

**MINUTES**  
**COMMITTEE ON LIMITED ENGLISH PROFICIENCY**  
**May 7, 2013**  
**11:00 AM – 12:30 PM**  
**4<sup>th</sup> Floor Conference Room**  
**90 Washington Street, Hartford**

Attendees: Hon. Maria A. Kahn, Co-Chair; Alejandra Donath, Co-Chair; Karen Chorney; Richard Loffredo; James Maher  
Legal Services Advisor: Nancy Porter  
Staff: Melanie Kerr

**1. Approval of April 8, 2013 Meeting Minutes**

The minutes of the April 8, 2013 meeting were unanimously approved.

**2. Discussion of May 7<sup>th</sup> Presentation for Justice Rogers, Judge Quinn, Judge Carroll**

Judge Kahn thanked members of the Committee for their help in putting together the power point presentation for Justice Rogers, Judge Quinn and Judge Carroll. Committee members discussed the next steps in preparing for a similar briefing for the Supreme Court. Judge Kahn and Alejandra Donath will modify the power point presentation and the Committee will reconvene on June 19, 2013 to review the new draft, prior to presenting before the Supreme Court.

**3. Discussion of Translation of Vital Documents**

Committee members discussed the next steps in moving toward translation of vital documents. Legal Services will begin their review of the documents following the close of the legislative session. After that review, documents will be translated on a rotating basis starting with each Division's top priority.

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

Judge Quinn has signed the Language Access Plan, which includes the Limited English Proficiency Policy Statement. The revised Plan is effective May, 2013.

**5. Outreach to Colleges and Universities**

Committee members discussed options for conducting outreach to Connecticut colleges and universities regarding employment opportunities in Interpreter Services.

**6. Next Meeting**

The next meeting will be held on June 19, 2013, at 2:30 PM; 90 Washington Street, 4<sup>th</sup> floor conference room.

**7. Adjourn**

The meeting was adjourned at 12:10 PM.