

DRAFT MINUTES

Committee on Limited English Proficiency

Wednesday, January 28, 2026

11:00 a.m.

Via Microsoft Teams

<https://www.youtube.com/@connecticutjudicialmeeting6042>

Members in Attendance: Co-Chair Hon. Jose A. Suarez, Co-Chair Ms. Alejandra Donath, Ms. Daisy Rosado-Hack, Atty. Brandon Pelegano, Atty. Viviana Livesay, Atty. Rich Loffredo.

1. **Welcome;** Judge Suarez welcomed the Committee members.
2. **Approval of minutes from September 22, 2025 meeting:** The Minutes were approved.
3. **LEP Committee Report:** Judge Suarez thanked everyone for their contributions to the Annual Report to the Chief Court Administrator, and the members unanimously approved the report. It will be sent to Chief Court Administrator Justice Alexander and be posted to the LEP Committee's website.
4. **Training Update:** Ms. Donath is updating LEP training that will be completed by all new Judicial Branch employees. This 90-minute online training must be completed by all new hires within six months. Additionally, all Judicial Branch employees must complete an annual LEP refresher course.
5. **“I Speak” guides/ flag posters:** The Committee approved the design of the “I Speak” posters and Guides. The posters will allow a non-English speaking person to point to the poster to indicate to court staff what language they speak so that the appropriate interpreter can be appointed for court business. The posters were shipped out to all facilities and are now being displayed. The guides are expected to be printed and distributed in February.
6. **Telephonic Bilingual Services:** A new request for services from vendors is pending. Once the contract has been awarded, Ms. Donath and the Office of Interpreters and Translators Services will go out to the field and train staff.

7. **2026 Initiatives:** The Judicial Branch provides LEP training for staff and vendors, but until this point has not created training for external court users, such as litigants and attorneys. In 2026, Atty. Loffredo said the Interpreter and Translator Services Unit will create an online information training for the public, to tell them what LEP services, forms, and information are available in other languages, and how to request language services. Atty. Livesay noted that the Judicial Branch is remediating hundreds of forms to comply with federal guidelines under the Americans with Disabilities Act, including forms and other information in other languages. Atty. Fica suggested that improving the search function on the forms page to make it easier and more intuitive to use.

8. **Other Business:** No other business.

9. **Next Meeting:** The members set the following dates for meetings in 2026: May 27th at 3 p.m., and September 23 at 3 p.m.

10. Adjourn: The meeting was adjourned at 2:25 p.m.