

**Minutes
Public Service and Trust Commission
Steering Committee
June 21, 2007**

The Steering Committee of the Public Service and Trust Commission met in the Attorney Conference Room of the Appellate Court located on 75 Elm Street, Hartford, CT on June 21, 2007 from 2:00 to 4:00 p.m.

Those in attendance: Attorney Joseph D'Alesio, Hon. Alexandra D. DiPentima (Chair), Attorney Melissa Farley, Hon. Douglas C. Mintz, Hon. Barbara M. Quinn (Deputy Chief Court Administrator), Hon. Chase T. Rogers (Chief Justice), Attorney Frederic Ury, and Attorney Dawne Westbrook.

Judge DiPentima called the meeting to order at 2:05 p.m. and stated that all meetings of the Public Service and Trust Commission and its committees will be open to the public.

Chief Justice Rogers, in her opening remarks, welcomed members of the Steering Committee. She offered her complete support for the mission and charge of the Public Service and Trust Commission and offered her assistance to its Steering Committee.

The next agenda item was formal introduction of the members of the Steering Committee.

Judge DiPentima briefly outlined the scope of the project, its mission and charge for item three on the agenda. She explained that the mission of the Public Service and Trust Commission is to: Evaluate the operations of the Judicial Branch by seeking input from the public, judges and Branch employees, and to make recommendations which will improve service and consequently trust. The Commission has been charged to assess where the Branch is in its mission and to create a strategic plan to assist it in the fulfillment of its mission. She moved on to review the proposed plan of action that the Commission will need to undertake to accomplish its charge which includes an assessment, evaluation of the results, development of a strategic plan, implementation of the plan, and development of performance measures.

The fourth agenda item was a discussion regarding the role of the Steering Committee. It was decided that the Steering Committee will structure a plan of action for use by the Public Service and Trust Commission, upon its formation, so that the Commission may act on the plan as it sees fit, and so that the Commission may make policy decisions and recommendations to the Chief Justice.

Item five was a discussion regarding the methodology that would be employed in the plan of action. Joseph D'Alesio reviewed the strategic planning process and its importance in contributing toward the success of the Commission's work. Melissa Farley reviewed the survey that will be conducted and presented a draft request for proposals (RFP) that has been prepared to select a vendor to perform this task. The RFP process is expected to take place between July and August 2007, while findings from the survey are anticipated to be made available to the Commission by October 2007.

Discussion then moved to item six on the agenda, the identification of constituent groups from which the composition of the Commission will be derived and from which focus groups will be drawn to participate in the planning process. The initial results included consideration of approximately seventy unique constituent focus groups. These will be examined and refined at the next meeting of the Steering Committee. The discussion moved to the possible number of Commission members, and the percentage of those members representing the Judicial Branch versus non-judicial members. Recommendations of individual names for membership on the Commission will be sent to the Chief Justice by the end of July 2007.

Item seven on the agenda was a discussion of the general timeline for the project, including the recommendation of Commission members to the Chief Justice by the end of July 2007 with the Commission's first meeting to take place in September 2007. Completion of the strategic planning phase is anticipated in early 2008 with implementation of the plan taking place during the first half of 2008.

The next Steering Committee meeting of the Public Service and Trust Commission will be held Friday, July 13, 2007 at 11:30 a.m. in the Attorney Conference Room of the Appellate Court, 75 Elm Street in Hartford.

Judge DiPentima adjourned the meeting at 4:00 p.m.