

Minutes
Public Service and Trust Implementation
Diversity in the Branch Workplace Committee
December 10, 2008

The Diversity in the Branch Workforce Committee of the Public Service and Trust Commission met in the 4th floor conference room at 90 Washington Street on December 10, 2008 at 10:00 a.m.

Those in attendance:

Linda A. Dow, Counsel, Human Resource Management (Chair)
Eileen L. Finn, Deputy Director, Information Technology Division
Maria R. Kewer, Personnel Manager, Superior Court Operations
Hilda Nieves, Regional Manager, Adult Probation and Bail
Robyn N. Oliver, Program Manager, Volunteer and Intern Program
Joel Riley, Personnel Manager, Human Resources, CSSD

The meeting was called to order at 10:15 by Linda Dow.

The first agenda item was the review and acceptance of the meeting minutes from December 3, 2008. Committee members agreed upon several revisions made to the draft. The minutes were then accepted as amended.

The second agenda item was the review of committee recommendations to determine if any changes/additions are needed. The committee engaged in a lengthy discussion and agreed on a revised list of recommendations. The following is a list of those recommendations that will be put to a vote by committee members.

1. Address issues of cultural competency through training for new and existing employees.
2. Provide training to administrative and middle management staff relative to consistent hiring practices.
3. Follow-up with Affirmative Action Coordinators at least 2 times a year to ensure Judicial Branch hiring and promotional practices are fair and consistent.
4. Develop questions to include on the interview form that will measure the cultural competency of an applicant or the ability for an applicant to become culturally competent.

5. Identify applicants that are fluent in a language other than English as part of the application process.
6. Evaluate and develop methods to retain employees hired at the entry level and provide training to enhance their promotional opportunities.
7. Promote careers in the Judicial Branch at Connecticut high schools, business schools, technical schools, career academies and colleges through the development of class materials and a speaker's bureau for classrooms and assemblies. Assemble a pool of Judicial Branch employees that would be accessible to the Volunteer/Intern Coordinators to make presentations.
8. Update the "Guidelines for Effective Interviews" to include instructions for the new evaluation form and cultural competency questions. Conduct training on the use of the new interview forms and include information on the types of questions to ask during the interview process.
9. Periodic review and distribution of regional statistics by division pertaining to the Branch workforce, the Connecticut workforce and the Connecticut population as a whole in order to respond to changing demographics.
10. Conduct a survey of Judicial Branch staff to identify where employees see needs in relation to cultural competency.

The committee discussed recruitment data. To date, demographic information is not available from the on line application system but is in place for future tracking. Long range recommendations include the development and utilization of a database to track the composition of candidates interviewed and those selected. Members also suggested a database for Judicial Branch employees that are discharged from service in order to enhance the recruitment of future applicants or identify any trends.

Members were asked to email the outcome indicators they have prepared to Michele Cruz by December 23, 2008 and be prepared to discuss how these will measure the success of this project at the next meeting.

The next meeting will be on Tuesday, December 30, 2008 at 1:30 p.m. in the 4th floor conference room at 90 Washington Street in Hartford.

The meeting adjourned at 11:45.