

Minutes
Public Service and Trust Commission
Steering Committee
November 29, 2007

The Steering Committee of the Public Service and Trust Commission met at the Graduate Club, located at 155 Elm Street, New Haven, CT on November 29, 2007 from 8:30 a.m. to 5:30 p.m.

Those in attendance: Hon. Patrick L. Carroll, III (Deputy Chief Court Administrator), Attorney Joseph D. D'Alesio, Hon. Alexandra D. DiPentima (Chair), Attorney Melissa Farley, Justice Joette Katz, Hon. Douglas C. Mintz, Attorney Frederic Ury and Attorney Dawne Westbrook.

Judge DiPentima welcomed the members of the Steering Committee and called the meeting to order at 9:00 a.m.

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.

The next agenda item was an update regarding the progress of the survey. Melissa Farley distributed the initial results of the survey that has been posted on the Judicial Branch website.

The Steering Committee then discussed the progress achieved thus far in completing approximately 74 of the 88 scheduled focus groups, and the role of these groups in creating the strategic plan. This led to the main agenda item for the meeting.

Affinity exercises undertaken by the focus groups had resulted in the creation of approximately 800 individual subject headers. These subject headers were reviewed by the Steering Committee and, utilizing a similar affinity process as the focus groups, divided into five categories that will serve as the basis from which the Commission will be divided into committees, then develop the strategic goals, strategies and activities that will become the main components of the strategic plan.

The affinity exercise was alternately led by each member of the Steering Committee throughout the course of the meeting. The process was supported with materials previously prepared by staff, including reference materials regarding the background and intent of each of the 800 individual subject headers.

The 800 subject headers were eventually divided into 27 separate subject groups, which were then categorized into five main subject areas to be used for committee assignments and development of the strategic plan; access, accountability, changing demographics, collaboration and delivery of service.

Steering committee members then used the main subject area names, combined with their contributing subject groups, to formulate the charge for each of the five proposed committees of the Commission.

The date, time and location of the next Steering Committee meeting of the Public and Service Trust Commission will be announced at a later date.

The meeting was adjourned at 5:30 p.m.