

Minutes  
Public Service and Trust Commission  
Steering Committee  
February 14, 2008

The Steering Committee of the Public Service and Trust Commission met at the 4<sup>th</sup> floor conference room at the Waterbury Judicial District Courthouse located at 400 Grand Street, Waterbury, CT on February 14, 2008 at 3:30 p.m.

Those in attendance: Hon. Patrick Carroll, Attorney Joseph D. D'Alesio, Hon. Alexandra DiPentima (Chair), Hon. Douglas C. Mintz, Attorney Frederic Ury, and Attorney Dawne Westbrook.

The meeting was called to order at 3:25 PM by Judge DiPentima.

1. Approval of the minutes - Upon motion and second, the minutes were unanimously approved.
2. Update on committees' progress – Staff meets together on a weekly basis, along with Atty. D'Alesio and Judge DiPentima to address any questions that arise and eliminate duplication. Overall, the members of the committees are committed and actively involved in the planning process. Committees are working at different paces and in different ways to develop the outcome goal, the rationale behind the goal, and some strategies. Over the next two weeks many of the committees will have a training session on developing performance measures. The training session emphasizes that the development of this plan is not a linear process but rather involves moving ahead to strategies and then perhaps returning to develop outcome goal performance measures. Discussion ensued regarding what the completed plan would look like. The suggestion was made that the focus group materials and activities would be part of an appendix and implementation plan so that the impact of the strategic plan itself would not be diluted.
3. Discussion of issues that can be addressed immediately – As discussed at the prior meeting, some issues that came out of the public hearings and written testimony and from the focus groups could be addressed in the short term. A discussion of these issues and to whom the items should be presented for action occurred. The consensus was that these issues would be most appropriately sent to the Chief Court Administrator for action. Several of these issues that had arisen from focus groups with members of the bar have already been presented to the Chief Court Administrator and Deputy Chief Court Administrator.

Judge DiPentima reported on the suggestions that she had received in response to the email sent out to all judicial employees. Many of the responses have reiterated information obtained from the focus groups, but all responses have made it clear that judicial employees truly care and want to improve things for people using the courts. These responses will be referred to the appropriate committees or people for review.

The question was raised as to how to update people on the work of the Commission and how to publicize actions taken on the issues as a result of the

Commission, but outside of the Strategic Plan itself. After discussion, it was determined that Judge DiPentima will prepare a letter to go out to a contact at each of the focus groups, updating the groups on the work and progress of the Commission and the committees.

4. Timing of the establishment of the Vision, Mission and Values Committee – The Vision, Mission and Values Committee will be established by March so that the group is prepared to work on the Vision once the outcome goals are presented by each of the committees. This committee will be composed of one member from each committee. The co-chairs of each of the committees will be contacted by Judge DiPentima about selecting one of their committee members for this Vision, Mission and Values Committee. From the Steering Committee, Judge Mintz and Atty. Westbrook would like to be included as members of the Vision, Mission and Values Committee. Judge DiPentima will also appoint a chair of the committee.
5. Other Business – Judge DiPentima will request an updated report on what each committee is doing from the committee co-chairs. At its next meeting, the Steering Committee will have an update on any actions taken on the issues sent to the Office of the Chief Court Administrator, reports from the committees, and will discuss the format and preparation of the final plan.

The next meeting of the Steering Committee will be on March 12<sup>th</sup> at 3:30 PM.

The meeting adjourned at 4:45 PM.