

Agenda

Limited English Proficiency Committee Interpreter Services Subcommittee

Thursday, February 5, 2009 at 9:30 a.m.
Judge Support Services Conference Room
90 Washington Street, Hartford

Meeting Minutes

Attendees:

Gabrielle Winter, Chair
Cynthia Hernandez, Member
Michaelangelo Palmieri, Member
Laurie Parent, Member
Karen Chorney, Staff

- I. Welcome and Approval of Minutes from January 5, 2009 Meeting
 - Ms. Winter commenced the meeting at 9:30 a.m.
 - Meeting minutes were approved with one modification:
Cynthia Hernandez will be listed as "Absent" from the meeting.
- II. Discuss Draft Language Assistance Survey
 - The subcommittee reviewed the survey questions added by the Outreach and Multilingual Materials subcommittees.
 - The subcommittee drafted additional questions to aid with clarification of the data being collected.
 - A suggestion was made that if a survey is mass distributed to all Judicial Branch employees, it would be helpful for supervisors or managers to distribute a memo or notice encouraging survey completion.
 - The subcommittee members were informed that CSSD recently used SurveyMonkey to solicit information for its' training academy and that the survey responders felt the tool was very efficient.

III. Discuss Preliminary Report to the LEP Committee

- The report was perceived as informative and including much data that is not otherwise available.
- Subcommittee members were informed that some Branch staff have access to, and use of, telephone interpreting equipment but do not use it because they are not clear or confident in its operations. (See item #2, page 42.) Ms. Winter noted that Telephonic Bi-Lingual Services (TBS) will be conducting training/informational meetings around the state in the near future to rectify this.

IV. Next Steps

- No additional meetings were scheduled as the full LEP Committee will meet next week. If the subcommittee needs to reconvene, it will schedule a meeting at that time.
- The meeting was adjourned at 10:32 a.m.