

Minutes

Public Service and Trust Commission Advisory Committee on Cultural Competency Survey / Focus Group Subcommittee

The Advisory Committee on Cultural Competency, Survey/Focus Group Subcommittee met at 90 Washington Street, Harford, Fourth Floor Conference Room, on April 7, 2011.

Those in attendance were: Troy Brown, Laura DiFelice, Esther Harris, Richard Loffredo, Eileen Meehan, and Shawna Woodard.

The meeting was called to order at 10:15 by Eileen Meehan, Chair.

1. The minutes of the meeting of December 10, 2010 were accepted without change.
2. After extensive discussion, the subcommittee decided that both internal and external focus groups should precede the survey instrument being distributed. The survey is seen as a needs assessment which is a natural outgrowth of the focus groups. The focus groups are also seen as building on the focus groups conducted for the Judicial Branch's Strategic Plan. The internal and external focus groups will develop in greater depth and detail the information identified by the Public Service and trust Commission's focus groups.
3. The subcommittee began the work of defining how the internal and external focus groups would be constructed and run, in order to make the recommendation to the full committee. It was decided that a minimum of two facilitators would be required, that a third staff person might be necessary; that the facilitators would be drawn from the full committee and additional Judicial Branch staff as needed; and that training for the facilitators would be acquired. The makeup of the groups was discussed; the groups target size would be about 20 people per focus group; and printouts of judicial staffing will be provided by human resources to aid in identifying focus group attendees.
4. An additional meeting has been scheduled to define how many focus groups are needed; the composition of the groups; where and when they will be held; and the questions to be asked. Subcommittee members were asked to bring their recommendations to the next meeting.
5. The next meeting will be Thursday, April 14, at 2:00 p.m. at CCSU's ITBD Center in New Britain.
6. The meeting adjourned at 11:30 a.m.