

Committee on Limited English Proficiency

Friday, March 12, 2010
99 Riverview Square, Room 707
East Hartford, CT
9:00 a.m. – 12:00 p.m.

Agenda and Minutes - REVISED

Present: Hon. M. Kahn (Chair), Toni Smith-Rosario (Chair), Faith Arkin (Chair), Virginia Apple, Alejandra Donath, Karen Franchi, Rena Goldwasser, Scott Hartley, Diane Hatfield, Rhonda Stearley-Hebert, Cynthia Hernandez, Daniel Horwitch, Jim Maher, Michaelangelo Palmieri, Deborah Tvaronaitis, Karen Chorney (Staff)

Guests: Joseph D'Alesio, Jennifer Ensign, Melissa Farley, Alison Zawadski

Absent: Hilda Nieves, Holly Scalzo, Shirley Turnbull

I. 9:10 – 9:15 a.m. Welcome

The committee members introduced themselves to Virginia Apple, who will be replacing Jennifer Ensign as the ITD representative on the LEP Committee. Judge Kahn spoke on behalf of the committee and expressed her gratitude to Jen for her work at the committee level as well as the subcommittee and work group levels.

II. 9:15 – 9:20 a.m. Approval of December 7, 2009 Minutes

The minutes of the meeting held on December 7, 2009 were unanimously approved by the committee members.

III. 9:20 – 9:50 a.m. Work Group Updates

♦ **Translation Guidelines Work Group**

Jim reported on the progress of this work group and noted that it was comprised of Gaby, Deborah, Rena and Dan. He reported that the group began with a Legal Services overview presented by Dan and has helped to develop an electronic tracking system to better monitor requests for translations and completed documents. The work group has agreed upon translation criteria which will be finalized at a meeting scheduled to take place later this month. The work group also plans to make recommendations regarding a “review” panel or committee and possibly and “appeals” panel or committee.

♦ **Survey Work Group**

Karen Chorney reported on behalf of Hilda, who was unable to attend the meeting. She noted that the work group was comprised of Hilda, Karen Franchi, Alejandra, and Michaelangelo. She discussed the methodology of this work group and showed the electronic version of the list of documents cited in the internal survey for translation. Karen Chorney noted that forms used for Juvenile Matters comprised a large number of those identified as requiring translation. The

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survey is still being analyzed for trends and issues. The work group's final report will identify these as well as recommendations for the LEP Committee's consideration.

♦ **Media and Community Outreach Work Group**

Toni reported on the activities of this work group comprised of Jen, Rhonda, Hilda, and Aaron (intern). She discussed the survey that was developed and ultimately sent to 130+ community based organizations that served Spanish and Portuguese language populations. She also gave an overview of the work group's draft report on the 41 responding agencies, noting the overwhelming positive nature of the remarks. Rhonda provided information on the media plan being developed by External Affairs specific to LEP populations. The final report will contain recommendations for the consideration of the LEP Committee.

Judge Kahn thanked the work group members for their efforts and noted how much was accomplished in a short period of time. She discussed the need for the work groups to finalize their reports by April 15, 2010 so that the LEP Committee could discuss the recommendations at its next meeting on April 29, 2010. The LEP Committee is expected to submit its first Implementation Phase report in May.

- IV. 9:50 – 10:10 a.m. Must Documents that are Filed with the Clerk be in English?
(Presentation by Dan Horwitch)

Dan Horwitch presented the Legal Services overview that he had originally presented to the Translation Guidelines Work Group. The presentation focused on the language of court proceedings and paperwork filed with the court. He cited multiple state and federal cases, and state statutes, that developed and supported the principle of conducting proceedings in English, and that the documents filed with the court that support those proceedings must be in English. He also noted that instructions for completing court documents can be in any language desired, as can other publications of the Judicial Branch such as pamphlets, posters, brochures, etc.

- V. 10:10 a.m. Adjourn

The next meeting of the LEP Committee will be held on Thursday, April 29, 2010, at the Office of the Chief State's Attorney, 300 Corporate Place, Rocky Hill, from 2:00 – 4:00 p.m.