

MINUTES
Advisory Board on the Americans with Disabilities Act

Wednesday, May 23, 2012
231 Capitol Avenue
Hartford, Connecticut

Members present: The Hon. Patrick L. Carroll III (Chair), Ms. Sandra Lugo Gines, Atty. Stephen N. Ment, Atty. Cindy Theran, Atty. Mark Ciarciello, Ms. Mary Sitaro. Support staff Ms. Heather Collins.

- I. Welcome: Judge Carroll, Chair of the Advisory Board, welcomed the members including new members, Atty. Ciarciello, Atty. Theran and Ms. Sitaro. Atty. Ciarciello works in the Judicial Branch's Administrative Services Division; Atty. Theran in the Court Support Services Division, and Ms. Sitaro in the Information Technology Division. The newest members serve as ADA Coordinators in their respective Division and serving as members of the Advisory Board will encourage information sharing on ADA related issues to their Division ADA Contact people.
- II. Minutes: The minutes of the January 2012 meeting were approved by Judge Carroll, Atty. Ment and Ms. Lugo-Gines. The new members abstained from voting.
- III. Discussion of previous activities: Judge Carroll led the members in a discussion of what ADA activities have been accomplished under the Strategic Plan and its implementation, and what activities are underway to ensure the Branch's continued compliance with the Act. Each year there are hundreds of ADA requests made to the Branch, from parties to cases, to attorneys, to jurors and other members of the public. More than 100 contact people have been trained on ADA-related issues and on how to facilitate an appropriate ADA accommodation. Training is ongoing, Ms. Lugo-Gines noted, with the Branch's Pillars of Excellence program for managers providing ADA training on an ongoing basis.
- IV. Discussion of goals going forward: The members are going to:
 - Set up an inventory and usability of existing auxiliary aids
 - Identify and ensure that there are ADA Contact People for every Division and public office
 - Compile data on the number and types of ADA requests made from Judicial Branch employees
 - Continue exploring the viability of offering the Pillars ADA training to all Branch staff, not just managers, from all divisions

- Assess ways to make the ADA Contact Person webpage more user-friendly and make recommendations to the Board in the fall
- Continue with outreach the ADA community
- Develop an information sheet for the bar on how to secure ADA services (in conjunction with the ATJ Commission's ABA/Technology Access to Justice Subcommittee)
 - Complete the *Guide to the ADA* brochure and post it online and print copies for Court Service Centers and Public Information Desks, as well as Clerk's offices
 - Develop a monthly E-newsletter for ADA Contact People to keep them apprised of ADA issues that may affect the Branch and/or the services it offers to people with disabilities

VI. Next meeting: Judge Carroll and the members agreed that the next meeting will be in September, at a time and date to be announced. The meeting adjourned at 11:30 a.m.