

**DRAFT
Minutes**

Advisory Board on the Americans with Disabilities Act

11:00 a.m.

Tuesday, May 14, 2019

231 Capitol Avenue

Hartford, CT

Members present: The Hon. Patrick L. Carroll III, Chief Court Administrator, Chair, Atty. Carl D. Cicchetti, Mr. Charles Epstein, Ms. Kathleen Gensheimer, Ms. Kristen Giantonio Attorney Paul S. Hartan, Ms. Laura Jovino, Ms. Sandra Lugo Gines, Mr. Michael Hines, Atty. Deirdre McPadden. **Members absent:** Atty. Mark Ciarciello, Atty. Brittany Kaplan Atty. Cynthia Theran.

Others present: Judge Elizabeth Bozzuto, Atty. Lori Petruzzelli, Atty. Stephen Ment, Atty. Richard Loffredo, Ms. Heather Collins, Ms. Regina Picard.

- I. **Welcome:** Judge Carroll welcomed the members and noted that the Advisory Board meets as necessary, its meetings are open to the public and noticed on the Branch website and the Secretary of State's online public meetings directory. The Board does not have a public comment period, but does accept written comments and suggestions from the public including those emailed to ADAProgram@jud.ct.gov
- II. **Introduction of new members:** Judge Carroll welcomed Attorney Carl Cicchetti of the Appellate Court, who has replaced Atty. Jessie Opinion from the Appellate Court as both that court's ADA Contact and its Board representative. Judge Carroll also noted that longtime Board member and External Affairs representative Ms. Doreen Del is being replaced by External Affairs Staff Attorney Brittany Kaplan.
- III. **Review and Approval of the** draft Minutes of the October 2018 Meeting: A motion was made to approve the Minutes. The minutes were approved.
- IV. **Discussion of Draft Report:** Judge Carroll led a discussion on the draft of the Annual report, which will be presented to Chief Justice Richard A. Robinson.
 - A. **Divisional report out on current and proposed initiatives**
 - 1.) **Administrative Services, Facilities:** Ms. Jovino updated the Board on the ongoing construction upgrade projects in 6 jury assembly restrooms in courthouses in Danbury, Fairfield, Hartford, New Haven, New London, and Waterbury. She also told the members that Facilities has installed electronic door

openers at five sites and is working on a sixth, at a cost of \$130,000. Further, the Branch is waiting for the Department of Justice to address its plan to improve physical accessibility in the New Haven JD courthouse, for the coming year.

Administrative Services, HR: Ms. Gensheimer told the Board that it conducted Title I ADA training in 2018 for its division human resources staff, and in the current calendar year will conduct Title I training for supervisors and managers in HR units in all Branch divisions.

- 2.) **Court Support Services Division:** Mr. Hines reported that 1,541 CSSD staff completed ADA training in 2018, including 1,337 *Nuts and Bolts*, and 127 *Service Animals 101* trainings. The Division has a mandate that all of its employees complete a minimum of two hours of ADA-related training every two years.
- 3.) **External Affairs:** Ms. Collins, who is a member of the Branch's Workgroup on Libraries and Access to Justice, told the members that External Affairs' spring college intern worked with the Workgroup to create a storyboard for a public service announcement about accessing information about the court system through law libraries, Court Service Centers, and public libraries, and it includes a person with a visible disability, as well as information that people can secure an ADA accommodation at courthouses.
- 4.) **Information Technology:** Ms. Giantonio told the members that the IT Division has conducted accessibility assessments of several hundred outward-facing webpages on the Branch's internet website, and will continue this effort in 2019.
- 5.) **Superior Court Operations:** Ms. Collins reported to the members that in 2018, more than 4,550 ADA-related trainings were completed by Judicial Branch members in 2018, quadruple the previous year's total. That includes about 3,800 online *Nuts and Bolts of the ADA* completions, or 100% staff compliance. Additionally, there are 23 additional in-person, facilitator-led Title II trainings scheduled for the remainder of 2019. The ADA Centralized Office has begun to develop additional online training for staff, including one based on the in-person *Popcorn and Possibilities: Dispelling Myths About Disability* training, and another entirely about hidden disabilities, including psychiatric conditions, chronic illnesses such as Crohn's, cognitive disabilities, and so forth.

Ms. Lugo Gines told the members that she is developing an Advanced Training for ADA Contacts. Judge Carroll said this training will be mandatory for all Contacts.

Ms. Picard gave an update on the internal ADA database, which tracks accommodations for the public. Judge Carroll reminded the members to convey to their Division colleagues that the Department of Justice the Branch to track all requests.

Ms. Lugo Gines reported to the Board that in the last week of December, Judge Carroll personally signed more than 150 Certificates of Appreciation for the Branch's ADA Contacts. The Centralized Office received very appreciative feedback for this recognition.

The draft report will be circulated to members for review and then posted online once it has been presented to the Chief Justice.

V. Schedule next meeting: The next meeting will be scheduled as needed. The meeting adjourned at 11:30 a.m.