

REVISED AGENDA and REVISED MINUTES

LEP Media and Community Outreach Subcommittee

936 Silas Deane Highway, Wethersfield

December 16, 2009

Present: Toni Smith-Rosario (Chair), Hilda Nieves, Rhonda Stearley-Hebert, Jennifer Ensign, Karen Chorney (Staff)

1. Report on progress of outreach survey -

The CSSD intern working on this project has contacted 65 organizations via telephone to inform them of the survey being conducted, which most have chosen to complete via email. He has emailed 30 surveys and received 14 responses to date. The work group discussed the possibility that language barriers may prevent the completion of the survey and suggested that the introductory letter and survey be translated into Spanish. The group approved the concept of sending the materials with English on one side and Spanish on the flip side. Toni Smith-Rosario will send the materials to Karen Chorney electronically so they may be forwarded to ITS for translation.

The work group agreed that a spreadsheet with the survey questions along the top would be easiest to use in terms of reviewing the survey findings. Hilda Nieves volunteered an individual from CSSD to create a spreadsheet for the survey responses.

The group agreed that it would also like to see lists of the organizations contacted, the organizations that responded and the organizations that did not respond, and to which hard copies of materials should be sent.

2. Update on status of translation of website pages, publications and forms and website linkage policy.

Jen Ensign reported that the website linkage policy has been finalized and that outside agencies may link to our translated materials without prior permission at this time. Toni Smith-Rosario will contact legal associations to suggest they consider putting links from their website to ours.

3. Update on public education project involving Foreclosure Mediation Program.

Waiting for Language Line installations and survey results to be completed. This will tell External Affairs where resources should be focused.

4. Update on Telephonic Bilingual Services.

The Branch anticipates a Spring completion of all Language Line installations and Language Line training sessions.

5. Report on the Judicial Branch Speaker's Bureau.

An email was sent to judges to develop a resource bank. In addition, External Affairs sent an email to the Executive Directors requesting that individuals who speak multiple languages be offered the opportunity to identify themselves, the languages they speak, and their area of expertise (civil court matters, support enforcement matters, etc.).

Judge Robaina will be translating the DVD "Putting Children First" on January 13, 2010 in Danielson (originally recorded by Judge Gordon). This was originally translated by Gaby Winter but, because the Spanish language is so dense compared to English, her diction was very fast compared to the English speaker when dubbed.

Judge Espinosa indicated that she would be happy to help out in whatever area is needed. External Affairs is tentatively planning to use her for media outreach in the future.

6. Discussion of development of a media outreach.

The plan for media outreach currently relies heavily on the community organizations survey results and the Foreclosure Mediation Program. There are plans to expand beyond those two initiatives, with an emphasis on developing those topics that will be best received or are needed most. The new media contact list may enable the Branch to make better use of local news shows as well.

Hilda Nieves questioned if the Language Line phone number would be placed on the website. She has spoken to CSSD IT to place it on their website for staff use.

7. Next Steps

Toni Smith-Rosario requested that the January meeting be extended to enable Aaron to complete the outreach and media survey. The next meeting was scheduled for Thursday, January 28, 2010 at 936 Silas Deane Highway, Wethersfield, at 2:00 p.m.