

Minutes
Public Service and Trust Commission
Steering Committee
January 9, 2008

The Steering Committee of the Public Service and Trust Commission met at the 4th floor conference room at the Waterbury Judicial District Courthouse located at 400 Grand Street, Waterbury, CT on January 9, 2008 at 3:30 p.m.

Those in attendance: Attorney Joseph D. D'Alesio, Hon. Alexandra DiPentima (Chair), Attorney Melissa Farley, Hon. Douglas C. Mintz, Hon. Barbara M. Quinn (Chief Court Administrator), Attorney Frederic Ury, and Attorney Dawne Westbrook.

The meeting was called to order at 3:35 PM by Judge DiPentima.

1. The first order of business was the review and approval of the minutes from the Steering Committee meeting of November 29, 2007. The minutes were approved.
2. The next agenda item was a review of committee assignments. Judge DiPentima reported on the assignment process and on the training session with the committee co-chairs and staff. The plan is for the committees to meet in January and February and then report out on the outcome goals to the full Commission at its meeting in March.
3. The next agenda item was a review of the training materials for the committees. Atty. D'Alesio went through the contents of the binder that the steering committee members received and then presented a summary of the presentation on strategic planning that had been given to the committee co-chairs and staff. He emphasized the need for outcome goals focused on stakeholders and users of the judicial system, touched on the concept of strategic analysis in developing strategies, and discussed the importance of performance measures to the success of the strategic plan. Atty. D'Alesio said that the support staff would meet on a weekly basis and the Steering Committee would meet at least once a month. Through the support staff, the Steering Committee will be kept apprised of the work of each committee and will act as a resource for the committee co-chairs.
4. The next agenda item was a discussion of makeup of Vision, Mission and Values Committee. After discussion, it was decided that the five committees will be asked to select one person to be on the Vision, Mission and Values Committee along with the members of the Steering Committee. It is anticipated that this committee will only meet once or twice. Judge DiPentima will notify the co-chairs about this process and ask that the decision be made at the second meeting of each committee.
5. The next agenda item was a discussion of issues that can be addressed immediately. Some issues have come up from the focus groups that may not fit into the strategic plan but may be possible to address fairly readily. To identify these issues, Atty. Westbrook and Atty. Ury will review focus group materials from internal groups, Judge DiPentima will review judge focus groups and the comments she has received from individuals; and Atty. Farley and Judge Mintz will review the public hearing transcripts. Atty. D'Alesio has reviewed the attorney focus groups. Although

these items may be addressed before the strategic plan is completed, it will be important to have any action or changes in connection with these issues addressed through the Commission.

6. The next item on the agenda was other business. Judge DiPentima is concerned about finding a method of reaching people within the court system who have not been able to attend focus groups but might have input with respect to the future of the Judicial Branch and their role in it. Various suggestions were made, including the possibility of an intranet online survey, a virtual suggestion box, and creating an ongoing committee for this purpose as a strategy in the Strategic Plan. This matter will be discussed further at the next meeting of the Steering Committee.

A brief discussion ensued about the survey that is currently on the Judicial Branch website. There have been a little over 500 responses and the survey will remain up for a while longer. The results could be coordinated with the results of the more scientifically valid transactional survey and could provide benchmark material for the commission.

Atty. Ury mentioned that the Connecticut Bar Foundation wants to put together a Citizens' Conference on the Courts, which has been done in the past. After discussion, it was determined that such a conference would be a good opportunity to present the strategic plan later this year. Atty. Ury will report back to the program committee of the Bar Foundation that Judicial is interested in participating in the conference.

The next meeting of the Steering Committee is tentatively set for February 14th at 3:15 PM in Waterbury.

The meeting was adjourned at 4:55 PM.