

Minutes

Public Service and Trust Commission Advisory Committee on Cultural Competency

The Advisory Committee on Cultural Competency met at 225 Spring Street, Wethersfield, Room 204 on April 20, 2012.

Those in attendance were:

Committee members: Hon. Richard A. Robinson (Chair), Eileen Meehan (Vice Chair), Troy Brown, Karen Chorney, Laura DiFelice, Precious Hyland, Daisy Ortiz, Phil Strambler, Shawna Woodard.

The meeting was called to order at 10:15 a.m. by committee Chair, the Honorable Richard A. Robinson.

1. The minutes from the meeting on February 17, 2012 were unanimously approved.
2. Judge Robinson reported that the Report to the Chief Justice had been delivered and was very well received.
3. Precious Hyland and Phil Strambler presented the “What’s Happening” page for the Committee’s intranet site. Members approved the format and recommended an archive page to be set up to move dated items and retain a history of activities occurring within the Branch. Troy Brown updated the Committee on CSSD’s Cultural Competency Advisory Committee website
4. The Committee was updated on the next round of focus groups, which will take place in June. It is expected that the process of coordinating and delivering that effort would be the same as the previous focus groups conducted by the Committee, except that the focus group participants would be recruited by the Executive Directors and Directors rather than volunteered. The Committee was asked for any input on the questions to be asked and to communicate any issues with the focus group schedule.
5. Troy Brown updated the Committee on the Training Work Group. Progress has been made in defining the philosophy of training, areas in which training should be prepared, and in training methodologies to be used.
6. The Definitions and Expectations Work Group presented five statements and proposed language for how Branch employees should be expected to conduct themselves as public servants. The statements were derived from the four core values in the Branch’s strategic plan. The Committee discussed how to proceed to make these public service elements a section of the Branch’s Employee Performance Appraisal forms. Changes to the Employee Performance Appraisal forms are considered to be critical; however, the Committee recognizes that the process for

updating those forms could be long. As an interim solution, the Committee recommended developing Branch wide performance expectations in the area of public service that are reflected in the performance appraisal policy, disseminated to all supervisors and included in the Supervisor's Guide to Performance Evaluations. The dissemination and inclusion of these expectations are meant to direct supervisors when rating employees during the performance evaluation process.

7. Judge Robinson commended Eileen Meehan for her contributions to the Committee and wished her much success in her new career.
8. Support Enforcement Services will recommend a new member to the Committee to represent their unit.

The next meeting will be May 18, 2012, at 10:00, in room 204 at 225 Spring Street, Wethersfield.

The meeting was adjourned at 11:25 a.m.