

Committee on Limited English Proficiency

August 21, 2012
9:30 a.m. – 11:30 a.m.
225 Spring Street, Wethersfield
Room 4B

AGENDA and MINUTES

Attendees: Hon. Maria A. Kahn (co-chair), Faith P. Arkin (co-chair), Virginia Apple, Troy Brown, Karen Chorney, Alejandra Donath, Scott Hartley, Diane Hatfield, Daniel Horwitch, James R. Maher, Michaelangelo Palmieri, Shirley Turnbull, Deborah Tvaronaitis

Other Attendees: Joseph D. D'Alesio

Absent: Cynthia Hernandez, Lorin Himmelstein, Toni Smith-Rosario, Rhonda Stearley-Hebert

I. Welcome and Introductions

Faith Arkin opened the meeting by welcoming the attendees and having them introduce themselves.

II. Approval of June 6, 2012 Meeting Minutes

The minutes of the meeting held on June 6, 2012 were unanimously approved.

III. Status Updates

1) Advisement of Rights Pilot Project

- a) The Family Support Magistrates are pleased with the process and continue to support the project.
- b) Faith reported that she is working with Robin Smith on statistics pertinent to this project.
- c) Changes in the advisement of rights have been recommended regarding the information on income withholding; this section will be separated out for use as each docket requires.
- d) The Chief Family Support Magistrate has recommended expanding the project to three additional sites. Equipment needs are being assessed at these sites. Expansion of the project is contingent on changes to the advisement of rights.

2) Foreign Language Instruction Workgroup

The agenda item was tabled.

3) Video Remote Interpreting Project

This item is awaiting approval of funding for required equipment.

4) Translation of Documents

- a) An email was distributed to all Branch employees on July 30, 2012 encouraging the review of current documents for translation.
- b) The LEP training program encourages attendees to review critical business documents and submit translation requests as needed.
- c) The term “gatekeeper” has been identified as having a negative connotation and possibly discouraging the submission of requests.
- d) Certain forms that are only available electronically are now being submitted to Dan Horwitch for possible translation.
- e) Faith Arkin will send an email to the Executive Directors asking them to identify forms that require translation.
- f) Joseph D’Alesio suggested soliciting input from S. Story and K. Kane regarding which forms require translation.

5) New England COSCA Meeting

Jim Maher and Alejandra Donath attended a regional meeting coordinated by the National Center for State Courts (NCSC). Connecticut was requested to coordinate a national survey of court-based LEP training programs. Faith, Jim, Karen, Alejandra and Scott drafted a survey to elicit specific data. Faith worked with the National Center for State Courts to utilize two distribution lists to solicit participation from all states. She collated the information submitted by the responding 36 states into a spreadsheet.

IV. Sample Self Assessment – DOJ

The committee discussed and completed the self-assessment as a group, adding specifics to clarify responses.

V. Next Meeting

To be determined.

VI. Adjourn

The meeting was adjourned at 12:01 p.m.