

MINUTES  
ADA ADVISORY BOARD  
ADA EXTERNAL IMPLEMENTATION SUBCOMMITTEE  
March 14, 2011

The ADA External Implementation Subcommittee met at 90 Washington Street, 4<sup>th</sup> floor conference room, Hartford, CT.

Members in attendance were Atty. Stephen Ment, Mr. David McCormick, Atty. Steven Pelletier, and Ms. Sandra Lugo Ginés.

**I. Welcome**

Ms. Lugo Ginés welcomed everyone.

**II. Approval of Minutes**

The minutes from the last meeting held on January 31, 2011 were approved by the committee.

**III. Progress reports –**

- The committee continues to make suggestions regarding a user-friendly format for the ADA Contact People page on the Internet ADA Webpage.
- The creation of a Resources section for the webpage continues to be discussed. Some format ideas were offered – from a simple list of ADA related agencies/organizations including their respective websites and contact information to a more advanced format which includes a searchable option. The committee members agreed the list should not be exclusive. A concern was raised regarding the Branch's policy of linking to outside sources. Atty. Pelletier will look into Branch policies before any work begins. The subcommittee will put together a proposal for the main Advisory Board's approval, which ultimately be presented to the Web Board.
- ADA Complaint Procedure for the Appellate Court has been approved by the Justices. Their ADA Accommodation Request Form is being developed, similar to the Superior Court's form. Both documents, as well as the ADA contact person's information, will be posted on the main ADA webpage and the Supreme and Appellate Courts web pages will have a link to the information.
- Per Materials Management, all TDD/TTY machines have been removed. Legal Services is revising forms to reflect the change.
- Atty. Pelletier will inform Legal of the Subcommittee's request to include the ADA website on those forms with limited space, instead of including no information at all.
- Problem with the Microsoft Accessibility Features enabled at the Hartford Court Service Center has been resolved.
- According to the Information Technology representative, the Judicial Branch website has officially moved from the State Dept. of Information Technology (DOIT) servers to Judicial Servers. The Branch is now using a new web design and management software. The code created is standards-compliant.

**III. Next Meeting**

The subcommittee's next meeting will be announced after the Advisory Board's meeting is scheduled.