

**PUBLIC SERVICE AND TRUST COMMISSION
IMPLEMENTATION PLAN**

AMERICANS WITH DISABILITIES ACT COMMITTEE

MINUTES

November 14, 2008

Those in attendance were Patrick Caron, Co-chair, Sandra Lugo-Gines, Co-Chair, and Judicial Branch support staff Atty. Steven J. Pelletier, Legal Services, and Heather Collins, Executive Director's Office.

The meeting was called to order at 10:05 a.m.

I. Updates from all members

Mr. Caron has compiled a list of available public-use TTY/TDD telephones in 21 Judicial Branch facilities. The list will be included on the Branch's Internet and Intranet websites. Mr. Caron also provided information on the free 711 relay service for people with hearing impairments. Ms. Lugo-Gines said the Branch is developing training on the ADA for staff members, which will include training on using 711 and other technologies. Mr. Caron has also compiled a list of all Branch facilities' physical access points. The information will be posted on the Branch website under the "Directions" page.

Ms. Lugo-Gines said the Branch's Human Resource department is creating brochures for the public and Branch staff that include Frequently Asked Questions (FAQs) concerning access issues. The Branch's legal team is reviewing the documents. Ms. Lugo-Gines gave an update on the availability of Reading Machines for the vision impaired. There are currently two such machines at Branch-maintained law libraries in Bridgeport and New Haven. The Committee will in December conduct three focus groups for disability advocates and the public, and it is anticipated that information regarding more current and user-friendly technology will be discussed. Ms. Lugo-Gines also said she has prepared a questionnaire for Branch ADA-Contact Staff to determine equipment and assistance requests and usage. That information will help the Branch to determine what equipment and/or services are requested and utilized in order to meet the needs of the public.

II. Discussion on new ADA Internet Link

Ms. Lugo-Gines said a new hyperlink will be added to the Branch's Internet site dealing specifically with providing accommodations under the

Americans with Disabilities Act, as well as answering Frequently Asked Questions. The site is to be a “one-stop shopping” link for people with questions about Branch facilities and accommodations.

III. Discussion of ADA content for Website

Ms. Lugo-Gines said new WebPages are being developed for both the Internet (for the public) and Intranet (for Branch staff) websites. Atty. Pelletier said he would read the committee’s proposed content before publication to the Websites to ensure compliance with state statutes.

IV. Discussion on focus groups

Ms. Lugo-Gines has prepared a letter to be sent to 22 identified groups and advocates for people with different abilities, inviting them to take part in one or more of three scheduled focus groups. The purpose of the focus groups is to determine, specifically, what issues arise for people with varying physical, intellectual, or developmental abilities when they are attempting to access Judicial Branch facilities, processes, or documents. Ms. Lugo-Gines and Mr. Caron voted unanimously to schedule the focus group meetings for December 3, December 11, and December 16, 2008. The site of the meetings has yet to be determined. The meetings are open to all members of the public.

V. Future Meetings

The next ADA Committee meeting was scheduled for 10 a.m. on Friday, Jan. 9th, 2009, in the 4th floor conference room of the Branch’s 90 Washington Street facility. The meeting is open to all members of the public.

The meeting was adjourned at 11:00 a.m.

Minutes submitted by: Heather Collins