

## 9/22/11 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. Jill Levine, Atty. Stephen Ment, and Ms. Deborah Novaco.

Submitted by: Michelle Burroughs

- The Committee unanimously approved the May 26, 2011 meeting minutes.
- The Committee reviewed each of the Proposed Recommendations and made the following suggestions/observations:
  1. Recommendation 1 was approved with the following changes: The online directions template should be tweaked to include the type of neighborhood the facility is located in (i.e. urban or rural), the forms of payment that could be used for parking meters and lots, add links to ALL facilities within that district such as adding GA 12 and GA 13 to the Hartford Judicial District's Family homepage, and add Metro North or Amtrak information under the Transportation link, where applicable.
  2. Recommendation 2 was approved as stated.
  3. Recommendation 3 will be changed from a court guide to an online court guide. This recommendation will include having the final guide translated into Spanish. The Chief Clerks will receive a tweaked Middlesex Judicial District guide to use as a template when providing information that will appear in the guide for their District. The Committee will seek out any existing information that has been produced (i.e. Frequently Asked Questions) to possibly be included in the updated guides.
  4. Recommendation 4 will be re-written to express that the online directions be maintained annually. It will be up to the Chief Court Administrator to determine by whom.
  5. Recommendation 5 will specify that the task should be done annually.
  6. Recommendation 6 was eliminated.
  7. Recommendation 7 will be changed to reflect that floor directories be placed outside of the elevators on each floor instead of *inside* public elevators.
  8. Recommendation 8 will be changed to reflect that common signs and those that Judicial is required by law to post be placed in designated areas. The Committee will consult the Legal Department to determine which signs Judicial is bound by law to display.
  9. Recommendation 9 will state that the Committee recommends that the following features are included for all temporary signage: the Judicial Branch logo, a specified font, layout – portrait or landscape. The border and color will be dictated by business necessity and printed by each District. If timeframes allow, the signs shall be printed by COLP.

10. Recommendation 10 was eliminated.
  11. Recommendation 11 was approved as stated.
  12. Recommendation 12 will include the following: the sign devices/directories shall be purchased in bulk. The implementation team will determine the amount of signs that need to be ordered.
  13. Recommendation 13 was approved as stated.
  14. Recommendation 14 was eliminated.
  15. Recommendation 15 has been replaced with: "the online "Directions" header shall be changed to "Directions & General Information". Additionally, payment information will be included on this webpage.
  16. Recommendation 16 was approved as stated.
  - 17 -18. Recommendations 17 and 18 will be combined and the word "Judge" will be replaced by "judicial authority".
  19. Recommendation 19 was approved as stated.
  20. Recommendation 20 will be re-worded to say mandated ADA signage (Braille) instead of ADA regulatory signage.
  21. Recommendation 21 was approved as stated.
  22. Recommendation 22 was approved as stated.
- Karen Chorney submitted a memo suggesting additional recommendations to be reviewed by the Committee. These recommendations will be reviewed by Committee members and discussed at the next meeting.
  - The Committee unanimously authorized Heather Collins to draft the final Recommendations Report and to make the necessary modifications without altering the meaning. This report will acknowledge the following: recommendations shall be implemented as time and resources allow; recommendations will be grouped and presented in the order of controllable, no/low cost items to non-controllable, high cost items; and recommendations will take into consideration terms of contract for leased facilities.

The next meeting is scheduled for Thursday, October 13 at 2:00 p.m.