

**MINUTES OF THE REGULAR COMMISSION MEETING OF THE COMMISSION ON
HUMAN RIGHTS AND OPPORTUNITIES, THURSDAY, AUGUST 9, 2007, 2:00 P.M.,
LEGISLATIVE OFFICE BUILDING – ROOM 1E
HARTFORD, CONNECTICUT 06106**

COMMISSIONERS PRESENT

Andrew Norton, Chairperson
Edward Mambruno, Secretary
Cheryl Lynn Clarke
Larry Conaway (joined the meeting in progress)
Jimmie Griffin
John Lobon

COMMISSIONERS ABSENT

Lillian Brown
George A. Marshall
Gloria Mengual

STAFF PRESENT

Raymond P. Pech, Executive Director
Robert J. Brothers, Jr., Managing Director and Commission Attorney
Alvin Bingham, Affirmative Action and Contract Compliance Supervisor
Donald Newton, Chief of Field Operations
Michelle Provost, Fiscal Administrative Supervisor
Gloria Sparveri, Affirmative Action Program Manager
David Teed, Assistant Attorney General
Linda Civitillo, Executive Secretary

I. CHAIRPERSON

A. Convene Meeting

Chairperson Andrew Norton convened the August 9, 2007 Regular monthly meeting of the Commission on Human Rights and Opportunities at 2:06 p.m.

II. SECRETARY

A. Review and Approval of Minutes of July 12, 2007 Regular Commission Meeting

Secretary Mambruno requested a motion accepting the minutes of the July 12, 2007 Regular Commission meeting. A motion was made by Commissioner Clarke and seconded by Commissioner Mambruno to approve the minutes of the July 12, 2007 Regular Commission meeting. Commissioner Clarke requested the minutes be revised on page one under Item II.A. to include a reference to the fact that Commissioner Griffin did not attend the meeting.

The Chair asked for further discussion before taking a vote. Commissioner Lobon noted the minutes are narrative minutes in relationship to the conversations held and the information contained within the minutes just gives highlights of conversations or information of the meeting, and asked if this is how the minutes will be forwarded to Commissioners from this point forward. The Chair asked if he meant in lieu of a transcript. Commissioner Lobon stated yes. The Chair indicated transcripts, while a good thing, do not take the place of minutes, since minutes are a resource for members of the public, or the board, to look back and see, somewhat quickly, what transpired in a meeting, and are a record of the major events, major points of discussion, motions and votes. If the public is provided only with a transcript, you have not provided members of the public with what is accepted as the historical way of providing information of what transpired in the meeting. The Chair stated his approval of this form of minutes being in the traditional form, but asked each Commissioner to state their preference. Commissioner Lobon indicated his preference for a transcript so if he were not able to attend a particular meeting, a transcript would allow him to dissect what questions were asked and how they were answered and, in turn, bring those issues to the Commission. He reiterated his belief that a transcript is necessary based on what the Commission needs to do. Commissioner Griffin and Commissioner Clarke also expressed an interest in having a transcript, however, Commissioner Clarke suggested a narrative portion of the meeting would also be beneficial. Commissioner Mambruno indicated the minutes as currently presented are acceptable. The Chair stated his desire to have both a transcript and minutes and asked Executive Director Pech if the Commissioners could have both. Executive Director Pech stated this issue has been discussed in the past and the compromise reached was done primarily for two reasons: a tape recording of each meeting is available as a back up to the minutes and the cost of producing transcripts is considerable. The Chair noted for the record it was the sentiment of the Commissioners present in behalf of keeping a transcript in addition to minutes.

There was no further discussion on this Item. The motion to approve the minutes, with the noted revision, passed with Commissioners Clarke and Mambruno voting in favor of the motion. Commissioner Griffin abstained, Commissioner Lobon opposed the motion and the Chairperson did not vote. Commissioner Conaway was not present and Commissioners Brown, Marshall and Mengual did not attend the meeting.

III. AFFIRMATIVE ACTION RECOMMENDATIONS

A. Agencies Proposed Affirmative Action Plans

Staff Recommendations: **Approvals**

1. Asnuntuck Community College
2. Gateway Community College
3. Northwestern Connecticut Community College
4. Department of Transportation
5. Norwalk Community College

Executive Director Pech noted one change for the record to the proposed staff recommendations as they appear on the agenda. Norwalk Community College is being recommended for disapproval. The primary basis for the recommendation was the College's failure to address the deficiencies in last year's plan, which was approved, but nevertheless had a deficiency or two. The normal process, once the Commission has taken action on a plan, is that the evaluation is mailed to the agency within a few weeks. Since the current recommendation was made and submitted to the Commissioners, it came to the attention of staff that the formal evaluation was not sent to Norwalk Community College. In light of the fact that the College had no notice of what they were to respond to, staff is now recommending the plan be approved.

