

## 10/20/11 Access to Facilities Meeting Minutes

Present: Attorney Roy Smith (co-chair), Ms. Sandra Lugo-Ginés (co-chair), Mr. Richard Burke, Ms. Michelle Burroughs, Mr. Richard D. Bynam, Attorney Starr Carroll, Ms. Karen Chorney, Ms. Heather N. Collins, Chief Russell Downer, Ms. Cristina Goncalves, Ms. Jamey Harris, Mr. Robert Kilpatrick, Ms. Margaret J. Levine, Atty. Stepheh N. Ment and Ms. Debra Novaco

Submitted by: Michelle Burroughs

- The Committee was reminded of the Committee's charge which involves making broad and general recommendations that can be applied to each District. The Committee approved the minutes from the September 22, 2011 meeting (with a revision to remove Jamey Harris from the list of those present). These minutes will include a draft of recommendations agreed upon by those in attendance at the last meeting.
- The Committee reviewed a copy of the sample online directions page for Hartford Judicial District which reflected changes suggested by the Committee. The implementation team will decide if further modifications should be made to the online directions pages.
- The Committee also reviewed the document **Additional Proposed Recommendations**. Respecting this document:
  1. Additional Recommendation 1 was approved as stated.
  2. Additional Recommendation 2 was approved with the following change to the language: The committee recommends that all automated telephonic response systems are accurate and consistent and include directions and parking information.
  3. Additional Recommendation 3 will be combined with Recommendation 11 of the Access to Facilities Proposed Recommendations (updated after the September 22, 2011 meeting). It will state: The committee recommends the redesign of some external building signage to clearly identify parking, the building's purpose and address and to make them more visible to pedestrian and vehicular traffic.
  4. Additional Recommendation 4 was accepted.
  5. Additional Recommendation 5 was eliminated.
  6. Additional Recommendation 6 was approved as stated.
  7. Additional Recommendation 7 was eliminated.
  8. Additional Recommendation 8 was approved with a change to the language. Chief Downer will contact Ms. Lugo-Ginés regarding the existing language in the Judicial Branch Security Manual regarding revisions to signage displayed at metal detectors.
  9. Additional Recommendation 9 was eliminated since it was a duplicate recommendation.

10. Additional Recommendation 10 was approved with the following change to the language: The committee recommends the use of clear signage to lead visitors to stairwells and elevators.
  11. Recommendation 12 was approved as stated.
- The Committee reviewed the recommendations submitted by Ms. Karen Chorney.
    1. Ms. Chorney's Recommendation 1 was not accepted.
    2. Ms. Chorney's Recommendation 2 was not accepted.
    3. Ms. Chorney's Recommendation 3 was not accepted.
    4. Ms. Chorney's Recommendation 4 was accepted. It will be added to Recommendation 5 of the Proposed Recommendations.
    5. Ms. Chorney's Recommendation 5 was accepted with the following change to the language: The committee recommends the removal of all inaccurate signage.
    6. Ms. Chorney's Recommendation 6 was not accepted.
    7. Ms. Chorney's Recommendation 7 was accepted with the following change to the language: The committee recommends the use of bilingual or multilingual signage whenever logistically possible. The signs shall include the same information displayed in English translated into the most common languages identified by Interpreter Translation Services within each district.
    8. Ms. Chorney's Recommendation 8 was not accepted.
    9. Ms. Chorney's Recommendation 9 was not accepted.
    10. Ms. Chorney's Recommendation 10 was accepted with the following change to the language: The committee recommends that sanitized evacuation plans be posted where appropriate.
    11. Ms. Chorney's Recommendation 11 was not accepted.
  - The Committee reviewed the document **Access to Facilities Proposed Recommendations**. This document included suggestions from the last meeting and will serve as the Committee's official recommendations.
    1. Proposed Recommendations 4 and 5 will be worded to reflect that online directions and on-site building directions be reviewed at least annually and maintained as necessary.
    2. Proposed Recommendation 11 will be combined with Additional Recommendation 3. It will convey that the committee recommends that accessible parking be clearly identified to all vehicular and pedestrian traffic.
    3. Proposed Recommendation 18 will be updated as follows: 'use of' will be replaced with 'posting of'.

- Ms. Collins will update the language and layout of all of the recommendations and prepare a final draft. She will consolidate the recommendations where appropriate. Atty. Smith and Ms. Lugo-Ginés thanked the Committee for all of their hard work and cooperation.

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