

State of Connecticut Judicial Branch
Public Service and Trust Strategic Plan

Committee on Limited English Proficiency

Thursday April 29, 2010
2:00 – 4:00 p.m.

225 Spring Street, Room 4B
Wethersfield, CT

Agenda (REV) and Minutes

(Approved 10/6/2010)

Present: Faith Arkin (Chair), Virginia Apple, Karen Chorney (Staff), Karen Franchi, Scott Hartley, Diane Hatfield, Dan Horwitch, Jim Maher, Hilda Nieves, Michaelangelo Palmieri, Toni Smith-Rosario (Chair), Holly Scalzo, Rhonda Stearley-Hebert, Shirley Turnbull, Deborah Tvaronaitis, Gaby Winter

Absent: Alejandra Donath, Rena Goldwasser, Cynthia Hernandez, Hon. Maria Kahn

I. Welcome

Faith welcomed the members of the LEP Committee.

II. Approval of March 12, 2010 LEP Committee Meeting Minutes

The minutes of the meeting held on March 12, 2010 as revised were unanimously approved.

III. Work Groups: Presentation of Recommendations, Discussion and Action

Media and Community Outreach Work Group

Toni reviewed the 14 recommendations developed by this work group. The only change suggested by the LEP members was that the last recommendation be changed from “partner with...” to “reach out to....” This change was unanimously approved the LEP Committee members.

Rhonda reported that the contact information provided by this work group was being put to immediate use by External Affairs to distribute a letter from the Chief Justice to community based organizations.

Survey Work Group

Hilda reviewed the recommendations of her work group. Several LEP Committee members suggested that one of the recommendations pertaining to the distribution of information and instructional documents in other languages be divided into two

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separate recommendations for the purpose of providing clarity; one recommendation is to focus on “clients from the Judicial Branch” and the second recommendation is to focus on “clients from contracted vendors.” The meeting participants unanimously approved this change.

Translation Guidelines Work Group

Jim reviewed the 2 guidelines, 3 criteria, and 7 processes developed by this work group. In addition, he discussed the new translation request form and database which is under development. The recommendations of this work group were approved unanimously.

IV. LEP Training Program: Discussion and Additional Feedback

Faith and Karen C. discussed the feedback received about the LEP training program at the March 12 presentation. The LEP Committee members approved keeping the format of the program as Branch-wide and at 2 hour sessions. Karen also relayed that any feedback about ITS is conveyed to Gaby or Alejandra while feedback provided about TBS is shared with Chonita Milla by phone or email.

V. Report of the LEP Committee to the Chief Justice

Faith expressed the co-chairs’ appreciation for the work groups’ efforts and accomplishments. The members were informed that the format from last year’s report to the Chief Justice is being changed this year and that there is a bullet format template that is to be followed. She will collate the reports of the 3 work groups for the LEP Committee report using the template.

VI. Next Steps

The LEP Committee draft report will be circulated to the members prior to May 21, 2010.

VII. Adjourn