

State of Connecticut Judicial Branch
Public Service and Trust Strategic Plan
Limited English Proficiency Committee

Survey Work Group Meeting

2:00 – 4:00 PM
Thursday, April 1, 2010
936 Silas Deane Highway, Wethersfield
Room 403

Agenda and Minutes

Present: Hilda Nieves (Chair), Alejandra Donath, Karen Franchi, Michaelangelo Palmieri, Karen Chorney (Staff)

1. Approval of minutes from February 2, 2010 meeting

Hilda welcomed the members of the work group and the minutes of the meeting held on February 2, 2010 were unanimously approved.

2. Discuss universal document concept logistics

Hilda presented a prototype of a universal appointment form that may be useful to multiple operating units, cutting down on the number of documents and "homegrown" forms requested for translation. In addition, the concept may be able to be generalized to other common documents (i.e., notices, letters, etc.) within the Judicial Branch. The group members were enthusiastic in their response to the prototype, noting that the Spanish translation would fit alongside the English instructions.

3. Initiate development of recommendations for the LEP Committee

The work group members discussed the data to be included in the report to the LEP Committee. The group determined that certain questions seemed critical to the analysis of the data collected, therefore, those only questions and responses would be cited in the report.

The work group members also discussed how to report the trends noted regarding requests for translations. It was determined that these findings would be grouped by utilization rates (i.e., the large number identified within Juvenile matters), compliance efforts (i.e.,

preservation of rights), and victim-sensitive matters.

The work group members discussed the comments provided by respondents and chose several to present on the report. Those selected reflect information not captured by the data and trends previously addressed.

The work group members crafted recommendations to present to the LEP Committee that summarize the data analyzed, the trends identified, and prevalent comments.

4. Next steps

Hilda Nieves will draft the report and distribute it to the members for review; this process will repeat until a final version is ready for submission to the LEP Committee.

There will not be another meeting scheduled as this work group will have met its charge when the report to the LEP Committee is finalized and submitted.