

Committee on Limited English Proficiency

June 6, 2012
2:00 p.m. – 4:00 p.m.

99 East River Drive, East Hartford
Room 707

AGENDA and MINUTES

Attendees: Hon. Maria Kahn, Faith Arkin, Toni Smith-Rosario, Virginia Apple, Troy Brown, Alejandra Donath, Scott Hartley, Dan Horwitch, Jim Maher, Karen Chorney

Absent: Karen Franchi, Diane Hatfield, Cynthia Hernandez, Lorin Himmelstein, Michaelangelo Palmieri, Rhonda Stearley-Hebert, Shirley Turnbull, Deborah Tvaronaitis

I. Welcome and Introductions

The meeting commenced at 2:10 p.m.; the LEP Committee co-chairs welcomed the attendees.

II. Approval of March 30, 2012 Meeting Minutes

The LEP Committee revised meeting minutes of March 30, 2012 were unanimously approved.

III. Status Updates

Advisement of Rights Pilot Project

Faith reported that a meeting had been held earlier in the day in Courtroom A2 at 90 Washington Street in Hartford to introduce several Family Support Magistrates to the model Advisement of Rights technology and procedures developed thus far. Five Family Support Magistrates attended the meeting and responded positively to the information received. Several employees from the Clerk's Office also attended. The anticipated trial of this pilot is the end of June in the Hartford court.

Faith noted that one of the Family Support Magistrates requested authorization to read the translated model Advisement of Rights instead of having the translation appear on video in the courtroom. The Chief Family Support Magistrate indicated that she was not supportive of the suggestion. This is being reviewed by the Legal Services Unit. Issues regarding pronunciation, dialect and level of proficiency were discussed. Several members felt that this could represent an ex-parte communication, blur the roles of the Family Support Magistrate and possibly create other issues.

Foreign Language Instruction Workgroup

Karen reported that recommendations have not been finalized for distribution to the committee but will be available prior to the next LEP Committee meeting. Ginny Apple reported that photographs are still being taken for use on the poster.

Video Remote Interpreting Project

Faith reported that the Branch Grants Manager, Jim DeBowes submitted a funding request to OPM for approximately \$30,000 for a pilot project to test video remote interpreting. There would be one centralized interpreter who would deliver services by video to four remote locations. The Branch's request is pending. Also discussed was the potential impact of remote video interpreting and For The Record (FTR).

IV. Performance Measurements

Karen distributed a bulleted list of tasks undertaken by the LEP Committee and performance achieved as measured by usage statistics submitted by ITS and TBS. Ginny offered to obtain viewing data on Judicial Branch internet Spanish, Portuguese and Polish pages. Troy suggested a survey to assess whether employees are more aware or utilize services more often as a result of the LEP training. The group agreed that conducting a survey would be a recommendation of the Committee as it transitions to its next phase.

V. Department of Justice Language Access Plan

This was tabled until the next meeting.

VI. Break

VII. Vital Documents – Requirements to Translate

In light of the newly published LEP plans issues by the Department of Justice and the Office for Civil Rights, Dan agreed to look at the federal definition of vital documents in relation to the policies and procedures established by the committee for the translation of documents.

VIII. Sample Self Assessment – DOJ

Copies of the DOJ Sample Self Assessment were distributed. It was agreed that it would be beneficial to answer the questions as a group at a future committee meeting.

IX. Next Meeting

The attendees agreed to reconvene in July on a date to be determined at a later time.

X. Adjourn

The meeting adjourned at 4:00 p.m.