

Minutes
Public Service and Trust Implementation
Diversity in the Branch Workplace Committee
October 14, 2008

The Diversity in the Branch Workforce Committee of the Public Service and Trust Commission met in the 4th floor conference room at 90 Washington Street in Hartford on October 14, 2008 at 1:30 p.m.

Those in attendance:

Linda A. Dow, Counsel, Human Resource Management (Chair)
Eileen F. Meehan, Personnel Manager, Human Resource Management
Maria R. Kewer, Personnel Manager, Superior Court Operations
Eileen L. Finn, Deputy Director, Information Technology Division
Hilda Nieves, Regional Manager, Adult Probation and Bail
Robyn N. Oliver, Program Manager, Volunteer and Intern Program

The meeting was called to order at 1:35 p.m. by Linda Dow.

The first order of business was to welcome and introduce the committee members.

Linda Dow provided a brief overview of the committee's tasks and goals as outlined in Chief Justice Rogers' Strategic Plan for the Judicial Branch. The goal of the Diversity in the Branch Workplace Committee is to undertake a study and make recommendations on the changing demographics in order to promote diversity in the Judicial Branch workforce. The committee will recommend an action plan to ensure the Judicial Branch workforce reflects the ethnic and cultural diversity of those who interact with the Branch. Recommendations will include outreach strategies for making information about Judicial Branch employment opportunities available to minority communities and to coordinate hiring efforts to secure applicants from culturally and ethnically diverse backgrounds. The committee plans to file a report with the Chief Court Administrator by January 15, 2009.

Linda Dow presented material from the Strategic Plan for the Connecticut Judicial Branch, Public Service and Trust Commission that details the strategies to be used to reach the Branch's goal of changing demographics. Linda also distributed current statistical information on Judicial Branch demographics as reported from JASMIN. A utilization analysis report comparing the Judicial Branch workforce to the Connecticut Labor Statistics and statistical data was reviewed as well as a Connecticut Community Survey reported by the U.S. Census Bureau. The Court Interpreter's office provided numbers on the frequency of files requested for specific languages.

A discussion among committee members focused on how to retrieve additional and more comprehensive data and statistics to be used to promote diversity in the Judicial Branch workforce.

Hilda Nieves provided information on the Court Support Services Division Case Management System and the statistical data they maintain on their clients. She will consult Brain Hill from CSSD for further information and/or available reports.

Other avenues for gathering information were addressed. Eileen Meehan will check with Scott Noble on data that can be culled from JASMIN. A recommendation was made to track numbers by division, job title and category to determine needs in a specific location. Eileen Finn suggested using statistical information similar to that utilized by the Affirmative Action Committee for reports in the past.

Some of the variables in tracking information include identifying clients by region, the client population and the existing Judicial Branch workforce.

There was a brief discussion on existing recruitment methods. The committee will research outreach and aggressive recruitment methods on both the local and national level including the use of web based broadcasts. Current recruitment methods include the posting of employment opportunities on the Branch website and on CareerBuilder.com. This will be discussed further at the next committee meeting.

The next meeting is scheduled for Wednesday, November 5, 2008 at 1:30 in the 4th floor conference room at 90 Washington Street, Hartford, CT.

The meeting adjourned at 3:00 p.m.