

## MINUTES

### Advisory Board on the Americans with Disabilities Act

Tuesday, May 3, 2011

231 Capitol Avenue

Hartford, Connecticut

Members present: The Hon. Patrick L. Carroll III (Chair), Mr. Richard D. Byam, Atty. Robert D. Coffey, Ms. Sandra Lugo-Gines, Mr. Ronald J. Macchio, and Legal Services Unit advisor Atty. Steve Pelletier. Members absent: Atty. Stephen Ment, Mr. David McCormick.

- I. Welcome and Approval of Minutes of the January 24<sup>th</sup> meeting: Judge Carroll welcomed the members and noted the presence of three members of the public. The members unanimously approved the minutes of the January 24, 2011 meeting.
- II. Update on the [Internal ADA Implementation Subcommittee](#): Ms. Lugo-Gines, Atty. Coffey, and Mr. Macchio provided an update on this Subcommittee's work. The subcommittee met in January and March (2011) and is charged with evaluating all ADA Committee recommendations that impact internal issues and processes that effect employees. The Subcommittee members shared information including the update of the internal Branch intranet ADA webpage and distributed a brochure, "A Guide to Understanding the ADA: Q & A's about ADA accommodations for JB employees" that was created by Human Resources. The brochure also provides links to external resources, the complaint process and other relevant information. The Subcommittee members also discussed training for Judges and Branch employees that is being pursued, as well as the e-mail from Chief Court Administrator Judge Barbara M. Quinn that included a link to the updated Intranet ADA page. Also, the Subcommittee is drafting questions about the physical accessibility for Branch facilities that will be included in the assessments being conducted by Branch employees and members of the [Access to Facilities Committee](#). The Subcommittee next meets on May 19 at 2:00 p.m. at 90 Washington Street, Hartford.
- III. Update on the [External ADA Implementation Subcommittee](#): The Subcommittee met in January and March. Ms. Lugo-Gines and Atty. Pelletier announced that after a review by the Human Resources Unit of the Administrative Division, it was decided to revise the complaint/grievance review process from review by a panel to review by the Director of Human Resources. Further, the process for ADA grievances filed with respect to the Supreme and Appellate courts is finalized and approved and is expected to be posted online. The Subcommittee is also working to explore the feasibility of adding links for disabilities resources on the [Branch's external ADA page](#). Also, there was general discussion of a complaint by a person with a vision

disability who has said he was excluded from jury service because of his vision disability. The individual has been in touch with Jury Administration and may serve as a resource for the bar and the Branch on how to best accommodate people with disabilities who have been summoned for jury service. The Branch currently provides numerous [ADA accommodations for jurors with disabilities](#).

- IV. Future Dates: The Advisory Board will meet again in September. A date has not been selected, but the meeting will be publicly noticed on the Branch's [Web page](#).
- V. The meeting was adjourned at 9:55 a.m.