

**Minutes**  
[Advisory Board on the Americans with Disabilities Act](#)

**10:00 AM**

**Tuesday, 10 April, 2018**  
**Attorney Conference Room**  
**231 Capitol Avenue**  
**Hartford, CT 06106**

The ADA Advisory Board met on Tuesday, April 10, 2018, in the Attorney Conference Room at 231 Capitol Avenue, Hartford.

Members in attendance: Judge Patrick L. Carroll, Ms. Isabel Alvarez, Atty. Mark Ciarcello, Ms. Doreen Del Bianco, Mr. Charles Epstein, Ms. Kathleen Gensheimer, Ms. Kristen Giantonio, Atty. Paul S. Hartan, Mr. Michael Hines, Ms. Laura Jovino, Ms. Sandra Lugo-Gines, Atty. Deirdre McPadden, Atty. Jessie Opinion, Ms. Mary Sitaro, Atty. Cynthia Theran. Support staff; Heather Collins. Also in attendance: Judge Elliot N. Solomon, Atty. Tais Ericson, Atty. Stephen Ment, Atty. Richard Loffredo, Mr. Daniel Irace, Ms. Regina Picard, Atty. Lori Petruzzelli, Atty. Viviana Livesay, Mr. Pat O'Brien.

- I. Welcome: Board Chair, Chief Court Administrator Judge Patrick L. Carroll III
- II. Approval of [the Draft Minutes](#) of the January meeting: The minutes were approved with a correction to the spelling of Atty. Petruzzelli's surname.
- III. Database Demonstration: Ms. Lugo Gines shared with the Board information about the ADA database, which was designed to help ensure that the Branch is tracking requests for accommodations, including requests that are granted or denied. The database will be accessible via an app on staff computers. When a person makes a request, the staff member taking the request will enter the information into the database. This will help to ensure that accommodations granted to a person in one Judicial District follow the person, should they need them in other jurisdiction. Members were provided with a QuickCard explaining how enter data in the database. It is expected that the app will be rolled out by the summer, if not before.
- IV. Training Update: Training remains a core focus and an online version of *The Nuts and Bolts of the ADA* was developed by the centralized ADA office in conjunction with the Employee Education and Development Unit of Superior Court Operations. This hour-long course describes what the ADA is; how Title II is applicable to the Branch; information about making accommodation requests and how those requests are decided, and ADA resources. After some discussion

about the need to ensure that all staff members have the basic ability to help a person who needs an ADA accommodation, the members agreed that the online training should be mandatory for all Branch employees. Judge Carroll will send an email in the coming weeks.

There was discussion about new, online 'how-to' tutorials that teach staff how to use certain auxiliary aids including pocket talkers and the FM kit. Another training is in development.

There was discussion about CSSD's mandatory annual ADA training.

Additionally, Atty. Ciarciello and Ms. Gensheimer shared information about Title I (employer/employee relationships) ADA training that they are considering offering supervisors, from the Job Accommodation Network. They anticipate having some training available this summer.

- V. Policy Updates: As recommended by the Department of Justice, the Branch's Legal Services Unit created a set of guidelines for the use of non-party, non-attorney support persons in court proceedings by people with disabilities. While the Branch has allowed this practice for several years, and developed confidentiality agreements for those proceedings requiring non-disclosure, the DOJ sought specific articulated guidelines. The result is the "*Guidelines for Use of a Support Person in Proceedings.*" The Board agreed that these new guidelines should be made [available online](#).
- VI. Zeus Website Update for Staff: Mr. Irace and Ms. Collins shared a mock-up of what a new intranet webpage could look like in order to help Judicial Branch staff easily locate information about providing ADA accommodations to the public.
- VII. Facilities: Status of State Bond Funding: Mr. O'Brien told the Board that the Department of Justice is reviewing accessibility of nine courthouses and that a tour is scheduled for a New Haven JD in July. The Branch has some \$630,000 earmarked for updates to restrooms, and has applied for additional state bond money to make improvements to juror-accessible areas, including restrooms.
- VIII. Adjourn: The meeting adjourned at 11:10 a.m.