

LEP Committee
Media and Community Outreach Work Group

February 4, 2010
936 Silas Deane Highway, Wethersfield
Room 313

AGENDA and MINUTES (Revised)

Present: Toni Smith-Rosario (Chair), Hilda Nieves, Jen Ensign, Rhonda Stearley-Hebert, Aaron Collins (Intern), Karen Chorney (Staff)

1. Approval of minutes from December 16, 2009 meeting.

Toni welcomed the work group members and the minutes of the last meeting were unanimously approved.

2. Report on progress of LEP media and community outreach survey.

Aaron contacted all the organizations for which he had information. Of the approximately 90 agencies emailed, Aaron estimated that about 25 responded, which equates to a 28% rate of return.

The work group discussed the use of a listserv made up of the responding agencies so that new/modified information may be sent directly to community organizations that serve LEP's by the Branch. Jen suggested adding a link to the website so that interested individuals and organizations could ask to be added to the listserv. (For example: "If you would like to be advised of additional information as it is made available, please submit your email information here.") The goal of the listserv would be to minimize expenses and distribute information to the most interested members of the public. The group discussed the possibility of sending an initial email to anyone who signed up to be on the listserv which would advise them of resources currently at their disposal. The group discussed how this listserv could be formatted so that it would not require monitoring, such as by not having it accept responses.

Further discussion of the listserv was tabled until the next meeting.

3. Report on status of translation of cover letter and LEP media and community outreach survey.

Toni will send Karen the lists of organizations that have been contacted with regard to the LEP media and community outreach survey. She will also send the names of the organizations whose responses to the survey have already been received. Hard copies of the survey, provided in both English and Spanish, will be mailed by Judge Support Services Unit to those organizations which have not yet responded to the survey. The requested response date will be February 25, 2010.

4. Update on status of translation of website pages, publications and forms.

Jen reported that Girardo Rojas, the lead translator for the Branch, is working on the web pages and making progress. The work group briefly discussed the possibility of conducting a demonstration of IT's efforts at one of the next LEP Committee meetings.

5. Update on progress of Telephonic Bilingual Services.

Rhonda reported that only Stamford and Fairfield Judicial Districts have yet to receive telephonic bilingual equipment and training. Danbury was reported to be finished in mid-January. Confirmation of that was unavailable at the meeting.

6. Update on status of Judicial Branch Speaker=s Bureau.

It was reported that among others, Judge Maria A. Kahn, Judge Eddie Rodriguez, Jr., Judge Jose A. Suarez, and Judge Carmen E. Espinosa, who speak Spanish, responded to the request for speakers to address LEP groups as did Judge Salvatore C. Agati, who speaks Italian.

Judge Antonio C. Robaina's Spanish-language version of the film "Putting Children First" has passed the "rough cut" stage of production and continues to move toward completion.

7. Discussion of media outreach.

Rhonda reported that she is developing a media plan that includes both topics for news stories and topics for public service announcements. The plan will include broad concepts but will be tailored to meet the needs of different parts of the state. Rhonda offered to distribute her media plan to the work group members.

Rhonda sees the media plan being implemented in phases as an on-going effort. She anticipates the judges doing outreach as the initial effort. Rather than have outreach speakers provide referrals for specific individuals, External Affairs would be charged with putting specific Branch contact information into the hands of those who need it.

8. Next steps.

The next meeting of the work group will be held on Thursday, March 4, 2010 at 1:30 p.m., at 936 Silas Deane Highway, Wethersfield in Room 317.