

# Limited English Proficiency Committee

## Meeting Agenda

***Monday, February 9, 2009, 2:00 p.m.***

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

## Meeting Minutes

### Attendees:

Chairs: Judge M. Kahn, Attorney F. Arkin, Attorney T. Smith-Rosario,

Members: A. Donath, J. Ensign, R. Goldwasser, D. Hatfield, C. Hernandez, D. Horwitch, H. Nieves, L. Parent, S. Turnbull, H. Scalzo, R. Stearley-Hebert, D. Tvaronaitis, G. Winter,

Staff: K. Chorney, R. Dunion

### I. Welcome and Approve Minutes for Meeting of January 9, 2009

Judge Kahn thanked everyone for attending and welcomed Shirley Turnbull, who will be replacing Laurie Parent as a member of the LEP Committee. The minutes from the meeting of January 9, 2009 were unanimously approved with no further changes.

### II. Update on Report to the Public Service and Trust Commission

Attorney Toni Smith-Rosario updated committee members on the progress report sent to the Public Service and Trust Commission for its meeting held January 29, 2009. A copy of two pages of the report pertaining to the work of the LEP committee was distributed to the members.

### III. Update on Language Assistance Survey

Judge Kahn introduced the updated language assistance survey by acknowledging that the draft includes many of the suggestions and revisions recommended by the subcommittees. Judge Kahn indicated that the survey is intended to be distributed to all Branch employees. She reviewed the changes that were incorporated, which led to a discussion of related issues.

The Outreach Subcommittee had requested a revision/addition to the survey to solicit information from employees who interact with LEP individuals about the specific information these individuals might be looking for and what tools the Branch might best use to respond. There was discussion of tailoring training to Marshals, Clerks, Court Service Center and other front-line employees to enable them to better respond to basic inquiries such as "where is the bathroom?", "how do I obtain certain

documents?”, “where can I get lunch?”, etc. In terms of “tools,” suggestions included a written card, pre-printed directions to frequently requested locations, and a mini-glossary of certain key phrases.

One member identified the concern that the survey addresses 2 issues clearly (interpreter services and translator services) but that other issues are less well defined.

Another member suggested that the introduction of the survey be amended with the addition of specific language, and the members concurred. In addition, it was suggested that Question #8 be changed to include “other” as one of the responses, and the members concurred.

Also, a member asked if the survey would be completed by current interpreters, and if so, would they be responding to Questions #20-25? After discussion, committee members suggested that the current interpreters not complete Questions #20-25 so as not to skew overall results. Similarly, committee members suggested that consideration be given to developing a separate version of the survey for Judges.

#### IV. Review and Organize Preliminary Recommendations of the Subcommittees

Faith Arkin reviewed the 39 preliminary recommendations collated from the subcommittees’ progress reports submitted at the last committee meeting. She discussed the need to begin organizing the recommendations into functional categories. Committee members discussed and organized all 39 items into the following five categories:

1. information technology/data collection
2. operational issues
3. employment administration
4. public education/outreach
5. staff training

Several items were placed in more than one category and some were placed in as many as three categories. The lists of recommendations by function will be reviewed to ensure there are no duplicate entries.

#### V. Next Steps – Prioritization

At the next meeting, the collated and functionally-categorized recommendations will be reviewed and further organized by priority. Consideration is being given to dividing the recommendations into 2 or more levels of priority based on existing need and available resources.

#### VI. Schedule Next Meeting

The next meeting of the LEP Committee will be on Monday, March 16, 2009 at 2:00 p.m. at the Office of the Chief State’s Attorney, 300 Corporate Place, in Rocky Hill.