

**Minutes
Public Service and Trust Commission
Steering Committee
September 11, 2007**

The Steering Committee of the Public Service and Trust Commission met in the Superior Court Operations Conference Room located at 225 Spring Street, Wethersfield, CT on September 11, 2007 from 12:30 p.m. to 4:30 p.m.

Those in attendance: Attorney Joseph D. D'Alesio, Hon. Alexandra D. DiPentima (Chair), Attorney Melissa Farley, Hon. Douglas C. Mintz, Hon. Barbara M. Quinn (Deputy Chief Court Administrator), Attorney Frederic Ury, and Attorney Dawne Westbrook.

Judge DiPentima welcomed the members of the Steering Committee and called the meeting to order at 12:45 p.m.

The first order of business was the review and acceptance of the minutes from the Steering Committee meeting of July 13, 2007. The minutes were accepted as submitted.

The next agenda item was an update on the survey. Judge DiPentima indicated that after reviewing the proposals that were submitted in August, the contract was awarded to the Center of Research and Public Policy. A project initiation meeting is scheduled for Thursday, September 13, 2007 to review the requirements and timeline to conduct the survey. A draft copy of the survey and the sample size data will be available for review at the Public Service and Trust Commission meeting in September.

The Steering Committee reviewed the list of people who will serve as members of the Public Service and Trust Commission. The first meeting of the Public Service and Trust Commission will be Thursday, September 27, 2007 at 3:00 p.m. at the Supreme Court in Hartford, CT.

The Steering Committee then discussed the proposed process for conducting focus groups and creating the strategic plan. Facilitators will conduct approximately 80 focus groups with Judicial Branch stakeholders (court personnel, lawyers, and others who are involved with the court system) to learn their expectations and needs. The information gathered from each focus group will be used to form specific and measurable outcome goals; strategies to achieve those outcome goals; and then finally, activities to implement those strategies. Using this implementation plan of outcome goals, strategies and activities, the Public Service and Trust Commission will assess the Judicial Branch's current mission statement and propose a new vision for the future of the Judicial Branch.

The Steering Committee then reviewed the list of groups who will be invited to participate in a focus group or public hearing. The Steering Committee anticipates that all focus groups will be completed by the end of November 2007. Vicki Nichols and Shawna Johnson, support staff for the Steering Committee, will prepare a revised list of focus groups indicating each Steering Committee member's task to schedule one or more focus group meetings.

The final agenda item was a trend identification exercise undertaken by the Steering Committee.

The next Steering Committee meeting of the Public and Service Trust Commission will occur on Tuesday, October 16, 2007 at 12:30 p.m. The location of the meeting will be announced.

The meeting was adjourned at 3:30 p.m.