

Committee on Limited English Proficiency
April 4, 2016
225 Spring Street, Wethersfield

Members Present: The Hon. Maria A. Kahn, Co-Chair; Ms. Alejandra Donath, Co-Chair; Mr. Troy Brown, Atty. Katharine Casaubon, Ms. Karen Chorney, and Atty. Richard Loffredo

Guest: Atty. Michelle Fica, Connecticut Legal Services, and Atty. Susan Garcia Nofi, New Haven Legal Assistance

Staff: Ms. Melanie Kerr

The meeting was called to order at 9:15 AM.

1. Approval of minutes.

The minutes were reviewed and unanimously approved.

2. 2015 LEP Report

Rich Loffredo presented a draft of the committee report on Limited English Proficiency, which includes accomplishments during 2015 and recommendations for 2016. A 2015 statistical report from Interpreter and Translator Services is included as an attachment. The Committee approved the report as presented. It will be forwarded to Judge Carroll for his review and approval and then posted on the Judicial Branch website.

3. Update on translated orders

Committee members discussed the proposal to revise certain court order forms so that the orders are printed in a bi-lingual format (both English and Spanish). It was noted that there may be limitations on altering certain court order forms that follow a national format used by law enforcement agencies in other states (such as protective orders). An alternative was discussed which would involve adding the Spanish translation to the back of the form so it prints automatically when the form is generated. Interpreter and Translator Services will continue working with Legal Services on creating these bi-lingual forms. In the meantime, it was agreed that the LEP Committee will recommend a pilot program at two geographical areas to assess how well staff, attorneys and litigants are using the existing Spanish translated documents. The goal of the pilot is to improve the use of translated vital documents through staff training and enhanced awareness.

4. Survey regarding advisement of rights

Rich Loffredo presented a draft survey for the Spanish Language Advisement of Rights Project, which will be sent to all stakeholders in the Magistrate court. A second survey has also been drafted for LEP individuals. Committee members discussed how best to format and distribute the surveys. Troy Brown will provide a sample of other surveys used by CSSD. The use of Survey Monkey will also be explored.

5. Website and LEP Training Update

CSSD is developing a PowerPoint training on limited English proficiency for CSSD's vendors/providers. The first training is on April 18, 2016, from 1 to 4 PM in New Britain at the ITBD facility. It was agreed that the training will be reviewed by LEP committee members prior to the April 18th training. The training will also be posted on the Judicial Branch web site so that vendor/provider managers and CEOs can educate themselves and their staff on LEP requirements. The LEP Committee will meet again shortly to review this training in conjunction with portions of the Civil Rights training and the new LMS training for judges and Branch employees. This will help ensure that the information provided in all training is consistent and efforts to train, staff, vendors and others are well coordinated.

6. Next Meeting

The next meeting will be held on May 2, 2016 from 9 AM to 1 PM, at 225 Spring Street in Wethersfield

7. Adjourn

The meeting was adjourned at 11:25 AM.