

Public Service and Trust Commission

Access to Facilities Implementation Committee

Subcommittee on Online Directions and General Information

Tuesday, March 5, 2013

Present: Ms. Virginia Apple – Chair, Ms. Michelle Burroughs, Mr. James Morgan, Attorney Roy Smith Jr. and Ms. Janet Zigadto

Submitted by: Ms. Michelle Burroughs

- The Subcommittee approved the minutes from the January 14, 2013 meeting.
- Ms. Burroughs will contact Ms. Esther Harris of Jury Administration to obtain a copy of the letters that are sent to jurors in each District that include driving directions in order to ensure that the directions are consistent with the directions posted on the Judicial website.
- The Subcommittee is still approximately two-thirds complete with checking driving directions to Juvenile, JD, GA and Housing court directions.
- The members reported out on their status. Ms. Apple asked the Subcommittee members to contact her if they notice that photos need to be taken of any facilities within the District(s) assigned to them. The members should be sure that GPS coordinates are included in the directions that have already been submitted or are to be submitted in the future. They should call the fax numbers as well as all of the phone numbers in their District(s) to be sure that they are accurate. If parking is available for a fee, or free of charge, such should be noted. The form(s) of payment that are accepted should also be specified. Ms. Apple asked the members be certain that courthouse locations are clearly marked on the inset maps. Landmarks noted in driving directions should be permanent landmarks. The Subcommittee members were encouraged to reach out to local committees if they need assistance gathering information for their District(s).
- Ms. Apple will get feedback from others, including the Access to Facilities Implementation Committee regarding which phone numbers should be included on the directions pages on the Judicial website. Mr. Morgan will contact the Director of Office of Victim Services regarding whether or not it would be beneficial to put the OVS number on the directions pages.

Other business:

- Ms. Apple received notice from Ms. Lugo-Ginés that she is resigning from the Subcommittee due to time and work constraints, but will remain a member of the full Access to Facilities Implementation Committee. The Districts previously assigned to Ms. Lugo-Ginés will be divided as follows:

Ms. Apple - Enfield/ Meriden/ 99 East River Drive (East Hartford)

Mr. Morgan - Manchester/Hartford/ East Hartford

- The next meeting will be held on Tuesday, April 30, 2013 at 3:00 p.m. at 225 Spring Street, 2nd floor, conference room 204, Wethersfield, CT.

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