

Minutes
Public Service and Trust Commission
Steering Committee
March 12, 2008

The Steering Committee of the Public Service and Trust Commission met at the 4th floor conference room at the Waterbury Judicial District Courthouse located at 400 Grand Street, Waterbury, CT on March 12, 2008.

Those in attendance: Hon. Patrick Carroll, Attorney Joseph D. D'Alesio, Hon. Alexandra DiPentima (Chair), Atty. Melissa Farley, 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. Creation of Vision, Mission and Values Committee – Judge DiPentima has appointed Judge Mintz as the chair, and will also attend the meetings. The members of the committee will be: Dawne Westbrook (Steering), Judge Shortall (Access), Jennifer Zito (Accountability), Judge Jones (Changing Demographics), Tom Siconolfi (Collaboration) and Robert Stillman (Delivery of Services). After a brief training session at their initial meeting, the committee will work with the existing mission statement, the outcome goals as developed by the committees, and the values cited by the focus groups in refining the mission statement and developing a vision and values for the Branch. The first meeting will be in early April, and the entire process should take only two or three meetings.
3. Review of Outcome Goals – The outcome goal from each committee had been provided to Judge DiPentima. These goals along with the rationale behind each goal will be presented by the co-chairs of each committee at the meeting of the full commission on March 25th. In general, a decision will have to be made as to whether the final outcome goals should use the same grammatical structure and whether the same terminology should or could be used in each goal: user, person, public, people, stakeholders, participants, all who interact, courts, court system, judicial system, Judicial Branch. It may be a good idea to define the word chosen in the introduction to the plan. Each goal was discussed and the committee had questions on some of the goals which will be conveyed to the committee co-chairs prior to the meeting of the full commission.
4. Form of Strategic Plan – A preliminary outline for the strategic plan was distributed. The activities connected to the strategies will be contained in a separate implementation plan so that the focus of the plan will be the outcome goals, rationales, performance measures, and strategies. Each goal should also have a “story” that illustrates in a very concrete way why it is so important. Information from the focus groups, public hearings, survey, and emails from branch employees will be contained in a separate appendix.

5. Agenda and Format of March 25th Commission Meeting – The agenda for the meeting of the full commission was discussed. The meeting will include a discussion of the outline of the strategic plan and a timeline for its completion, the process of taking the work of each committee and incorporating it into a cohesive plan, a brief legislative update, a discussion of the composition and charge of the Vision, Mission and Values Committee, and the presentation by the committee co-chairs of the outcome goals and rationales behind the goal. Materials on the outcome goals, the proposed outline of the plan, a timeline, and the list of members of the Vision, Mission and Values Committee will be distributed to all commission members prior to the meeting on March 25th.
6. Timeline for completion of Strategic Plan – A general discussion on the timeline for the completion of the plan took place. Details will be provided at the March 25th meeting.
7. Other business – Judge Carroll updated the committee on the list of issues that could be addressed immediately. These items were presented to the Administrative Judges last week and progress is being made on implementing these changes.

Dawne Westbrook brought to the attention of the committee a legislative proposal from the Governor creating an electronic forum, which would be a central clearing house for comments from the public which would then be directed to the appropriate department. The Judicial Branch already provides the opportunity for members of the public to submit comments or questions on its website, through the webmaster and the court operation's webmaster. The committee suggested formalizing this process and publicizing it so that the public is more aware of this currently available option for submitting comments or questions.

The next meeting will be April 9th at 3:15 PM.

The meeting adjourned at 4:50 PM.