris mentioned that the committee might want to consider retaining guidelines for capitalization. Atty. Loffredo will edit the style sheet to one page and circulate to the members by the end of August for approval.
- Atty. Loffredo asked the members how the Litchfield district could be introduced to this project. The members felt that the following local district individuals should be included: AJ, Chief Clerk, members from CSSD, Bldg. Supervisor, Chief Marshal, Support Enforcement Supervisor and few local staff members. The members felt that we should show the results from the Tolland District such as a Microsoft Powerpoint slide show along with sample signs at the introductory meeting.
- Atty. Loffredo asked the members who they felt should be the point person in the district to approved signs. The members felt the designated approved/overseer should be ultimately the Chief Clerk or Deputy Chief Clerk depending on the courthouse. For those building(s) that are not courthouses the designated approver should be someone appointed by CSSD or the Support Enforcement Supervisor. Atty. Loffredo believes there should be two point people: one from CSSD and one from Court Operations. Atty. Loffredo will confer with Atty. Ment about this approach.
- Atty. Loffredo asked the members about the best way to ensure two-way communication between the field and committee. Mr. Salisbury recommended setting up a mailbox either in Sharepoint or Microsoft Outlook. Mr. Salisbury will check with ITD for their recommendations.
- The members discussed what types of signage supplies will be needed in the field. Ms. Novaco will send a list of potential items along with the WB Mason contracted price to members for their review.

Meeting adjourned at 3:10 p.m.