

**DRAFT MINUTES
AGENDA**

Committee on Limited English Proficiency

Monday, September 22, 2025

3:00 p.m.

Via Microsoft Teams at:

<https://www.youtube.com/@connecticutjudicialmeeting6042>

Members in Attendance: Co-Chair Hon. Jose A. Suarez, Co-Chair Ms. Alejandra Donath, Ms. Daisy Rosado-Hack, Atty. Brandon Pelegano, Atty. Viviana Livesay, Atty. Rich Loffredo.

1. **Welcome:** Judge Suarez welcomed the members.
2. **Approval of minutes from the June 16, 2025 meeting:** The draft minutes of the June 16, 2025, meeting were approved without change.
3. **Training Update:** Atty. Loffredo told the Committee that the online Judge's Training was rolled out in June, and only a handful of the members of the Bench have yet to take it. He noted that all Judicial Branch staff must also complete an annual LEP refresher course by the end of the year.
4. **"I Speak" guides/flag posters:** The Judicial Branch provides annually tens of thousands of free interpretation services to the public, via video, telephone, and in-person events. To help the public understand that these services are available in many different languages and dialects, new guides and "flag" posters have been developed and are being readied for distribution. Called "I Speak," the pocket-sized guide will be distributed to all field offices. This booklet will allow people, who do not speak English, to point to the language service they need so that staff can provide assistance. The "flag" posters are also being updated and will be distributed to the field.
5. **Language Access Plan:** The final draft of the Language Access Plan (LAP) was approved. Judge Suarez thanked the members for their contributions. The LAP will be forwarded to the Office of the Chief Court Administrator for approval and posting on the Branch's website.

6. **Forms:** Atty. Livesay noted that the Judicial Branch is revising new and updated forms with icons and language indicating that free interpretation services are available.
7. **Telephonic Bilingual Services:** Interpreter and Translator Services is working with the Branch's Purchasing Unit on a new telephonic bilingual services contract.
8. **Next Meeting:** The next meeting will be January 26, 2026 at 3:00.