

Minutes
Public Service and Trust Implementation
Diversity in the Branch Workplace Committee
December 3, 2008

The Diversity in the Branch Workforce Committee of the Public Service and Trust Commission met in the 4th floor conference room at 90 Washington Street on December 3, 2008 at 1:30 p.m.

Those in attendance:

Linda A. Dow, Counsel, Human Resource Management (Chair)
Eileen L. Finn, Deputy Director, Information Technology Division
Maria R. Kewer, Personnel Manager, Superior Court Operations
Adam P. Mauriello, Counsel, Legal Services
Eileen F. Meehan, Personnel Manager, Human Resource Management
Hilda Nieves, Regional Manager, Adult Probation and Bail
Robyn N. Oliver, Program Manager, Volunteer and Intern Program
Joel Riley, Personnel Manager, Human Resources, CSSD

The meeting was called to order at 1:40 by Linda Dow.

The first agenda item was the review and approval of the meeting minutes from November 20, 2008. The minutes were accepted as submitted.

Next, committee members reviewed the analysis of the Judicial Branch workforce, Connecticut population data and the client population. Statistical data from CSSD and Court Operations was also evaluated. Eileen Meehan explained the information contained in the analysis and a lengthy discussion followed on how this information relates to the charge of the committee. All members agreed that overall, this data indicates the Judicial Branch workforce is representative of the population it serves. There are no racial groups that are underrepresented. Some variations do exist in comparison of CSSD employees that serve CSSD clients.

The discussion then moved to the recruitment methods and interfacing with the Judicial Branch Diversity Committee to utilize job fairs and continuing education to improve the recruitment process. Members agreed that in general there are no issues with current recruitment methods. The applicant pool is reflective of the population in Connecticut. Additional efforts could be made to prepare the workforce population in the state by targeting high school and college students.

The charge of the committee as outlined in the strategic plan was reviewed and discussed. Following this conversation, committee members made the following recommendations pertaining to the action plan.

- Address issues of cultural competency through training for new and existing staff.
- Develop questions to include on the interview evaluation form that will measure the cultural competency of an applicant or the ability for an applicant to become culturally competent.
- Identify applicants that are fluent in a language other than English as part of the application process.
- Evaluate and develop methods to retain employees hired at the entry level and provide training to enhance their promotional opportunities.
- Develop materials on Judicial Branch employment opportunities to distribute to high school guidance offices.
- Interface with the Judicial Branch Advisory Committee on Diversity on career fair activities at the high school and college levels.
- Update the "Guidelines for Effective Interviews" to include instructions on the new evaluation form and incorporate information on cultural competency in the guidelines for interviews. Conduct training on the use of the new interview forms and include information on the types of questions to ask during the interview process concerning cultural competency.
- Schedule and conduct training on the new interview policy and forms.

Members were asked to review all suggested recommendations prior to the next meeting and be prepared to vote on the recommendations to be included in the final report. The committee will also begin work on a draft of the final report for Chief Court Administrator at the next meeting.

The next meeting is scheduled for Wednesday, December 10, 2008 at 10:00 a.m. in the 4th floor conference room at 90 Washington Street in Hartford.

The meeting adjourned at 3:15.