

## ***Agenda***

### **Translation Guidelines Work Group LEP Committee Public Service and Trust Commission**

Monday, April 5, 2010  
225 Spring Street, Wethersfield  
1<sup>st</sup> Floor Conference Room  
8:30 – 10:00 AM

Present: Jim Maher (Chair), Dan Horwitch, Rena Goldwasser, Gabrielle Winter, Deborah Tvaronaitis, Karen Chorney (Staff)

1. Welcome and approval of minutes from March 19, 2010

Jim welcomed the members. The minutes of the meeting held on March 19, 2010 were unanimously approved.

2. Discuss deliverables

Jim asked the members for input on the information to be included in the report to the LEP Committee. The group discussed covering topics such as the methodology and reasoning behind the decisions reached, the priorities addressed, the implementation considerations and any added benefits to the deliverables of the work group.

3. Review guidelines, prioritization criteria, and procedures for translation requests

The group members reviewed the guidelines and criteria as identified in the minutes of the previous meeting. Several changes to wording were suggested and adopted. The group also walked through the recommended new procedures to ensure that there was logic, cues and flow to the system.

4. Review new Translation Request Form

The new translation request form was not ready to be previewed so this matter was tabled until the next meeting.

5. Determine next steps

The work group will re-convene on Tuesday, April 27, 2010 at 9:00 AM.