

State of Connecticut Judicial Branch  
Public Service and Trust Strategic Plan

**Committee on Limited English Proficiency**

March 17, 2011  
9:00 a.m. – 11:30 a.m.

225 Spring Street  
Wethersfield, CT  
4<sup>th</sup> Floor, Room 4B

**AGENDA and MINUTES**

Attendees: Hon. Maria Kahn (co-chair), Faith Arkin (co-chair), Toni Smith-Rosario (co-chair), Virginia Apple, Alejandra Donath, Karen Franchi, Rena Goldwasser, Scott Hartley, Diane Hatfield, Cynthia Hernandez, Daniel Horwitch, Jim Maher, Michaelangelo Palmieri, Rhonda Stearley-Hebert, Deborah Tvaronaitis, Karen Chorney (support staff)

Absent: Holly Scalzo, Shirley Turnbull

I. Welcome and Introductions

Faith Arkin welcomed the committee members and asked them to introduce themselves to the group. John Wilkerson and Girvan Dinnall, who had prepared a demonstration of a new tracking system, were introduced to the committee members.

II. Approval of January 28, 2011 Meeting Minutes

The minutes of the meeting held on January 28, 2011 were unanimously approved with one correction of a typographical error.

III. LEP Training Update

Alejandra Donath and Karen Chorney reported that the next training sessions are scheduled for April and June. Approximately 650 Judicial Branch employees have attended the training. Karen Chorney also has provided training to CSSD vendors.

IV. Translation Database

• Demonstration

John Wilkerson and Girvan Dinnall provided an overview and demonstration of the new Interpreter and Translation Services Document Translation Tracking System. The new translation request forms for non-evidentiary matters will be available as fillable forms on the Judicial Branch Intranet site. They reviewed the new forms, the role of the two Judicial Branch “gatekeepers” for this system, the guidelines, and process established.

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It is anticipated that a notice will be mailed to all employees regarding the new process within the next week or two. The new procedure will become effective at that time. A comprehensive document on the development of the Translation Tracking System was prepared and presented to the committee members.

The chairs expressed their appreciation to John Wilkerson and Girvan Dinnall for attending the meeting as well as for their tremendous work on the database. The work of Deborah Warren, who was unable to attend the meeting, was acknowledged as well.

- Review Panel Update

Jim Maher updated the committee members on the development of the Translation Request Review Panel that will be comprised of Rhonda Stearley-Hebert, Rich Byam and himself. The panel is prepared to meet as necessary on new requests once the system is activated and a future meeting schedule will be determined.

IV. Break

V. Initiative Implementation

- Review LEP Committee recommendations (Phase Three Implementation Report of the Strategic Plan)

The Judicial Branch internal website was demonstrated for committee members who had not yet seen it. The Information Technology Division, particularly Jen Ensign, was acknowledged with producing an outstanding graphic. Then the committee began a review of the recommendations included in Phase Three of the Strategic Plan. Updates were provided by representatives from External Affairs and Interpreter and Translator Services (see attachments).

- Prioritize initiatives to be addressed

Due to prior requests regarding audio recordings of the advisement of rights, the committee discussed the current pending recommendation. Faith Arkin noted that in the Phase Two Implementation Report of the Strategic Plan, "...the Chief Justice expressed the importance of a judge being present when the audio recording is being played to ensure that parties hear and understand the recording." Several committee members provided information on current practices and processes in various courts.

A subcommittee was established to examine how the advisement of rights is being handled in our Superior Court statewide. Subcommittee members include Faith Arkin, Alejandra Donath, Dan Horwitch, Deborah Tvaronaitis, and Diane Hatfield. Additionally, Alejandra Donath will explore to see how other states are handling advisement of rights via the Interpreters listserve.

There was also a suggestion that a pilot project of developing a model Advisement of Rights audio recording for use in the Family Support Magistrate Session be pursued.

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Alejandra Donath reported on the status of two recommendations (see attached). Rhonda Stearley-Hebert reported on outreach efforts by the External Affairs Division in reaching community organizations that serve the LEP populations. Also discussed was expansion of outreach efforts to include Branch employees who have bi/multilingual abilities. A letter was sent to the Executive Directors soliciting involvement of employees in outreach efforts. Another member (Michaelangelo Palmieri) suggested reaching out to employees who participated in the Latino Community Practice Program at St. Joseph's College.

Toni Smith-Rosario reminded the committee members of the advisement features typically scrutinized when a case is elevated to the Appellate Court for review.

Regarding the recommendation "Develop and implement a system for the efficient tracking and scheduling of interpreters through the use of current and future technology":  
The committee discussed the use of the current docket system as a tracking and scheduling program for interpreters, with language requirements specified on the internal dockets. Michaelangelo Palmieri offered information regarding the Juvenile dockets' drop down menu of languages and Karen Franchi agreed to review the current docket system to see if it might meet the needs presented by this recommendation.

Scott Hartley prepared a report regarding the ITS organizational structure but the topic was tabled until the next meeting due to time constraints.

VI. Next Steps

The committee will reconvene in approximately 6 weeks.

Attachments:  
ITS March Report