

Minutes

Access to Facilities Implementation Committee Judicial District Pilot Project Subcommittee

6 December, 2012

1:30

20 Park Street, Rockville Connecticut

The Connecticut Judicial Branch Access to Facilities Implementation Committee Judicial District Pilot Project Subcommittee met on Thursday, December 6, 2012 in the Jury Deliberation Room at the G.A. 19 Courthouse, 20 Park Street, Rockville, CT.

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

Members absent: Ms. Sandra Lugo-Gines, Ms. Lynn Maille, and Chief Judicial Marshal Relford Ward

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

- Atty. Loffredo welcomed the members and announced that Atty. Ment is heading up the committee to update the signage at the metal detectors. Atty. Ment hopes to have a draft at the next full committee meeting on January 15, 2013.
- Approval of the November 8, 2012 Draft Minutes.
- Inaccurate signage – Atty. Loffredo reported the inaccurate signage that was identified at the JD Courthouse located at 69 Brooklyn St. Rockville has been removed.
 - Mr. Morgan reported on the signage assessment for Support Enforcement, 26 Park St. Rockville. Listed below are a sampling of the paper signs posted:
 - Call Center Phone #
 - Please ring bell for service
 - Payment policy
 - ADA notice
 - English-Spanish sign at security desk in respect to firearmsThere is no handicapped signage on the outside of building.
 - Atty. Loffredo reported on the signage assessment at Juvenile Matters Courthouse, 25 School St., Rockville.
 - Pictures of site visit have been posted on Sharepoint site
 - Mixture of permanent and temporary signs

- Paper signs taped to wall are worn
- Directional signage to navigate building is poor
- Atty. Smith reported there is no signage to identify elevators
- Atty. Pelegano mentioned how much we rely on the marshals for navigating the building

IV. Recommendations for signage.

- Ms. Apple and Mr. Salisbury handed out samples of proposed templates for signage.
- Mr. Salisbury let the group know that the wording on the template can be changed. He also informed the group of a water resistant paper that can be used for signage instead of laminating as COLP can only laminate 8 ½ x 11 and 11 x17 paper.
- Ms. Apple will insert some text on the template the group choose and will distribute to the team.
- Ms. Apple and Atty. Smith recommended that the Judicial Branch's mission statement be posted at the Clerk's offices.
- Atty. Smith mentioned the use of acrylic sign holders. Ms. Roberge stated that she will start looking into possible vendors that can provide the holders.
- Atty. Loffredo asked the team to identify and possibly remove any inaccurate signage they come across on the tour of the Courthouse at 20 Park St., Rockville.
- Atty. Loffredo mentioned the need to identify a local contact to be accountable to review building signage on a quarterly basis.
- Ms. Apple mentioned having a signage protocol stating how long signs can be effective.
- Ms. Apple mentioned having an informational bulletin board at each site.
- Atty. Loffredo reported that based on statistics from the Interpreter's unit that the only other language necessary for signs in the Tolland District is Spanish.
- Atty. Loffredo will confer with Atty. Ment on which signage he feels should be translated into Spanish.

V. Next Steps.

- Atty. Loffredo asked for everyone to take a look at the Sharepoint site and try to come up with a list of standard/generic signs for next meeting.
- Atty. Loffredo is currently trying to get a list of required signs. He reported the following:
 - Atty. Finn from Legal Services is currently working with Facilities to address the type of signage necessary for our buildings.
 - Ms. Doherty from the Law Libraries has provided a listing of the required signs in a Law Library.
 - Mr. Brown and Mr. Byam are obtaining which signs are necessary for CSSD operations.

- Atty. Erickson from Superior Court Operations is obtaining a listing of necessary signage for Court Service Centers and Jury.
- Atty. Bourdoulous from Human Resources is obtaining a listing of the necessary Human Resource signage.
- Mr. Morgan will obtain a listing of necessary Office of Victim Service signage.
- Ms. Hutton from Support Enforcement states there is no required signage but does have recommendations.

VI. Next meeting is scheduled for Thursday, January 10, 2013 at 1:30. Location to TBD.

VII. Meeting adjourned at 2:30 p.m. so the committee could tour the GA 19 Courthouse. No further business was conducted.