

## **Minutes**

### **Public Service and Trust Commission Advisory Committee on Cultural Competency Survey / Focus Group Subcommittee June 2, 2011**

The Advisory Committee on Cultural Competency, Survey/Focus Group Subcommittee met at 225 Spring Street, Room 204, Wethersfield, on June 2, 2100.

Those in attendance were: Eileen Meehan, Chair, Paul Bourdoulous, Troy Brown, Karen Chorney, Esther Harris, and Richard Loffredo.

The meeting began at 10:11 a.m.

1. The subcommittee accepted the minutes of the May 17, 2011 meeting.
2. The subcommittee discussed input from Branch management brought to the group by Eileen Meehan, Paul Bourdoulous and Richard Loffredo. The group reviewed its goals, in part for the benefit of more recent members, and sharpened its focus on the tasks which needed to be accomplished and the timing of those tasks.
3. Paul Bourdoulous agreed to be the Master Scheduler for the focus groups.
4. The subcommittee agreed that the list of volunteers for the focus groups had to be developed before scheduling the groups or identification of facilitators could be finalized. Eileen Meehan agreed to write the email inviting participation and to discuss with External Affairs. Richard Loffredo will brief Judge Robinson.
5. Eileen Meehan will email the full committee to begin the process of identifying facilitators and note takers. If the number of focus groups exceeds the capacity of the committee to facilitate, additional facilitators will be recruited from training and support areas within the Branch.
6. The subcommittee identified resources within the committee to provide orientation and informal training to the facilitator group.
7. The subcommittee discussed the questions to be used in the focus groups. The group finalized the content of the questions, and Paul Bourdoulous agreed to write and distribute a final draft to the group.
8. The next meeting is scheduled for June 14, 2011, at 10 o'clock, at 225 Spring Street, Wethersfield, Room 133.
9. The meeting adjourned at 12:10 p.m.