

## **LEP – MULTI-LINGUAL MATERIALS SUBCOMMITTEE**

### **Minutes of December 15, 2008**

In attendance: Alejandra Donath; Karen Franchi; Rena Goldwasser; Dan Horwitch; Holly Scalzo; Debbie Tvaronaitis; Rick Dunion (support).

1. The meeting was called to order. Rick informed everyone of the new subcommittee names that were recently established.
2. Rena reviewed the procedure used by CSSD in identifying forms to be translated. Initially, CSSD itemized their policies and procedures. Forms attached to each policy were identified. Prioritizing form translation was based upon frequency of use. The committee reviewed a handout showing most frequently requested languages for translation by judicial district. Alejandra and Dan outlined the procedure used internally for forms translation and interpreting. A formal request needs to be initiated for interpreter services. Rena mentioned that committee members need to survey Judicial operating units to identify forms used and those needing translation. St. Joseph College will be offering a 12-week certification program in the fall. Dan brought to the committee's attention that written material other than forms may need to be translated.

Committee members will work on design of a Branch survey.

3. Rick distributed a survey he designed in gathering information from other states and the federal government. It was found that states are at various levels of adequately addressing the LEP population regarding form translation. Connecticut is doing well compared to other states.

Committee members would like to support any recommendation to enhance resources within the Interpreter's Office. It is strongly recommended that no more than five languages be involved in forms translation due to limited resources.

4. The Committee's proposed action plan will be initiated by designing a survey that can be used internally to collect necessary data regarding form translation. The survey will attempt to identify specific forms, other written material, and usage as reported by individual operating units.
5. The next meeting will be on Monday, December 29<sup>th</sup> at 9:00 a.m., CSSD's 3<sup>rd</sup> floor Conference Room, 936 Silas Deane Highway, Wethersfield.