

## **Minutes**

### **Committee on Limited English Proficiency**

**Monday, June 16, 2025**

**2:00 p.m.**

**Via Microsoft Teams**

**Members in Attendance:** Co-chair Hon. José A. Suarez, Co-Chair Ms. Alejandra Donath, Mr. Troy Brown, Ms. Daisy Rosado-Hack, Atty. Viviana Livesay, Atty. Richard Loffredo. Support staff Heather Collins.

1. **Welcome:** Judge Suarez called the meeting to order at 2 p.m. and welcomed the members.
2. **Approval of minutes of the March 24, 2025 meeting:** The Minutes were unanimously approved by the members.
3. **Training:** Atty. Loffredo said the new LEP training for Judge and Family Support Magistrates launched at the end of May, and has been completed by 113 Judges, Judge Trial Referees, Family Support Magistrates, and Family Support Magistrate Referees. The Bench has been given until the end of June to complete the training, and 157 judicial authorities remain. Also, Ms. Donath and Atty. Loffredo presented LEP information at the annual Family Support Magistrate annual meeting earlier in June, and new Judges received training in March 2025. Staff are required annually to complete LEP training.
4. **I Speak Guides:** Atty. Loffredo said the Branch's Commission on Legal Publications is printing a visual guide for people with limited English proficiency, which will allow them to point to their language in a compact booklet. The Department of Homeland Security guide allows people "who are not proficient in English to identify a preferred language." The guides are pocket sized and would be a quick way for staff, including Judicial Marshals who are often the first Branch staff a person encounters on entering our facilities, to determine what language assistance a person needs. The guides include written examples of some 70 languages that an LEP person would be able to choose from. The guides also include Native American languages. Clerks and other Court personnel would be able to communicate with the individual using telephonic interpretation or by scheduling an interpreter. The Guides will be rolled out across the Branch by September. It is anticipated that the Branch will also update its language posters that are currently displayed in our facilities, with information about obtaining spoken language assistance and sign language services.
5. **Language Access Plan:** The LAP, which assesses our programs and services to ensure equal access to justice for all people, has been completed in draft form and will be posted to the Branch's LEP website. The Branch continues to monitor Public Acts from the state legislator which may be signed by the Governor by the end of the month to determine if any will require expanded translation of documents.
6. **Forms:** Legal Services has been working to create footer templates for Branch forms which inform a person how to obtain free language services and services for the Deaf and hard of hearing. The updated footers will be added to new forms, and to revised forms. It is expected the templates will be approved by September.

7. **Next Meeting:** The next meeting will be on September 22<sup>nd</sup>, 2025, at 3 p.m., by remote Teams and streamed on YouTube.
8. **Adjourn:** The meeting adjourned at 2:20 p.m.