

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 August 15, 2014.

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

The meeting was called to order at 9:05 a.m.

1. The Subcommittee reviewed the keynote speaker and breakout session presenters' summaries. It was recommended that the keynote speaker's presentation and summary include language that applies the speaker's rules to not only judges, but to Judicial Branch employees, and that this leads to core value-centered public service. Alison Zawadski will contact Professor Kahan with this specific information. Other comments concerning the breakout session summaries were noted and will be confirmed with each presenter before publishing. The Subcommittee is still waiting for summaries for the Gender, Unconscious Bias and Sexual Orientation sessions. Troy Brown will update the Subcommittee on Gender and Unconscious Bias, which he is confirmed to present with Justice Robinson. Shawna Woodard will contact Dr. Naples concerning the Gender presentation.
2. Stephen Ment and Alison Zawadski reviewed the schedule of trainings/presentations to be delivered during the week. Everyone was tentatively scheduled for at least two offerings in different locations. They will confirm the schedule and locations with the presenters before publishing. Shawna Woodard will follow-up with Viviana Livesay from Legal Services regarding the use of public libraries for some locations, and she will inquire about the availability of Degnan Hall at 61 Woodland Street, Hartford. Isabel Alvarez will contact the external presenters to confirm their availability for at least two offerings in two different locations. Stephen, Alison and Shawna will meet again to formalize the week's schedule.
3. The Subcommittee set a goal to open registration on Monday, August 25 for the Opening Celebration, and Tuesday, September 2 for the Week's Activities. Shawna will obtain a Diversity Week category in the LMS to group all of these events and make them easily accessible to employees.
4. External Affairs will order the name tags and color dots to designate the breakout sessions for each employee. They are aware that FSW Inc. (the interpreting services company) requested the opening and closing remarks in advance to prepare.
5. The Advisory Committee on Cultural Competency will be called upon to volunteer at the Opening Celebration (eg., registration table and other roles), and during the week. We will need at least one member to be present at each training/presentation to provide a very brief introduction. Stephen will send an email to the committee that a schedule will be available at the September meeting for each member to confirm their availability.
6. Paul Bourdoulous reported that Precious Hyland and Phil Strambler are working on the Diversity Week internal web page to house all of this information.
7. The Subcommittee plans to meet again on Friday, August 22, 2014 at 2:00 PM in Room 133 at 225 Spring Street, Wethersfield.
8. The meeting adjourned at 10:30 AM.