

***Connecticut Judicial Branch
Limited English Proficiency Implementation Committee
November 24, 2008 Meeting Minutes***

The Connecticut Judicial Branch Limited English Proficiency Committee met on Monday, November 24, 2008 at 90 Washington Street, Hartford in the 4th floor conference room.

Present

Hon. Barbara M. Quinn
Hon. Maria Araujo Kahn
Attorney Toni Smith-Rosario
Attorney Faith Arkin
Alejandra Donath
Jennifer Ensign
Karen Franchi
Rena Goldwasser
Diane Hatfield
Cynthia Hernandez
Daniel Horwitch

Hilda Nieves
Michael Palmieri
Laurie Parent
Holly Scalzo
Rhonda Stearley-Hebert
Deborah Tvaronaitis
Gabrielle Winter

Other Attendees

Karen Chorney
Rick Dunion

The meeting was called to order at 2:00 p.m.

I. Welcome and Introduction

Faith Arkin welcomed committee members who then introduced themselves. Contact information for members was distributed for review and correction.

II. Review of Strategic Plan – Charge of Committee

Attorney Smith-Rosario reviewed the activities of the Public Service and Trust Commission and her involvement in the development of the Strategic Plan. She highlighted the pages of the plan that outline the charge of the Limited English Proficiency (LEP) implementation committee.

Judge Kahn reviewed the LEP committee's two main goals, including the recommendation of forming two sub-committees, and outlined what each subcommittee needs to accomplish.

III. Background and Current Initiatives

Department of Justice Requirements and Recommendations

Rick Dunion explained that the Judicial Branch currently receives approximately \$25 million from the federal government and that

those grants include certain obligations with respect to civil rights. In particular, he noted that Title VI of the Civil Rights Act of 1964, the Omnibus Crime Control Act, the Victims of Crime Act (VOCA) and the Juvenile Justice Delinquency and Prevention Act (JJDP) all preceded Executive Order #13166 signed in 2000 which focused on national origin discrimination and the need of LEP individuals for meaningful access. Mr. Dunion reviewed recommendations submitted by the Dept. of Justice on future LEP initiatives.

Policy Statement of Commitment Regarding Limited English Proficiency
Attorney Faith Arkin reviewed the Judicial Branch's policy statement on LEP, noting that it was sent via email to every Judicial Branch employee. Additionally, a copy of the statement was forwarded to the Superior Court Judges and Family support Magistrates.

Draft Language Assistance Plan (LAP)

Attorney Arkin noted that a former LEP working committee prepared a draft LAP. The draft will be reviewed within the framework of the Dept. of Justice's 5-step process for LAP's.

Training Initiative

Karen Chorney reviewed the Judicial Branch's three current training initiatives that include LEP education: the cross-Branch Equal Employment Opportunity Program for external vendors who receive federal funding, the Diversity Advantage Program for all Judicial Branch employees, and the piloted LEP program which is set to be launched in January 2009.

IV. Review of Goal I, Strategy I.2 of Implementation Plan

Judge Kahn reviewed the goals and objectives of the LEP committee as stated in the Judicial Branch's Implementation Plan. She briefly discussed the federal requirements from the perspective of today's budget crisis and noted that while the current budget may be our reality, this crisis will not exist forever and our committee can consider alternative recommendations for sounder fiscal times should the fiscal situation improve.

Karen Chorney reviewed the Freedom of Information (FOI) requirements with respect to scheduling meetings, posting minutes, and recording votes.

Formation of Subcommittees

Subcommittee 1 as proposed in the Implementation Plan was further divided into two separate working groups, thereby creating three

subcommittees. The subcommittees met briefly to make introductions and establish next meeting dates.

IV. Future Meetings

Subcommittee 1B will convene on December 15, 2008 from 9:00 a.m. – 12:00 p.m. at a location to be determined.

Subcommittee 1A will convene on December 3, 2008 from 10:00 a.m. – 11:30 a.m. at 225 Spring Street, Wethersfield in Conference Room #133.

Subcommittee 2 will convene on December 11, 2008 from 2:00 p.m. – 4:00 p.m. at 90 Washington St, 3rd floor conference room (JSS).

The LEP Committee will re-convene on January 9, 2009 from 2:00 p.m. – 4:00 p.m. at 225 Spring Street, Wethersfield in Room 4B.

The meeting adjourned at 4:00 p.m.

Respectfully submitted,

Karen Chorney
LEP Committee Staff