

# ***Agenda and Minutes***

## **Media and Community Outreach Work Group LEP Committee Public Service and Trust Commission**

March 4, 2010  
936 Silas Deane Highway, Wethersfield  
Conference Room #317  
1:30 – 3:30 PM

Present: Toni Smith-Rosario (Chair), Jennifer Ensign, Virginia Apple, Rhonda Stearley-Hebert, Alison Zawadski (Guest), Karen Chorney (Staff)

Absent: Hilda Nieves

### 1. Welcome and Approval of Minutes from Feb. 4, 2010

Toni welcomed the group, the minutes of February 4, 2010 were unanimously approved, and Rhonda introduced Alison Zawadski, an External Affairs employee.

### 2. Report on Progress of Media and Outreach Survey to Community Organizations

Toni reviewed the survey findings to date: she drafted a spreadsheet listing all the responses collected by Aaron Collins. She also drafted a preliminary report for the LEP Committee which she reviewed with the work group members. Rhonda will draft information about the media plan she is developing to be included in the report. The report will include a suggestion that community organizations be offered the opportunity to post the Judicial Branch website link to their own websites.

The Branch will send notices of new Spanish publications to the email addresses provided by the responding community organizations.

Toni suggested that the group members think about what the Branch would like community organizations to do to help clients link to the Branch's resources. She also suggested that the Branch could communicate via email with community organizations regarding existing resources, such as the numerous Spanish materials currently available on the website, as well as the possibility of securing a speaker through External Affairs Division speaker's bureau.

Karen reported that 23 organizations responded to the hardcopy survey sent by postal service, bringing the total number of responses to 42 out of 135 organizations solicited. All the organizations have been logged on a spreadsheet for tracking purposes. All the responses have been logged in a data collection program.

### 3. Update on Status of Speakers Bureau

Rhonda reported that External Affairs is interested in using the contact list developed through the survey to offer speakers to community organizations, using judges who speak fluent Spanish, Portuguese, and Italian.

#### 4. Update on Status of Translation of Website Pages, Publications and Forms, and Website Linkage Policy

Jennifer Ensign reported that Gerardo is currently translating the Small Claims FAQ's and that they will be completed by March 8, 2010. A request has been received to translate directions to the courthouses, however, that presents issues as directions change frequently. The Branch has considered linking to sites such as Google Maps, which offer directions in Spanish, but the Branch has concerns because these are typically commercial sites.

#### 5. Update on Status of Telephonic Bilingual Services

There was no update on the Telephonic Bilingual Services installation available for this meeting.

#### 6. Discussion of Media Plan

Rhonda reported that External Affairs is ready to start contacting media sources to offer speakers, mention interpreters, etc. She anticipates that the media plan will be very dynamic and subject to change based on the concerns identified as presentations are made to community organizations.

Rhonda also brought a DVD for the work group to view. It is the Spanish version of **Putting Children First: Minimizing Conflict in Custody Disputes** and it is narrated by Judge Antonio C. Robaina.

#### 7. Next Steps

- ◆ Karen will send a copy of the spreadsheet of community organizations solicited to External Affairs and the Chair of the work group with the caveat that information will change as additional responses are received.
- ◆ Karen will send a copy of the data collection tool to members of the work group with the caveat that information will change as additional responses are received.
- ◆ Rhonda will send Toni information about the media plan to include in the work group's report to the LEP Committee.