The Chairperson requested a motion accepting the staff recommendations to approve the affirmative action plans, with retention of annual filing status, for Asnuntuck Community College, Gateway Community College, Northwestern Connecticut Community College, Department of Transportation and Norwalk Community College. Commissioner Griffin moved that the above-noted affirmative action plans be approved with retention of annual filing, as recommended by staff. Commissioner Mambruno seconded the motion. **(Commissioner Conaway joined the meeting)** Commissioner Norton asked Alvin Bingham, Affirmative Action and Contract Compliance Supervisor, to note the names of the agency representatives in attendance and provide a summary regarding each approval recommendation.

Mr. Bingham introduced Martha McLeod, President; Marilynn Turner, Affirmative Action Officer; and Cheryl Cyr, Human Resources, representing Asnuntuck Community College. The affirmative action plan for Asnuntuck Community College is being recommended for approval based on the following: the plan contains all elements required, the agency has demonstrated every good faith effort to achieve its goals and despite these efforts has been unable to do so and the agency has substantially addressed deficiencies noted by the Commission in the prior plan review. During the reporting period, short-term goal achievement was 0 out of 2 or 0%, there were no long-term goals and total goal achievement was 0 out of 2 or 0%. The affirmative action plan for Asnuntuck Community College has been approved for each of the past five years. There was no further discussion.

The following individuals were in attendance from Gateway Community College: Dr. Dorsey Kendrick, President; Lucy Brown, Director of Human Resources; and Vincent Tong, Affirmative Action Officer. The plan is being recommended for approval based upon the agency having demonstrated good faith effort. Short-term goal achievement was 7 out of 13 possible goals or 53%, total goal achievement was 7 out of 13 or 53% and promotion goal achievement was 1 out of 4 or 25%. The affirmative action plan was approved in 2002, 2003, 2004, disapproved in 2005 and placed on semi-annual filing. The next two plans were approved and the College was placed on annual filing status. There was no further discussion.

Barbara Douglass, President, and Fran Pistilli, Human Resources Director, were in attendance from Northwestern Connecticut Community College. The affirmative action plan for Northwestern Connecticut Community College is being recommended for approval based on the following: the plan contains all the elements required, the agency has demonstrated every good faith effort to achieve its goals and despite such efforts has been unable to do so and the agency has substantially addressed deficiencies noted by the Commission in the prior plan review. Short-term goal achievement as 0 out of 2 or 0% and total goal achievement was 0 out of 2 or 0%. The five-year history is as follows: the plan was approved in 2002 and 2003, approved by default in 2004, approved in 2005 and disapproved in 2006. There was no further discussion.

Mr. Bingham introduced Albert Martin, Deputy Commissioner; Diane Donato, Director, Office of Equal Opportunity and Diversity; Nancy Bryant, EEO Specialist; and Edward Marcos, EEO Specialist, who were in attendance from the Department of Transportation. The plan is recommended for approval based on the following: the plan contains all the elements required, the agency has not met all or substantially all of its hiring and promotion goals, program goals were substantially met, the agency has demonstrated every good faith effort to achieve its goals and despite these efforts has been unable to do so and the agency has substantially addressed deficiencies noted by the Commission in the prior plan review. Short-term goal achievement was 36 out of 69 or 52%, long-term goal achievement was 18 out of 55 or 33%, total goal achievement was 54 out of 124 or 43% and promotion goal achievement was 91 out of 178 or 51%. The five year history for the affirmative action plan for the Department of Transportation is as follows: the plan was approved in 2002, 2003, 2004 and 2005 and disapproved in 2006. Commissioner Clarke commended the agency on its impressive total agency workforce numbers. She requested clarification regarding the difference between a promotion and the employees who are noted as "upward mobility" under promotions on the promotion goal analysis charts. Neva Vigezzi, Affirmative Action Program Analyst, explained that upward mobility is a specific program originally designed to provide mobility primarily for sub-professionals, such as office/clericals, and to address situations where an

employee has been working in a classification for a number of years and was unable to get promoted even though they knew all the duties of the job, but possibly lacked a college degree. It is a planned program of training, some times education, in order to advance individuals to a higher classification based upon skills learned working on the job, as opposed to a regular promotion where someone may have taken an examination, is on a list and is promoted or reclassified.

The following individuals were present representing Norwalk Community College: President David Levinson, Human Resources Director Ginny Dellamura and Affirmative Action Officer Natasha Maynard. The plan is being recommended for approval based on compliance with the good faith effort standard. Short-term goal achievement was 3 out of 16 or 19% and total goal achievement was 3 out of 16 or 19%. Promotion goals were not set in the prior plan. The plan was approved in 2002, 2003 and 2004, disapproved in 2005 and approved in 2006. Commissioner Lobon asked if the plan's status would not have changed if they were notified of their deficiencies from last year. Staff confirmed that is correct. The original recommendation of disapproval was based on the fact that the College did not address prior deficiencies and CHRO staff subsequently found out that they never were informed of them in the first instance. The Chair commented that the attainment of contract goals is low. Mr. Bingham stated his intent to meet with representatives of the College after the meeting to discuss this issue. Commissioner Clarke asked if the sentence on page 4, which read: "One (1) White male had limited supervisory experience (two (2) individuals) and no community college experience" was a mistake. Staff noted the sentence indicated the individual's limited supervisory experience meant that he only supervised two people, but stated they would confirm the information and make a correction, if needed.

