

Committee on Limited English Proficiency
July 18, 2017
225 Spring Street
Wethersfield, CT

Members Present: The Hon. Maria A. Kahn, Co-Chair; Ms. Alejandra Donath, Co-Chair; Mr. Troy Brown, Ms. Karen Chorney, Atty. Richard Loffredo, Mr. Eduardo Palmieri
Guest: Atty. Michelle Fica, Connecticut Legal Services
Staff: Ms. Melanie Kerr

The meeting was called to order at 9:00 AM.

1. The minutes from the March 28, 2017 meeting were reviewed and unanimously approved.
2. The Judicial Branch Language Access Plan and the LEP Committee annual report were submitted to and approved by Judge Carroll and Judge Solomon. Both are currently available on the Judicial Branch intranet in English. They will also be posted to the Judicial internet web page in Spanish, Polish and Portuguese.
3. The Committee, through Judge Carroll, has offered to provide LEP training for Probate administration, judges and staff as well as the State's Attorneys, Public Defenders and the Office of the Attorney General (OAG.)
4. An Advisement of Rights survey was given to stakeholders in magistrate court. The LEP Committee received 60 survey responses from staff and 20 responses from LEP individuals. Committee members reviewed the responses from both survey groups.
5. To date, a total of 2,399 Judicial Branch staff have completed mandatory LEP training through the learning management system (LMS.) An additional 1,085 staff need to complete the training by August 1, 2017. Judicial Marshals have been given an extra six months to complete the training, given the fact that they have limited access to computers.
6. The Committee will update a memo for Judge Carroll's signature which will remind staff and judges of LEP requirements and how best to ensure compliance with the requirements.
7. Interpreter and Translator Services (ITS) will provide refresher training for staff in the field on the use of telephonic bilingual services.
8. Alejandra Donath and Rich Loffredo responded to a survey from A National Call to Action. Once the national survey results have been compiled, the final report will be shared with the LEP Committee.

9. The guidelines for working with court interpreters (JD-ES-327) have been updated. They are posted on the Judicial Branch intranet and the Judges' website. The Committee will pursue adding the guidelines to the Judicial Branch internet site as well.
10. A second list of vital documents to be translated has been developed and translation work will begin soon. ITS is receiving more requests from judges to have orders translated and this creates challenges for staff who should be focused on interpreter services.
11. The Committee discussed the resurrection of a 2008 media and community outreach questionnaire designed for state and national organizations that serve individuals with limited English proficiency. Michelle Fica offered to have CT Legal Services (CLS) interns update the list of providers and she will circulate to the other CLS offices for their input as well. The Committee will consult with External Affairs as to how best to distribute the survey. Rich Loffredo asked that the Committee review the survey and get back to him with updates and additional questions.
12. Alejandra Donath attended the Annual Council of Language Access Coordinators' conference and provided an overview of the featured topics.
13. Karen Chorney presented a draft PowerPoint presentation/training for Judicial Branch vendors. Karen and Judge Kahn will work together on further refining the draft, which will be reviewed again at the next LEP meeting in October.
14. The next meeting will be held on October 3, 2017, at 9:00 AM, 225 Spring Street, Wethersfield, CT, in room 4B.
15. The meeting was adjourned at 12:10 PM.