

LEP Interpreter Services Subcommittee

MEETING AGENDA

January 5, 2009 – 9:00 a.m.
90 Washington Street, 3rd Floor
Judge Support Services Conference Room
Hartford, Connecticut

Attendees:

Faith Arkin, Co-Chair/Advisor, LEP Committee

Gabrielle Winter, Chair, Interpreter Services Subcommittee

Michaelangelo Palmieri, Member

Laurie Parent, Member

Karen Chorney, Support Staff

Absent:

Cynthia Hernandez, Member

I. Approval of Minutes

Minutes for the December 18, 2008 meeting were approved with the following changes:

- a) change “Michael” to Michaelangelo”,
- b) delete Rick Dunion from list of attendees, and
- c) on last line of first paragraph change “to” to “the”.

II. Discuss and Review Draft Employee Survey

Committee members received and reviewed a collated version of their collective contributions to survey questions. Discussion focused on the need to elicit additional information and the use of the collected data. The survey was modified and will be redistributed for review by the members.

Members discussed the target audience and various methods of survey distribution and retrieval. Options will be further explored prior to any decision being made.

III. Review Draft Preliminary Report to LEP Committee

There was a brief discussion of document dated December 24, 2008. Members noted the recruiting, training, and retention issues identified in the report.

Members agreed to distribute the draft Preliminary Report to the LEP Committee members with the caveat that it is not to be duplicated or distributed further and is for LEP Committee purposes only.

Members were asked to review the document for any revisions by the close of business on Wednesday, January, 7, 2009. The document will be modified, if necessary, and distributed to the LEP Committee members on Friday, January 9, 2009.

IV. Discuss Development of Action Plan – Next Steps

The group discussed having an opportunity to review the modified survey and latest draft version of the Preliminary Report on Friday at a break out session during the LEP meeting. A Plan of Action will be initiated at that time.

V. Schedule Next Meeting

This group will meet again during the January 9, 2009 meeting of the larger LEP Committee and will determine the next meeting date at that time.

Respectfully submitted,

Karen Chorney