

## **04/07/11 Access to Facilities Meeting Minutes**

Present: Ms. Sandra Lugo-Ginés, co-chair, Atty. Roy Smith, co-chair, Ms. Virginia Apple, Mr. Robert Burke, Ms. Michelle Burroughs, Atty. Starr Carroll, Ms. Karen Chorney, Ms. Heather N. Collins, Chief Russell Downer, Ms. Cristina Goncalves, Atty. Jeffrey Hammer, Ms. Jamey Harris, Ms. Margaret J. Levine, Ms. Debra Novaco

Submitted by: Michelle Burroughs

- The Committee approved the February 15, 2011 minutes. The Committee approved the proposed corrections to the November 17, 2010 minutes.
- The RFP bidding process is complete. Attorney Smith and Ms. Lugo-Ginés will meet with Ms. Dawn Ashley and Mr. Robert Kilpatrick next week to review the bids that have been submitted. Award of the contract is based on the score results from this meeting. Legal Services will then review that recommendation.
- The Committee members reported back regarding the progress being made by their local committees. Ms. Lugo-Ginés and Attorney Smith will assign an additional staff to support the Waterbury and Middletown local committees. The surveys that have been completed can be viewed on the SharePoint site. Ms. Lugo-Ginés will troubleshoot to determine why reports that have been uploaded to the SharePoint site are not viewable. Once all 78 Judicial locations have been observed, the data from these visits will be compiled and a complete report will be prepared. The Committee will make recommendations to improve access to facilities, based on these findings.
- Ms. Apple will be working with the Web Board to improve the accuracy and clarity of driving directions and maps that appear on the Judicial website. She asked the committee to assist with this task. A suggestion was made that directions include: interstates, routes, direction of travel and also town names. Ms. Apple will review maps available online. She asked the Committee to provide her with maps of the blocks surrounding the locations within the district they have been assigned to. The Committee members who noted issues with driving directions in their assigned districts should email Ms. Apple (and copy Ms. Lugo-Ginés and Attorney Smith) regarding the specifics.
- Chief Downer suggested having the Judicial Marshals drive the directions currently posted on the website to check them for accuracy. He will request authorization from Rit Zaharek. If approved, the tentative deadline to provide this information to Virginia Apple is May 13, 2011.
- All members should be sure to enter their survey into the SharePoint site. The next meeting will be held on Thursday, May 26, 2011 at 2:00 p.m. at 99 East River Drive, in the large conference room of the Information Technology Division Office (NOT the Learning Center), East Hartford, CT.