

Committee on Limited English Proficiency
March 28, 2017
Middlesex Courthouse,
Middletown, CT

Members Present: The Hon. Maria A. Kahn, Co-Chair; Ms. Alejandra Donath, Co-Chair; Mr. Troy Brown, Atty. Katharine Casaubon, 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. Committee members discussed plans for a new on-line training for providers, which will be uniform across all Judicial Branch Divisions. The training will be mandatory for all community based providers.
2. LEP on-line training for judicial staff is ongoing. The training is mandatory for all employees and must be completed by August 1, 2017. To date, 988 staff have taken the training, 372 have enrolled in the training, and 2542 have not yet begun the on-line class. The deadline for Judicial Marshal Services has been extended by an additional 6 months so that Marshals can take the course during their in-service training at the Judicial Marshal Services Training Academy.
3. The Committee discussed the possibility of providing in-person LEP training, along with cultural competency training, for the State's Attorneys, Public Defenders and the Attorneys General. Karen Chorney and Troy Brown will raise the concept of providing cultural competency training for the State's Attorneys, Public Defenders and Attorneys General with the Cultural Competency Committee. The committee will discuss the feasibility of such training with the Chief Court Administrator.
4. Committee members reviewed the revised Language Access Plan and approved the plan subject to the proposed edits discussed and agreed to at the meeting. It was agreed that a revised final draft with the agreed to revisions and any further revisions highlighted in bold font would be sent back to Committee members for final review and a deadline set to respond with any additional edits and final approval.
5. The Committee reviewed the LEP Committee report and minor changes were made. Rich Loffredo will send the report to Judge Carroll for his approval. It will then be posted on the Branch website in English, Spanish, Polish and Portuguese.

6. ITS is testing a third bilingual telephonic services provider. Lead Court Interpreters will go to all offices to offer training on the new option and provide refresher training on existing telephonic services.
7. Committee members discussed sending a follow-up letter to the Executive Directors asking them to develop a list of any new or additional vital documents in need of translating.
8. A document entitled "Guidelines for Working with Court Interpreters" was recently finalized and is now on the Judicial web page. It will be added to the LEP web page. Committee members also discussed posting it on the judges' secure web page.
9. Rich Loffredo is meeting next week with members of the Child Support Partners Executive Group to discuss how best to gather information regarding the Advisement of Rights project.
10. Committee members discussed translation services for letters that clients receive regarding continuances and rescheduling of appearances. Alejandra Donath said she will explore having them translated into Spanish, Polish and Portuguese.
11. The next LEP meeting will be held on Monday, June 5, 2017 at 9 AM, 225 Spring Street in Wethersfield, Room 133.
12. The meeting was adjourned at 12:00 PM.