

**APPROVED Minutes**  
Advisory Board on the Americans with Disabilities Act

**10:00 a.m.**

**Tuesday, October 23, 2018**

**231 Capitol Avenue**

**Hartford, CT**

**Members present:** Judge Patrick L. Carroll III, Atty. Mark Ciarciello, Ms. Doreen Del Bianco, Mr. Charles Epstein, Ms. Kathleen Gensheimer, Ms. Kristen Giantonio, Attorney Paul S. Hartan, Mr. Michael Hines, Ms. Laura Jovino, Ms. Sandra Lugo Gines, Atty. Deirdre McPadden, and Atty. Jessie Opinion.

**Also present:** Atty. Viviana Livesay and Atty. Lori Petruzzelli of the Legal Services Unit, and from Superior Court Operations, Atty. Stephen Ment, Atty. Richard Loffredo, Ms. Regina Picard, and Ms. Heather Collins.

**I. Welcome:** Chief Court Administrator Judge Patrick L. Carroll III welcomed the members. He noted that Mr. Daniel Irace, a Court Planner formerly with the Centralized ADA Office, has left state service, and the Board noted their appreciation for the record.

**II. Approval of the Draft Minutes of the April 2018 Meeting:** The Draft Minutes were approved as written.

**III. Update on training:**

- Ms. Collins provided an update on completion of the online *Nuts and Bolts of the ADA* training that is mandatory for all Branch employees. More than 61% of staff have completed the training and it is expected that 100% participation will occur by the December 31, 2018, deadline. Two emails will be sent in November and December to remind all staff the training must be completed.
- Ms. Collins told the members that a new, short online slidecast training on how to complete the Request for Accommodation is upcoming and will be accessible to all staff via the Branch's intranet.
- Ms. Gensheimer and Atty. Ciarciello told the members that they are continuing to develop training for supervisors on Title I of the Act, which provides protections to employees with disabilities.

- IV. Facilities:** Ms. Jovino said the Branch submitted a Capital Improvement Budget Request for \$7 million for FY20-21 to address physical accessibility issues in juror areas. Six new remediation projects are going out to bid soon for upgrades to juror areas and public restrooms in the Waterbury, New London, Hartford, New Haven, Danielson, and Bridgeport judicial districts.
- V. Database:** Ms. Picard gave an update to the members on the expansion of the internal database to track all ADA requests. The database was requested to be upgraded by the Department of Justice in its assessment of the Branch's ongoing compliance with the Act. The database tracks requests and helps to ensure that a person receives the same accommodations in every judicial district/courthouse. It also logs denied requests such as the appointment of attorneys, personal equipment including wheelchairs, etc. The IT division installed an ADA icon on every staff computer so that requests can be logged in/modified in the database, regardless of whether an ADA contact or non-contact staff member handles the request. All Contacts were emailed an ADA database FAQ handout that provides explicit instructions on how to enter data. When a request is denied and entered into the database, Ms. Picard and Ms. Lugo-Gines receive an auto-generated email, so that they can follow-up with the staff member, if necessary. Currently, there are 175 individuals entered into the database.
- VI. Alternate Formats of Material:** Atty. Loffredo told the Board that the Judicial Branch is, as of November 1, 2018, going to offer for sale, to all members of the public, the audio recordings of proceedings. Until now, audio has only been provided to members of the public who are qualified individuals under the ADA. A notice will be posted on the Branch's internet page to notify people of the availability of purchasing the recordings, which will be pressed from a digital audio recording to a CD, for a fee. It was noted that not all Branch proceedings, such as mediations,

are digitally recorded, and so such recordings may not be available to anyone.

**VII. Vendor Update:** Ms. Lugo-Gines reported that three new contracts for sign language services have been awarded. Several hundred such services are provided each year, and the competition for services can be challenging.

**VIII. Discussion of 2018 Annual Report:** There was general discussion amongst the members of the annual report, which will be completed in the spring of 2019 for delivery to Chief Justice A. Richard Robinson. Judge Carroll asked the members to consider the recommendations for the current year and the status of those recommendations, as well as developing new recommendations and repeating older recommendations. The members will discuss at the next meeting.

**IX. Schedule next meeting:** A date for the next meeting will be circulated. The meeting adjourned at approximately 11:00 a.m.