

Limited English Proficiency Committee – Subcommittee 2  
Meeting Minutes  
December 18, 2008 – 10:00 AM  
90 Washington Street, Hartford, CT  
4th Floor Conference Room

In Attendance:

Faith Arkin  
Gabrielle Winter  
Cynthia Hernandez  
Michaelangelo Palmieri  
Laurie Parent

James Maher  
Karen Chorney

I. Review Charge of Subcommittee and Discussions of Breakout Group

Gabrielle Winter reviewed the charge of the subcommittee. Faith Arkin had prepared a “bulleted” version of the original charge, broken out by subcommittees/members. This document was distributed to subcommittee members to further highlight the role of this group.

II. Review Data Gathered

Faith Arkin introduced the Interpreter and Translator Services Preliminary Report to the LEP Committee (a self assessment), which is still in draft form. She briefly reviewed the genesis of the report and the report itself. Jim Maher emphasized that the recommendations listed in the report are not meant to supersede any recommendations of this subcommittee.

III. Discuss and Develop Employee Questionnaire

Cynthia Hernandez, Michael Palmieri and Laurie Parent all submitted multiple choice questions for use in the anticipated survey of Branch staff. Michael also introduced the subcommittee to the use of “bubble forms” for tallying and collating survey results. The survey is expected to be brief and user-friendly. All questions will be submitted to the subcommittee support staff to be formatted and distributed back to the group’s members for review.

IV. Start Developing An Action Plan

- Subcommittee members agreed to submit their multiple choice questions for formatting and distribution.
- This group will need to draft letters to the Executive Directors to help them determine who should be completing the survey.

- Work on the self assessment of Interpreter and Translator Services will continue with a tentative plan of distribution to subcommittee members prior to Jan. 9, 2009.

V. Schedule Future Meetings

The next meeting is scheduled for Monday, January 5, 2009 at 9:00 a.m.