

Committee on Limited English Proficiency

Friday, January 28, 2011

Office of the Chief State's Attorney
Training Room – First Floor
300 Corporate Place
Rocky Hill, CT

AGENDA and MINUTES

9:00 a.m. – 10:30 a.m.

Members present: Hon. M. Kahn, Toni Smith–Rosario, Faith Arkin, Virginia Apple, Alejandra Donath, Rena Goldwasser, Scott Hartley, Diane Hatfield, Dan Horwitch, Jim Maher, Shirley Turnbull, Debbie Tvaronaitis,

Members absent: Karen Franchi, Cynthia Hernandez, Michelangelo Palmieri, Holly Scalzo, Rhonda Stearley-Hebert

Staff: Karen Chorney

Other attendees: Troy Brown, Sonia Contreras

I. Welcome

Faith Arkin welcomed the committee members. The members and guests introduce themselves to the group.

II. Approval of October 6, 2010 Meeting Minutes

Meeting minutes of October 6, 2010 were approved unanimously and without changes.

III. Status Updates on Existing Initiatives

- **LEP Policy Statement**

The revised LEP policy statement was distributed to all branch personnel this past week. Faith Arkin requested that all committee members ensure their training coordinators know that LEP training is required. The requirement to attend this training is implicit in the statement itself.

- **Translation Database, Guidelines, Request Form, Implementation Processes**

Jim Maher anticipated that the new translation guidelines will be in effect by February 7 and that the form will be on the intranet for Branch-wide use at that time. Jim suggested that John Wilkerson present a demonstration of the new system to the LEP committee members at the next scheduled meeting.

- Internet and Intranet Materials

LEP materials for the Intranet and Internet web pages have been forwarded to Jen Ensign. Jen suggested that a logo be considered for the purposes of branding LEP materials and documents. Faith Arkin made inquiries regarding the development of an LEP logo and was informed that requests for those services are in a holding queue at this time. The LEP committee co-chairs are encouraging all members to submit any ideas they may have.

It was noted that consideration will have to be given to the frequent and consistent monitoring that web pages require.

In addition, it was stated that the Internet materials will be translated into Spanish, Polish and Portuguese.

- DOJ Letter, August 2010

The Judicial Branch Legal Services Unit reviewed the August 2010 DOJ letter and offered two recommendations: the first is that the LEP Policy Statement be amended to reflect that the LEP committee is an ongoing committee (this has been accomplished); and the second is that the LEP committee consider posting its reports and implementation plans on the LEP Internet pages.

IV. Initiatives to Commence

The committee members tabled this item until the next meeting in consideration of time constraints.

V. Next Steps

The committee members agreed to convene another meeting at the beginning of March to consider new initiatives.

VI. Adjourn

The meeting was adjourned at 10:30 a.m.