

MINUTES  
COMMITTEE ON LIMITED ENGLISH PROFICIENCY

January 10, 2013  
8:30 AM – 10:30 AM  
225 Spring Street, Wethersfield  
Room 204

Attendees: Hon. Maria A. Kahn, Co-Chair; Alejandra Donath, Co-Chair; Karen Chorney; Daniel Horwitch; Melanie Kerr; Richard Loffredo; James Maher.

I. Welcome and Introductions

Judge Kahn opened the meeting by welcoming all attendees and reviewing the history behind the new structure of the Committee. At the meeting held on March 30, 2012, members agreed that, after years of hard work and many accomplishments, the Committee on Limited English Proficiency should transition to an advisory body. It was agreed that the size of the Committee should be reduced, and in accordance with that recommendation, the LEP Committee has been restructured. Judge Quinn recently wrote to outgoing Committee members thanking them for their outstanding contribution and service; they may be called upon as subject matter experts in the future.

II. Approval of August 21, 2012 Meeting Minutes

The minutes of the August 21, 2012 meeting were unanimously approved.

III. Update Complaint Process Form

Committee members recommended that the Internet LEP web page be revised to reflect recent changes. Karen Chorney will meet with HR to obtain authorization to link the new Judicial Branch discrimination complaint policies and form to the LEP page. It was also agreed that the complaint form, which has been translated into Spanish, will also be translated into Polish and Portuguese.

IV. Update on LAP and Vital Documents

In accordance with the review schedule set forth in the Policy Statement Regarding Limited English Proficiency, the document was reviewed and edited. The Judicial Branch Language Access Plan (LAP), which includes the policy statement of commitment regarding LEP, will need to be updated to reflect the agreed upon revisions. The LAP will also require several other revisions. Richard Loffredo and Karen Chorney will work together to draft the appropriate revisions to the LAP. Once approved, the revised LAP will be translated into Spanish, Polish and Portuguese and all 4 documents will be published to the Judicial Branch Internet webpage.

Committee members agreed upon the following process for continued identification of vital documents in need of translation: Committee recommended that a request be sent to the Executive Directors asking them to identify and prioritize frequently used (vital) documents which should be considered by the LEP Committee for translation. The Committee Co-Chairs will follow up on this recommendation.

V. Feedback on DOJ's new LEP Self-Assessment Tool for Courts

The Committee agreed to create a working group that would review and utilize DOJ's latest LEP self-assessment tool. The work group will compare the newest tool to the older version. Comments are to be submitted via email to the DOJ by February 15, 2013.

VI. Explore Policies for ITS Relating to Recruitment and Retention of Qualified Interpreters  
Committee members developed the following recommendations for improving recruitment and retention of qualified interpreters:

- Raise the hourly pay rate for temporary interpreters, effective immediately;
- Exempt temporary interpreters from state hiring freezes due to the time and resources typically expended to screen, train and qualify temporary interpreters;
- Institute an automatic refill process whereby interpreters are hired when vacancies reach a predetermined level;
- Establish a defined career path for interpreters to attract and retain qualified interpreters. By reassessing and creating job categories that take into account experience, certifications, continued education, and overall job performance, the committee believes that it will provide incentives to retain experienced interpreters that the Branch has expanded resources to train and certify.

Alejandra Donath and Jim Maher will follow up on these recommendations and report back to the Committee.

VII. New Mexico Center for Language Access (NMCLA) - System Language Access Specialist Program

Committee members reviewed the Language Access Specialist Certificate Program and the program for bilingual judiciary employees offered by the NMCLA. Richard Loffredo will consult with HR to determine whether this is a feasible option in CT. Jim Maher and Alejandra Donath will review the continuing education programs further to determine whether this would be an efficient use of training funds, given the current training provided by Interpreter Training staff.

VIII. Update on Video Remote Interpreting Pilot Program

Alejandra Donath reported that funding in the amount of \$30,000 has been secured to initiate the pilot program. Four locations have been identified for the pilot. Derby will serve as the first location for the pilot.

IX. Expansion of Advisement of Rights Pilot Program

Karen Chorney reported on the expansion of the pilot program. The script and the video were revised as requested by the Family Support Magistrates. The committee asked Karen to send a follow up email to the Chief Family Support Magistrate relating to its distribution and approval to support the expansion of the pilot program.

X. Next Meeting

The exact date of the next meeting was not established but Committee members agreed to reconvene in February 2013.

XI. Adjourn

The meeting was adjourned at 10:40 A.M.