

Minutes
Public Service and Trust Commission
Committee on Access

January 23, 2008

The Access Committee of the Public Service and Trust Commission met in the 4th floor conference room at Superior Court, 90 Washington St., Hartford, CT.

Those present: Mr. Joseph Camilleri, Judge Patrick Carroll, Ms. Lisa Holden, Judge Joseph Shortall (co-chair), Atty. Toni Smith-Rosario (co-chair), and Mr. Alex Wood.

The meeting was called to order at 3:08 PM.

1. Atty. Smith-Rosario welcomed the committee members and provided a brief overview of the matters to be discussed during the meeting.
2. The next agenda item was a review by staff of the material that had been provided to the committee members.
3. The next agenda item was an overview of the committee tasks by Judge Shortall, who called attention to the committee charge and the breadth of the issues which the committee would have to address in developing its outcome goal and strategies: barriers to physical access, barriers to access to court processes, and barriers to access to court information.
4. The next agenda item was a training session presented by staff on developing a strategic plan. Discussion occurred regarding the terminology (goal, strategies, activities, and performance measures) and the overall planning process.
5. The next agenda item was a review of the tasks for the next meeting. The committee was reminded that the co-chairs would be presenting the committee's outcome goal and why the goal is necessary to the full commission at its March 25th meeting. In order to meet that deadline, after discussion, the committee members agreed to review the charge, bulleted items, and focus group materials and then individually draft an outcome goal. The drafts will be emailed to staff by February 4th so that they can be circulated prior to the next meeting. Discussion ensued as to the focus group materials and the repetitiveness of some of the headings. The possibility of condensing the headers without losing the information was discussed. After discussion, it was determined that the bulleted list contained in the committee charge provided some guidance with respect to the most common themes in the focus group materials.
6. The final agenda item was the establishing of a meeting schedule and timeline. After discussion, the committee agreed to meet February 7th, February 27th, and March 20th in order to draft the outcome goal and why it is necessary, and begin identifying some strategies prior to the full commission meeting on March 25th.

The meeting adjourned at 4:20 PM.