

MINUTES
COMMITTEE ON LIMITED ENGLISH PROFICIENCY
February 28, 2013
8:30 AM – 10:30 AM
Room 204, 225 Spring Street, Wethersfield

Attendees: Hon. Maria A. Kahn, Co-Chair; Alejandra Donath, Co-Chair; Karen Chorney; Daniel Horwitch; Richard Loffredo; James Maher
Guests: Joseph D. D'Alesio, Nancy Porter
Staff: Melanie Kerr

I. Welcome and Introductions

Judge Kahn welcomed all Committee members, as well as Joseph D'Alesio and Nancy Porter.

II. Approval of January 10, 2013 Meeting Minutes

The minutes of the January 10, 2013 meeting were unanimously approved.

III. Update Complaint Process Form

Alejandra Donath reported that the complaint form has been translated into Spanish and is now being translated into Polish and Portuguese. Instructions on who can file and how to file a complaint are also being translated into all three languages. Once completed, the LEP links on the Judicial Branch website will be modeled after the Judicial Branch ADA links.

IV. Update on LAP and Vital Documents

Committee members discussed Judge Quinn's memo regarding translation of vital documents and the responses received to date (from Court Operations, External Affairs and HR/Administrative Services). Committee members will respond to all requests for translation received through March 1, 2013. Once that process is complete, the Committee will review previously translated documents to assess whether they are consistent with existing translation standards.

The Committee reviewed the LEP website to determine the ease of accessibility to the Polish, Portuguese and Spanish webpages. The Committee will request that the Web Board re-label the Español button on the left side of the Judicial Branch internet home page and replace it with one that reads Español | Polski | Português. This page will be a portal to a separate page for each of the three languages listed. Polish and Portuguese forms, once translated, will be added to their respective locations.

Committee members reviewed and made final revisions to the Judicial Branch Language Access Plan. Karen Chorney will send the final draft to all LEP Committee members. The revised 2013 LAP will be submitted to the Office of the Chief Court Administrator for review and approval.

V. Feedback on DOJ's new LEP Self-Assessment Tool for Courts

Rich Loffredo reported that the Committee's response to the Self-Assessment Tool for Courts was forwarded to the DOJ on February 4, 2013. Committee members were asked to review the completed Self-Assessment Tool and submit any revisions to Melanie Kerr.

VI. Explore Policies for ITS Relating to Recruitment and Retention of Qualified Interpreters

Jim Maher presented the draft proposal for recruiting and retaining qualified interpreting staff. Following discussion, it was agreed that Judge Kahn, Alejandra Donath, and Jim Maher would finalize the document and forward it back to Committee members.

VII. New Mexico Center for Language Access (NMCLA) - System Language Access Specialist Program

The Committee reviewed the NMCLA Language Specialist Program and, after discussion, determined that it did not meet the needs of the Judicial Branch. Alejandra Donath, Rich Loffredo and Karen Chorney were charged with developing recommendations for the Branch to encourage and support staff interested in learning a second language.

VIII. Update on Video Remote Interpreting Pilot Program

Four locations have been selected for the Pilot Program: Enfield, Derby, Putnam and Rockville. The program is expected to be operational by early summer of 2013.

IX. Expansion of Advisement of Rights Pilot Program

Judge Kahn and Karen Chorney will follow up with Chief Family Support Magistrate Sosnoff Baird to determine a timeline for the expansion of this program.

X. Next Steps

A meeting will be scheduled with Chief Justice Rogers, Judge Quinn and Judge Carroll to provide an update on the recent work of the LEP Committee.

XI. Next Meeting

The next meeting will be held on Monday, April 8, 2013, at 225 Spring Street, Room 204, Wethersfield, from 8:30 AM to 10:30 AM.

XII. Adjourn

The meeting was adjourned at 11:00 AM.