

**Minutes**  
**Public Service and Trust Implementation**  
**Diversity in the Branch Workplace Committee**  
**November 5, 2008**

The Diversity in the Branch Workforce Committee of the Public Service and Trust Commission met in the 4<sup>th</sup> floor conference room at 90 Washington Street on November 5, 2008 at 1:30 p.m.

Those in attendance:

Eileen F. Meehan, Personnel Manager, Human Resource Management  
Maria R. Kewer, Personnel Manager, Superior Court Operations  
Eileen L. Finn, Deputy Director, Information Technology Division  
Hilda Nieves, Regional Manager, Adult Probation and Bail  
Robyn N. Oliver, Program Manager, Volunteer and Intern Program

The meeting was called to order at 1:40 by Eileen Meehan.

The first agenda item was the review and approval of the meeting minutes from October 14, 2008. The minutes were accepted as submitted.

This was followed by a review of statistical data. Figures on the Judicial Branch workforce and division demographics were examined. Numbers from CSSD provided data from Adult Probation and Juvenile Detention that identified the number clients they serve by ethnicity from 2004 through 2007. Hilda Nieves will request additional data that show similar figures by gender. Additional data for units within CSSD that provide services to clients will be requested.

A discussion then moved to the types of statistics available and how to best utilize them to make committee recommendations to the Chief Court Administrator. The Judicial Branch workforce data can be used to determine if there any gaps in the branch workforce and the population it serves. Eileen Meehan suggested that other figures from the Connecticut Census Bureau and the Connecticut Department of Labor could offer specific data on the overall population and the available workforce in Connecticut. A recommendation to gather more data was agreed upon by committee members.

The committee engaged in a lengthy discussion on the focus of the tasks set forth in the strategic plan and what action to take. The conversation centered on how best to present recommendations that will improve current efforts to better represent the Judicial Branch and attract a diverse applicant pool. An analysis and comparison of statistical data has to be done to determine needs in specific areas. Current recruitment methods were talked about and several suggestions were made to expand on current efforts. Robyn Oliver suggested making use of community based sources to reach job applicants. Committee members also

suggested that revisions could be made to the employment opportunities section of the website. The focus would be to make the site more user-friendly for outside applicants. Members also discussed changing the format/language contained in job postings to make it clearer to external applicants. The idea of posting temporary employment opportunities on the website was talked about as well as participating in job fairs around the state.

The committee ended the meeting by setting forth a plan to run an analysis of data and identify any deficiencies.

The next meeting is scheduled for Thursday, November 20, 2008 at 1:30 p.m. in the 4<sup>th</sup> floor conference room at 90 Washington Street, Hartford, CT.

The meeting adjourned at 3:10.