

Committee on Limited English Proficiency

March 12, 2018
225 Spring Street
Wethersfield, CT

Members Present: The Hon. Maria A. Kahn, Co-Chair; Ms. Alejandra Donath, Co-Chair; Atty. Katharine Casaubon, Ms. Karen Chorney, Atty. Richard Loffredo, Mr. Troy Brown.

The meeting was called to order at 1:00 PM.

1. The minutes from the January 12, 2018 meeting were reviewed and unanimously approved.
2. The PowerPoint version of the “LEP-Why It Matters” training for Judicial Branch contractors is finalized. Cortez White, Director of Materials Management, reviewed and approved the training. Richard Loffredo will reach out to Staff Development to start the process of transferring the training from PowerPoint to Articulate. A PDF version of the training will also be made available to contractors without access to PowerPoint.
3. After incorporating all suggested edits, the 2017 LEP Report is ready to be submitted to the Chief Court Administrator for approval. Once approved, it will be posted on the Branch’s website, followed by the translations into Spanish, Polish and Portuguese.
4. The outreach survey was presented to committee members. Richard Loffredo will draft a cover letter to accompany the survey and circulate it to all committee members for feedback. Once finalized, he will contact the Branch’s Executive Director of External Affairs for assistance distributing the survey to the 134 statewide entities that work with LEP communities. It is anticipated for the survey to be emailed to all listed entities with a deadline for replies. A reminder will be sent a week prior to the deadline, followed-up by a phone call. Hard copies of the survey will be mailed to entities without email.
5. The following updates were provided:
 - Memos to all Superior Court Judges, Family Support Magistrates and Branch employees regarding Interpreter and Translator Services were sent by the Chief Court Administrator’s Office during the month of February.
 - A pilot program is in progress within 90 Washington St courthouse testing the online Interpreter Services request form (JD-CL-93). Pilot will be extended to all Hartford Judicial District first and then statewide during the spring 2018.
 - The translation of vital documents continues into Spanish, Polish and Portuguese. The need to purchase new Trados licenses in the near future was mentioned as a way to expedite the translation process.
 - A Powtoon training video is being developed to aid users on the utilization of Telephonic Bilingual Services (TBS). It was also suggested to create an additional Powtoon on the proper ways to work with court interpreters.
 - Preparations for the VRI pilot in New Britain are in progress. There are logistical pieces that are still being worked out.
 - The update of the Branch’s LEP website, committee page and all translated webpages

will be a topic during the next committee meeting. Members were asked to navigate these pages as users and to provide suggestions for changes/updates at next meeting.

6. The next meeting date is to be determined.
7. The meeting was adjourned at 3:30 PM.