

Minutes  
Public Service and Trust Commission  
Steering Committee  
October 16, 2007

The Steering Committee of the Public Service and Trust Commission met in the Superior Court Operations Conference Room located at 225 Spring Street, Wethersfield, CT on October 16, 2007 from 12:30 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 (Acting Chief Court Administrator), Attorney Frederic Ury, and Attorney Dawne Westbrook.

The meeting was called to order at 12:45 by Judge DiPentima.

1. The first order of business was the review and acceptance of the minutes from the Steering Committee meeting of September 11, 2007. The minutes were accepted as submitted.
2. The next agenda item was an update on the survey. Atty. Farley distributed a copy of the revised survey and a jury administration survey that is distributed by Jury Administration. Atty. Farley shared the comments from Dr. Rottman from the National Center for State Courts regarding surveys and that a transaction survey of this depth (as opposed to a perception survey) has not been done by any other state. After a lengthy discussion reviewing all of the comments that had been received from the Commission members, the committee made several changes and additions to the survey. Upon motion, the committee unanimously voted to approve the survey as amended. Jerry Lindsley will email the survey as amended to the committee.
3. The next agenda item was an update on the focus groups. Atty. D'Alesio presented information on the focus groups for judges that are scheduled and on the focus groups for staff and external groups. 77 groups have been identified; 48 focus groups have been scheduled and 29 groups have been completed. Members of the committee agreed to contact groups that still had to be scheduled and to contact Vicki Nichols or Shawna Johnson to schedule a focus group. Judge DiPentima will speak at the meeting of administrative judges on October 17<sup>th</sup> and distribute copies of a one-page summary about the focus groups to the administrative judges for distribution to the judges in their districts.

Atty. Ury had suggested that an overview might be helpful to the full Commission in terms of understanding the process and where it was headed. A draft overview of the entire process was reviewed by the steering committee. Attorney D'Alesio will circulate the draft by email so the committee can review it and provide comments to him by the end of the week. The overview will also contain a timeline for the entire planning process, from information gathering through the activity phase.
4. The next agenda item was a discussion of the composition of the focus groups. After discussion, the Commission members were divided into three groups for the focus groups that are scheduled for the meeting on October 30<sup>th</sup>. That meeting will be held at the Cromwell Marriott.

5. The next agenda item was planning for the public hearings. The committee discussed at length where the hearings should be held, how many hearings there should be, and when they should be completed. The committee then decided that two public hearings would be held between 6:00 p.m. and 7:30 p.m., on December 3<sup>rd</sup> and December 6<sup>th</sup>. One hearing will be held at the courthouse in Norwalk; the other, in the Supreme Court courtroom in Hartford. Members of the Commission will be asked to volunteer to sit at the public hearings in each location.
6. The final item on the agenda was the discussion of the Commission Committee structure. At its next meeting on November 29<sup>th</sup>, the committee will meet to organize the information obtained for use by the committees in the next phase of the process. The members of the Commission will receive information about the available committees and will be asked for their preferences. At the meeting of the full Commission on December 11<sup>th</sup>, the Commission will be broken down into committees based upon those preferences and will be given more details on the next phase of the process. Meetings of the committees to come up with outcome goals will begin after the first of the year and a deadline will be set for completion.

Judge DiPentima asked that committee members think about ways to publicize the public hearings (i.e., notice on the website and in the law journal, and a press release). Atty. Farley will arrange for an email address to be available on the website for public comment.

The meeting adjourned at 3:20 p.m.