

5/26/11 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, Mr. Richard Byam, Atty. Starr Carroll, Ms. Karen Chorney, Ms. Heather Collins, Ms. Alejandra Donath, Atty. Jeffrey Hammer, Ms. Jamey Harris, Ms. Jill Levine, Atty. Stephen Ment, and Ms. Deborah Novaco,

Submitted by: Michelle Burroughs

- Atty. Smith welcomed Julia Sedyk, an intern for External Affairs who attended today's meeting. The Committee approved the minutes from the April 7, 2011 meeting.
- Atty. Smith informed the group that the RFP process is complete. Due to budgetary reasons, a grant has not yet been awarded.
- A discussion ensued regarding the possibility of obtaining federal grant funding to implement the recommendations of the Committee. Ms. Novaco explained the RFP process once all of the proposals have been received. Atty. Pelletier will speak with Materials Management regarding possible options for funding outside of Judicial and report back to Ms. Lugo-Ginés and Atty. Smith.
- Atty. Smith and Ms. Lugo-Ginés met with Atty. D'Alesio. The Signage Subcommittee has been charged with revising and updating the existing online directions. This new charge has been divided into two phases. Phase I entails correcting existing directions and Phase II involves creating a new template for online directions. Ms. Collins volunteered to serve as a new member on the Subcommittee. Atty. D'Alesio will speak with chief clerks regarding maintenance of these directions.
- Chief Downer provided an update of the work being done by Judicial Marshals who are driving the online directions and making recommendations of needed changes. The marshals have thus far reviewed existing driving directions that appear online for 79 locations. Suggestions have already been submitted to Ms. Apple for all facilities in 10 of the 13 districts. Ms. Apple asked that the Committee provide her with maps for their respective district.
- Mr. Kilpatrick and Ms. Donath provided updates from their Local Committees. Ms. Lugo-Ginés asked that the Committee contact her via email with any locations that are lacking adequate signage for wheelchair accessibility.
- Information Technology has fixed problems that were occurring on the Committee's SharePoint site. Ms. Lugo-Ginés asked the group to contact her if they notice any further issues with the site. Once the final approval has been received from Atty. D'Alesio, the Committee will go forward with assessing every facility being used by Judicial employees and members of the public. Prior to the Committee members going out to visit the facilities, the Administrative Judges, Chief Marshals and Judges' Secretaries will be notified. A new survey will be added to SharePoint regarding ADA accessibility. This survey is to be completed by the Committee members when visiting facilities. Information Technology will be asked to update the SharePoint survey to include a Location drop down menu for the section regarding Area Specific Information.
- The next meeting is scheduled for September 22, 2011.