

Public Service and Trust Commission
Access to Facilities
Signage Subcommittee Meeting
July 20, 2011
Minutes

Present: Attorney Roy Smith, Co-chair, Ms. Sandra Lugo-Ginés, Co-chair, Ms. Virginia S. Apple, Mr. Robert Burke, Ms. Michelle Burroughs, Ms. Heather N. Collins, and Attorney Steven N. Ment

The Subcommittee approved the minutes from the June 16, 2011 meeting with one minor revision: the addition of Mr. Robert Burke to the attendees.

Attorney Smith met with the Web Board regarding some of the Subcommittee's suggestions and ideas that would enhance the directions on the Judicial Branch internet site. The Web Board seemed to be agreeable to implementing these ideas.

The Subcommittee participated in a brainstorming session and came up with the following ideas to further enhance the existing online directions:

Pages should be uncluttered
Include cardinal points including a city as a reference
Include the phone number, wheelchair access information and a link the local ADA Coordinator for each facility
Include a picture of the exterior of each building
Include a link to Google Maps for each facility
Include a Quick Links with drop down menus to facilitate directions to other offices within said District
List parking information
Include a link to the Department of Transportation's Local Bus Service page:
<http://www.ct.gov/dot/cwp/view.asp?a=1386&q=305318>
Include the coordinates for each building
Create a separate page for each building in Hartford
Create an online version of the existing court guides

The Subcommittee agreed that the internet directions should be very visual and user-friendly.

Ms. Lugo-Ginés will ask Ms. Jen Ensign to prepare a mock up page with the Subcommittee's suggestions and set up a meeting for, Mr. Smith, Ms. Ensign and Ms. Apple to discuss the suggestions. Ms. Lugo-Ginés will email this to the Subcommittee.

No future meeting has been scheduled at this time.