

Limited English Proficiency Committee

Meeting Agenda and Minutes

Monday, March 16, 2009, 2:00 p.m.

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

Attendees: Judge M. Kahn (Chair), T. Smith-Rosario (Chair), F. Arkin (Chair), A. Donath, K. Franchi, R. Goldwasser, D. Hatfield, C. Hernandez, D. Horwitch, H. Nieves, M. Palmieri, H. Scalzo, S. Turnbull, D. Tvaronaitis, G. Winter, K. Chorney (Staff), R. Dunion (Staff)

Absent: J. Ensign, R. Stearley-Hebert

I. Welcome and Approve Minutes of February 9, 2009 Meeting

Judge Kahn welcomed the committee members to the meeting and confirmed that the members had a chance to review the draft minutes of the meeting held on February 9, 2009. The minutes were unanimously adopted as final.

Judge Kahn stated that the purpose of the meeting was to prioritize the recommendations categorized at the last meeting. She also encouraged the committee membership to share the recommendations with their directors.

Faith Arkin indicated that the Language Assistance Survey (internal) was moving forward on several levels and that the members should encourage their colleagues to complete the surveys when they are distributed. Paper distribution to the marshals (many of whom do not have computer access) would be pursued. In addition, the distribution and completion of the survey by Judicial Branch interpreters and translators will be handled in a different manner.

II. Discussion of Recommendations

- Review Categorization of Recommendations
- Discuss Method for Prioritizing

Toni Smith-Rosario conveyed to the members that the tri-chairs and support staff condensed the 50+ recommendations by attempting to select the most appropriate categories for those that were in multiple areas. The committee members were encouraged to question and regroup any and all recommendations as the prioritization task proceeded. In addition, she indicated that although several methods for prioritizing items were reviewed for this meeting, it was determined that capturing the priorities of each member's work unit was critical. A decision was made that all the recommendations would be forwarded in the committee report, with priorities indicated for implementation purposes only.

III. Prioritize Recommendations

Faith Arkin led the committee members through a review and rank ordering process for most of the 40+ recommendations. The recommendations were prioritized within six functional categories: Data Collection, Information Technology, Operational Issues, Employment Administration, Public Education/Outreach, and Staff Training. Two categories, Operational Issues and Employment Administration, of recommendations were tabled for further work before additional discussion would be held. In the Operational Issues category, the recommendations will be regrouped into three subsets: Interpreters, Telephonic Bilingual Services, and Translation Services. In the Employment Administration category, the recommendations regarding classifications will be combined.

IV. Next Steps

Judge Kahn, Toni Smith-Rosario and Faith Arkin reported that, given the amount of information produced by the subcommittees, the LEP Committee's report would include the three subcommittee reports, attached as appendices to the LEP Committee report. In addition, the report will include descriptions of the processes used by the committee membership to determine the recommendations as directed by the Implementation Plan.

V. Next Meeting

The committee will re-convene on Monday, May 4, 2009 at 2:00 p.m. at the Office of the Chief State's Attorney, 300 Corporate Place, Rocky Hill.