

MINUTES
ADA ADVISORY BOARD
ADA INTERNAL IMPLEMENTATION SUBCOMMITTEE
March 07, 2011

The ADA Internal Implementation Subcommittee met in the 4th floor HRM Conference Room at 90 Washington Street, 3rd floor, Hartford, CT.

Those in attendance were Mr. Robert Coffey, Ms. Heather Collins, Ms. Leigh Julian, Ms. Sandra Lugo Ginés, Mr. Ronald Macchio, Ms. Laurie Parent, and Atty. Steven Pelletier.

I. Welcome

Ms. Lugo Ginés welcomed the members.

II. Approval of Minutes from the 1/28/2011 meeting

The minutes from the last meeting held on January 28, 2011 were approved by the committee.

III. Progress reports

1- The members “walked through” the internal revised website. The revisions include:

- A Frequently Asked Questions section;
- A Guide to Understanding the Americans with Disabilities Act Brochure -it has been emailed to all employees.
- Quick Links – this section is a work in progress since the committee is deciding on the best and most efficient format to present and add to the resources section.
- A Request for an Accommodation form.

2- Facilities Unit is working on drafting a report to itemize ADA compliance at each Branch facility. The report will include deficiencies and the processes/solutions currently in place or that will be suggested to address them. We are working with the Access to Facilities Committee since there is overlap.

3- Ms. Julian provided an update on the Judicial Marshals’ training. She explained how an ADA Sensitivity Module has been created. Site visits were conducted throughout Judicial Marshal Services to identify training needs within the JMS staff. The Chief Judicial Marshals requested to have a local designee per district to be the ADA Contact person. During the site visits issues were identified as “building or district specific” OR as “common” throughout the state.

To address “common” issues/questions/concerns, a training session was held on December 2, 2010. To address “specific” issues/questions more training is being developed on Sensitivity and Problem Solving. A recommendation was made to use online training versus in person. A module is being prepared.

III. Next Meeting

The subcommittee will meet again on Tuesday, 5/10/11 at 11am in the 4th floor conference room at 90 Washington Street, Hartford, CT 06106

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