

Limited English Proficiency Committee

Meeting Agenda and Minutes

Friday, June 5, 2009

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

Attendees: Hon. Maria Araujo Kahn (Chair), Attorney Toni Smith-Rosario (Chair), Faith Arkin (Chair), Alejandra Donath, Jennifer Ensign, Karen Franchi, Rena Goldwasser, Diane Hatfield, Cynthia Hernandez, Daniel Horwitch, Hilda Nieves, Michaelangelo Palmieri, Holly Scalzo, Rhonda Stearley-Hebert, Deborah Tvaronaitis, Karen Chorney (Staff), Rick Dunion (Staff)

Absent: Hon. Barbara M. Quinn, Shirley Turnbull, Gabrielle Winter

I. Welcome and Approve Minutes of March 16, 2009 Meeting

The meeting was called to order by Faith Arkin, who welcomed everyone and asked for a vote to approve the minutes of March 16, 2009. The minutes were unanimously approved.

II. Discussions

The committee reviewed and discussed the survey, which will collect information from Judicial employees. The majority of employees will receive an electronic version of the survey; however, arrangements have been made to distribute manual copies as well, specifically to the Judicial Marshals. One change was suggested and will be incorporated into the final electronic version of the survey.

The interim report of the LEP Committee was distributed and discussed. It was recommended that the committee begin implementing those recommendations that are feasible to do at this time. Surveying and obtaining the needs of the LEP population and their interactions with the courts is the recommendation the committee will be addressing.

Committee members discussed various contacts and organizations that could assist in collecting data on LEP individuals who come in contact with the court. The Court Service Centers were discussed as a valuable resource in collecting information. Committee members volunteered to ascertain information from key individuals and groups regarding the LEP population.

Committee members agreed that surveying the LEP population for their experiences of interacting with the courts is critical in order to address their needs. Judge Kahn volunteered to develop a draft questionnaire to capture LEP individuals' feedback.

It appears that other committees (Self-Represented Parties and Expectations of the Public) are working on similar issues. It was suggested that we contact staff of these committees.

The second recommendation the committee can initiate work on is the expansion of outreach to LEP individuals based on needs identified via community organizations and media organizations. Committee members Rhonda, Hilda and Toni will begin working on this recommendation.

It was noted that some of the recommendations could move forward without further administrative approval. Also mentioned was the need for this LEP Committee to continue its work to carry out the recommendations as drafted.

III. Next Meeting

The next meeting will be scheduled in the near future.