

# **Limited English Proficiency Committee**

## ***MEETING AGENDA***

January 9, 2009 – 2:00 p.m.  
225 Spring Street  
Conference Room 4B  
Wethersfield, Connecticut

## ***Meeting Minutes***

### **Attendees:**

Hon. Maria Araujo Kahn  
Attorney Toni Smith-Rosario  
Attorney Faith Arkin

Alejandra Donath  
Jennifer Ensign  
Karen Franchi  
Rena Goldwasser  
Diane Hatfield  
Daniel Horwitch  
Hilda Nieves  
Michaelangelo Palmieri  
Laurie Parent  
Holly Scalzo  
Deborah Tvaronaitis  
Gabrielle Winter

Karen Chorney  
Rick Dunion

Absent:  
Cynthia Hernandez  
Rhonda Stearley-Hebert

### **Welcome and Approval of Minutes:**

Judge Kahn welcomed committee members and informed them of the following:

- Subcommittees have been given names and will no longer be referred to by numbers: 1A – is now the LEP Outreach Subcommittee, 1B – is now the LEP Multilingual Materials Subcommittee, 2 – LEP Interpreter Services Subcommittee.
- Michaelangelo Palmieri and Alejandra Donath exchanged subcommittee assignments to ensure representation of CSSD and Interpreter Services Unit on both Multilingual and Interpreter Services subcommittees.

The updated contact list was distributed; members were advised to contact one of the support staff or co-chairs/advisors for weather cancellation questions, etc.

The proposed final minutes of 11-24-08 meeting were distributed and approved by unanimous vote.

## **Subcommittee Reports**

1. LEP Outreach: this subcommittee has met twice. Written draft recommendations with supporting documents were provided to the LEP Committee. Hilda Nieves, reporting in Rhonda Stearley-Hebert's absence, reviewed the draft recommendations and provided the following additional information:
  - The subcommittee has discussed the issue of language assistance users who are LEP and/or illiterate.
  - Members from CSSD report that a survival booklet is available for Branch employees who wish to familiarize themselves with basic Spanish language skills for the workplace.
  - There is an overlap of the charge to the Outreach Subcommittee and the Multilingual Materials Subcommittee, particularly with regard to publications.
2. LEP Multilingual Materials: this subcommittee has met twice. Written draft recommendations with supporting documents were provided to the LEP Committee. Rena Goldwasser, subcommittee chair, reviewed the draft recommendations and provided the following additional information:
  - The subcommittee recognized the need for the Judicial Branch to maintain control over requests for translation as it could easily become overwhelming for the existing resources.
  - The subcommittee anticipates a significant increase in the need for language assistance in Housing Sessions, based on current economic factors.
  - When updates have been made to documents in English, the translated versions of those documents have not always been updated to ensure consistency. In addition, although all official translated forms are posted on the Intranet, there are other unofficial translated forms in circulation. These unofficial forms sometimes include an official form number even though they are not the "official" forms.

- The subcommittee is likely to recommend that when brochures and pamphlets are translated, any forms associated with those documents be translated as well.
3. Interpreter Services: this subcommittee has met twice. Gabrielle Winter, subcommittee chair, provided an overview of the Language Assistance Survey and its purpose.
- A draft Language Assistance Survey was distributed to the LEP Committee members. Any additional questions from other LEP subcommittees will be added to this draft to minimize the number of surveys being distributed to Branch staff.
  - The draft Preliminary Report to the LEP Committee was distributed with the caveat that it is for LEP Committee use only and not for duplication or further distribution until it is finalized.

### **Proposed Plan of Action**

The next LEP Committee meeting will focus on prioritizing the recommendations of the three subcommittees.

### **Next Meeting**

LEP Committee –

Monday, Feb. 9, 2009 at 2:00 p.m.

Office of the Chief State's Attorney, 300 Corporate Place, Rocky Hill

LEP Outreach Subcommittee –

Thur., Jan. 22, 2009 at 10:00 a.m.

Court Support Services Division, 936 Silas Deane Highway, Wethersfield

LEP Multilingual Materials –

Tues., Jan. 27, 2009 at 9:00 a.m.

Court Support Services Division, 936 Silas Deane Highway, Wethersfield

LEP Interpreter Services –

Thur., Feb. 5, 2009 at 9:30 a.m.

JSS Conference Room, 3<sup>rd</sup> Fl.

90 Washington Street, Hartford