

## Minutes

### Access to Facilities Implementation Committee Judicial District Pilot Project Subcommittee

8 November, 2012

1:30

69 Brooklyn Street, Rockville, Connecticut

The Connecticut Judicial Branch Access to Facilities Implementation Committee Judicial District Pilot Project Subcommittee met on Thursday, November 8, 2012 in the Jury Assembly Room in the Tolland Judicial District Courthouse at 69 Brooklyn Street, Rockville, CT.

Committee members in attendance: Ms. Virginia Apple, Mr. Robert Burke, Ms. Sandra Lugo-Gines, Ms. Jamey Harris, Chair Atty. Richard Loffredo, Mr. James Morgan, Ms. Lynn Maille, Ms. Debra Novaco, Atty. Brandon Pelegano, Mr. Gary Salisbury, Atty. Roy Smith, Chief Judicial Marshal Relford Ward

Members absent: Ms. Barbara Dudley and Ms. Jeanne Roberge

The meeting was called to order at 1:30 p.m. by Atty. Loffredo.

- I. Welcome and introductions. Atty. Loffredo welcomed the members. He thanked Ms. Lugo-Gines and Atty. Smith for their work as co-chairs of the predecessor committee and agreeing to serve on this subcommittee.
  - Atty. Loffredo let the committee know that Atty. Ment met with the Office of the Chief Court Administrator and the Tolland Administrative Judge, the Hon. Elliot N. Solomon, and was given permission for an in-depth assessment and for the committee to develop an implementation plan for signage improvements in the Tolland Judicial District.
- II. Atty. Loffredo distributed and read aloud the 16 recommendations from the A2F Committee that were applicable to the subcommittee. He instructed the subcommittee that we are only concerned with the public spaces within the Judicial Branch's buildings.
  - Ms. Apple mentioned she is currently working with Ms. Ensign to develop an online template for signage.
  - Mr. Salisbury distributed samples of signs that COLP could easily print.
  - Atty. Loffredo also distributed handouts of the previous assessments of the Tolland JD's signage.
  - Ms. Lugo-Gines wanted to make sure that everyone could get onto Sharepoint. Atty. Loffredo will check to make sure that Ms. Maille and Ms. Dudley are able to access the site.

- Ms. Harris provided an overview and distributed a handout on the findings from the Courthouse Observation Team in respect to signage in the Tolland JD and GA courthouses.
- Atty. Loffredo also distributed a handout of the current signage that is posted at most of the Judicial Branch metal detectors statewide.
- Atty. Loffredo is looking into whether the subcommittee will be assisted by the Legal Services unit.

III. Next Steps: Atty. Loffredo asked for the committee to review the handouts that were distributed.

- Atty. Pelegano, Ms. Apple and Chief Marshal Ward will work on a draft for signage to be posted at the metal detectors. Ms. Lugo-Gines asked that the current ADA wordage be kept. Atty. Smith let members know that illiteracy is a problem within the Tolland JD District and recommended the possible use of pictures. Atty. Smith will check with the Federal Court in Boston MA and the Transportation Security Administration to find out what they use. Chief Marshal Ward will send to Atty. Loffredo a sample of the signage posted at the metal detector at the Middletown JD Courthouse. Ms. Apple mentioned developing a poster illustrating what to expect at the metal detector similar to posters for people with limited English proficiency.
- Atty. Loffredo asked for volunteers to tour the Support Enforcement Services office and juvenile courthouse to document signage findings. Ms. Harris, Ms. Novaco, Atty. Pelegano and Atty. Loffredo will tour the Juvenile Courthouse and Ms. Maille and Mr. Morgan will tour the Support Enforcement Services office.
- Ms. Apple and Mr. Salisbury will distribute a draft of the template of signage. The template will have the Judicial Branch seal. Ms. Lugo-Gines mentioned checking the statistics from the Interpreter and Translators Services Unit with regards to requests for common languages within the district.
- Atty. Pelegano, Mr. Burke, and Atty. Smith will go through their courthouses in Litchfield, Middletown and Tolland to identify what signage is used in their courthouses.

IV. Next meeting will be at the Tolland GA Courthouse on 20 Park Street, Rockville. Date and time to be determined.

V. Meeting adjourned at 2:30 p.m. so the committee could tour the JD Courthouse. No further business was conducted.