

Committee on Limited English Proficiency
September 21, 2015
225 Spring Street, Wethersfield

Members Present: The Hon. Maria A. Kahn, Co-Chair; Ms. Alejandra Donath, Co-Chair; Karen Chorney; Troy Brown; Atty. Richard Loffredo; Atty. Katharine Casaubon

Guests: Isabel Alvarez, CSSD; Atty. Michelle Fica, Connecticut Legal Services; Atty. Susan Garcia Nofi, New Haven Legal Assistance

Staff: Melanie Kerr

The meeting was called to order at 9:20 A.M.

1. Approval of June 26, 2015 Meeting Minutes

The minutes of the June 26, 2015 meeting were unanimously approved as amended, to correct the spelling of Katharine Casaubon's name.

2. CSSD Audit Tool

The Committee reviewed and discussed a CSSD Audit Tool designed for contractors and subcontractors. Troy Brown will share the Committee discussion with the CSSD leadership team.

3. Provider Questionnaire

The Committee reviewed two draft questionnaires for Judicial Branch contractors and subcontractors who provide programs and services to the LEP population. The questionnaire will be used to develop baseline information on the resources that contractors and subcontractors are currently providing for court-involved persons with limited English proficiency. Richard Loffredo will develop a revised draft questionnaire and share it with Committee members for additional review and comments.

4. Advisement of Rights Questionnaire

This issue was tabled until the November, 2015 meeting.

9. Updates

- Alejandra Donath and Richard Loffredo reported that the transition of vendors for telephonic bilingual services is now complete.
- Work on translation of vital documents is ongoing and is progressing through the efforts of staff from Interpreter Services. A status report will be developed which will include a list of translation requests to date, and information on those which have been completed; are in progress; or pending.
- LEP training continues to be offered once a month in a classroom setting. An electronic version of the training is under development and will be offered through the Judicial Branch learning management system. The training will conclude with a brief mandatory quiz, which will help document that those taking the on-line course have understood the information and materials provided.

10. Next Meeting

The next meeting date, in November of 2015, is to be determined.

11. Adjourn

The meeting was adjourned at 11:40 A.M.