

**Minutes**  
**Committee on Limited English Proficiency**  
**Room 133, 225 Spring Street, Wethersfield**  
**1:00 p.m. March 3, 2020**

**Members in attendance:** Hon. Maria A. Kahn, Co-Chair, Ms. Alejandra Donath, Co-Chair, Mr. Troy Brown, Atty. Viviana Livesay, Atty. Richard Loffredo, Atty. Brandon Pelegano. Member absent: Atty. Brittany Kaplan.

- I. **Welcome:** Justice Kahn welcomed the members.
- II. **Approval of Minutes:** The Minutes of the October 2, 2019 meeting were approved, with Atty. Livesay abstaining.
- III. **LEP Committee Report:** Justice Kahn thanked those who submitted comments on the Annual report and asked if there were any additional comments. There were not and the Committee will send the report to Chief Court Administrator Judge Patrick L. Carroll, and post it on the Judicial Branch website. The report will also be translated into Spanish, Polish, and Portuguese.
- IV. **Training:** There was discussion on a recent review of the Branch's mandatory online training, which must be completed by all employees, including new hires. Because of changes to the interpreter ordering process, some information will have to be changed in the training module. Atty. Loffredo said a new script will be prepared and sent to members for comments. Additionally, a 'nuts and bolts' type online training module, on how to request interpreter/translation services, will be created; it was suggested that training be made mandatory for all Branch employees.  
Future goals for the Committee include the creation of an online training for external stakeholders, as well as in-person information sessions for the field, similar to what the ADA Centralized Office does for employees to familiarize themselves with Title II requirements for the public. Atty. Pelegano said that the Connectivity Subcommittee of the second phase of the Branch's human capital plan is developing a program of local exchanges in which judicial staff from different divisions can share information and resources, and suggested an LEP component could play in a role in the exchanges.
- V. **Website:** Ms. Donath and Attorneys Kaplan, Loffredo and Livesay conducted a review of [the Branch's LEP homepage](#). The current page has links to the Language Access Plan in English, Spanish, Polish and Portuguese, as well as links to federal and state policies and procedures. The members said that reorganizing the page to make it more user-friendly and intuitive would be helpful to the public, as would using plain language and creating a streamlined complaint process. The reviewers presented a draft mock-up of suggested changes, including the addition of a section on resources for LEP persons, resources for working with interpreters,

information on how to become an interpreter, quick links to resources, and the addition of a “Contact Us” email account for questions and suggestions. Attorney Loffredo will circulate an updated draft of suggested revisions to the members; all revisions must be approved by the Judicial Branch’s internal Web Board.

- VI. Translations:** Attorney Livesay designed an identifier to include on forms that are available in languages other than English. A person would see an asterisk on translated forms noting it is available in other languages. These translated forms, the Committee noted, are essentially guides, as they must be completed in English before submission to the court. There was discussion about how to prioritize the inclusion of the identifier on the forms; Atty. Livesay noted that there is a list of vital documents in other languages that would be a good tool. There was also discussion about adding the identifier to online forms now, and then, as the forms are updated, local offices can be provided with those after they exhaust current supplies of the printed materials. Atty. Livesay recommended that it would be helpful to have the Branch’s language-specific pages list those forms on their respective pages ([Spanish](#), [Polish](#), [Portuguese](#)). There was general discussion about the desire to conduct a pilot program that would see certain court order translated into other languages, but consensus among the members that short-staffing means this would not likely occur any time soon.
- VII. Other Business:** Attorney Loffredo noted that the video remote interpreting pilot that was launched in 2019 is in a holding pattern, as in-person interpretations are preferred. However, the Committee agreed that the dearth of interpreter/translators means that the pilot should not be disbanded, as VRI may be required to fill in gaps as necessary. Justice Kahn and Attorney Loffredo will work together to create a pilot that that focuses on certain judges who are amendable to VRI, as a way to create confidence in the service.
- VIII. Next Meeting:** The Committee agreed to meet in the fall, with dates to come.
- IX. Adjourn:** The meeting adjourned at 3:30 p.m.