

Minutes
Public Service and Trust Commission
Advisory Committee on Cultural Competency
Diversity Day Subcommittee

The Advisory Committee on Cultural Competency, Diversity Day Subcommittee met at 225 Spring Street, Wethersfield, Room 133 on July 7, 2014.

Those in attendance were: Isabel Alvarez, Troy Brown, Stephen Ment, Shawna Woodard, and Alison Zawadski.

The meeting was called to order at 3:05 a.m.

1. The Meeting Minutes of June 3, 2014 were approved.
2. The Subcommittee reviewed the list of breakout sessions confirmed and unconfirmed. Several organizations/institutions were contacted to present on a topic concerning Gender, however, no one has confirmed their participation. Also, the Subcommittee is still waiting to hear that the presenter for ADA will be able to participate. Shawna and Isabel will follow-up with their respective contacts. If within two weeks neither has confirmed, the Subcommittee will request a second session from the list of confirmed presenters.

The Breakout Session Presenter form has been received from the CT Muslim Coalition. Isabel will relay a message to the presenter to bring her own laptop and thumb drive that holds her presentation. The LOB has projectors and projector screens for our use upon request. The Subcommittee will bring one to two laptops to the event in the case it is needed by a presenter.

Alison confirmed that the room capacity at the LOB is for seating available and not fire marshal code. Advisory Committee on Cultural Competency Committee members, presenters, and any judges who may attend need not register.

Each presenter, including the keynote speaker, will receive a certificate, thank you letter, and gift from the Branch for their participation.

The Subcommittee then reviewed and revised the list of potential training programs/presentations that could be offered during the week. The contact person for each program/presentation will be contacted by a member of the Subcommittee to confirm their participation throughout the week. Ideally, we would like to schedule 2-3 activities per day, and it is important to offer in locations throughout the state to accommodate court employees.

When e-mail notifications are sent to Branch employees concerning registration for any Diversity Week activity, it is important to stress that supervisory approval is necessary prior to registering via the LMS.

Finally, the Subcommittee reviewed possible court locations where the week's activities may be held. Shawna will contact the appropriate person to reserve space. A member of the ACCC will be assigned to each event during the week to set-up the room, manage the sign-in sheet, make an introduction at the start of the program, assist the presenter, and return the room back to its original state.

3. The Subcommittee plans to meet next during the full committee meeting of the Advisory Committee on Cultural Competency, on July 18, 2014, at 10:00 a.m., Room 204, 225 Spring Street, Wethersfield.
4. The meeting adjourned at 4:30 PM.