

**MINUTES**  
**COMMITTEE ON LIMITED ENGLISH PROFICIENCY**  
**April 8, 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; Richard Loffredo; James Maher  
Guests: Joseph D. D'Alesio, Vicki Nichols, Susan Nolfi-Bendici, Nancy Porter  
Staff: Melanie Kerr

**1. Welcome and Introductions**

Judge Kahn welcomed all Committee members, as well as Joseph D'Alesio, Vicki Nichols, Susan Nolfi-Bendici and Nancy Porter.

**2. Approval of February 28, 2013 Meeting Minutes**

The minutes of the February 28, 2013 meeting were unanimously approved.

**3. Review and Approval of LEP Committee Proposal for Recruitment and Retention of Qualified Interpreting Staff**

Committee members reviewed and approved the Proposal for Recruitment and Retention of Qualified Interpreting Staff. The proposal will be forwarded to Executive Director Joseph D'Alesio for review, and then submitted to Chief Justice Rogers.

**4. Review of Power Point Presentation for May 7<sup>th</sup> Meeting with Justice Rogers, Judge Quinn, Judge Carroll**

Committee members reviewed the draft power point presentation for the May 7<sup>th</sup> meeting with Justice Rogers, Judge Quinn and Judge Carroll. Judge Kahn and Alejandra Donath will develop a final draft to be shared with Committee members for review prior to the May 7<sup>th</sup> meeting.

**5. Discussion of Translation of Vital Documents**

Committee members discussed the next steps in moving toward the translation of vital documents. All Divisions have submitted their requests, which include about 60 documents. Committee members agreed that the documents would be translated on a rotating basis starting with each Division's top priority.

**6. Approval of Language Access Plan and Limited English Proficiency Policy Statement**

Committee members agreed that Richard Loffredo will meet with Joseph D'Alesio and recommend that the process for review and approval of the Language Access Plan and the Limited English Proficiency Policy Statement that is a part of the LAP (both of which are reviewed and revised as needed but no less than every two years) be

streamlined to a single review and approval process. This will eliminate the requirement to submit both the LAP and LEP Policy Statement for separate review processes.

**7. Next Meeting**

The next meeting will be held on Tuesday, May 7, 2013, at 90 Washington Street, 4<sup>th</sup> floor conference room.

**8. Adjourn**

The meeting was adjourned at 10:15 AM.