Chairperson Norton thanked the agency heads in attendance for coming to today's meeting. There was no further discussion on this Item. A motion having been made and properly seconded to approve the affirmative action plans, with retention of annual filing, the Chair called for a vote. The motion carried with the following Commissioners voting in the affirmative: Clarke, Conaway, Griffin and Mambruno. Commissioner Lobon abstained and the Chairperson did not vote.

Staff Recommendations: Disapprovals

1. Teachers' Retirement Board
2. Housatonic Community College

A motion was made by Commissioner Mambruno and seconded by Commissioner Clarke to accept the staff recommendation for disapproval for

Teachers' Retirement Board and Housatonic Community College and to move them to a semi-annual filing status.

Mr. Bingham introduced Darlene Perez, Administrator; Leanne Appleton, Assistant Administrator; and Lou Laccavole, Fiscal Administrative Supervisor, who were in attendance from the Teachers' Retirement Board. The plan is being recommended for disapproval, with semi-annual filing, based on the following: the agency has not substantially addressed deficiencies noted by the Commission in the prior plan review in accordance with Section 46a-68-62(c). Short-term goal achievement was 3 out of 4 or 75%, long-term goal achievement was 1 out of 1 or 100% and total goal achievement was 4 out of 5 or 80%. The affirmative action plan for the Teachers' Retirement Board has been approved for each of the past five years. Chairperson Norton requested discussion on the disapproval recommendation.

Darlene Perez, Administrator for the Teachers' Retirement Board, addressed the Commission. She stated it is the agency's position that they are in a similar situation as Norwalk Community College in that they did not receive the deficiencies in order to respond to them properly. Based on the agency's aggressive performance towards achieving goals, they are committed to affirmative action efforts. She requested the Commission consider approving the plan, as well as to retain annual filing status. Valerie Kennedy, HRO Representative, indicated that, unlike Norwalk Community College, there is no evidence to indicate the Teachers' Retirement Board did not receive last year's evaluation. In response to a question from Commissioner Mambruno, Ms. Kennedy highlighted the process followed once the Commission takes action on a plan. All agencies are sent a letter announcing the vote at the Commission meeting, along with a comprehensive evaluation of the plan, which is more thorough than the summary provided to Commissioners. That document is sent to the agency head and the affirmative action officer or the DAS S.M.A.R.T. Unit, if they prepared the plan. These documents are not mailed return receipt requested, however, staff does keep track of requests from agencies that say they did not receive a copy of the evaluation for whatever reason. Ms. Kennedy added one of the problems in this plan is the goal analysis was based on goals set for the coming plan period, not for the previous plan. In addition, there were some general calculation errors that did not occur in the previous plan.

Mr. Bingham stated he spoke to Leanne Appleton, Assistant Administrator for the Teachers' Retirement Board, twice after they received notice of the disapproval recommendation. It was not brought to his attention during either of those conversations that the agency had not received its evaluation. Ms. Appleton also addressed the Commission and indicated she discovered they did not have the summary document when she was finalizing the plan in the beginning of May. It was then that she requested a copy from CHRO and the copy was hand

delivered to her since the Teachers' Retirement Board and CHRO are located in the same building. Adjustments were made to the plan, however, no technical assistance was sought because it was ten days prior to the date the plan was to be submitted. She added that up until last year, the DAS S.M.A.R.T. Unit prepared the plan.

Commissioners Lobon and Griffin stressed the importance of being able to track and verify receipt of these documents by agencies. Several Commissioners expressed their concern regarding the confusion surrounding whether the required document was received by the agency. In light of this fact, the Chair asked if the Commission wished to treat this plan different than disapproval. Commissioner Mambruno stated he would not; Commissioners Clarke, Conaway, Griffin and Lobon indicated they would. Commissioner Mambruno also indicated he did not wish to withdraw his original motion. The Chair suggested the staff move on to the next item.

The following individuals were in attendance from Housatonic Community College: President Anita Gliniecki and Brenda Alexander, Director of Human Resources. The plan is being recommended for disapproval, with semi-annual filing, based on the following: the workforce, considered as a whole and by occupational category, is not in parity with the relevant labor market area, the agency has not met all or substantially all of its hiring, promotion and program goals, the agency has not demonstrated every good faith effort to achieve its goals and the agency has not substantially addressed deficiencies noted by the Commission in the prior plan review. Short-term goal achievement was 2 out of 6 or 33.3%, long-term goal achievement was 0 out of 2 or 0% and total achievement was 2 out of 8 or 25%. The plan was approved in 2002, 2003, 2004 and 2005 and disapproved in 2006. The Chair asked for discussion on the disapproval recommendation.

President Anita Gliniecki addressed the Commission. Brenda Alexander, the College's Director of Human Resources, accompanied her. President Gliniecki expressed the College's concern with the staff recommendation for disapproval. In light of last year's disapproval, the College immediately sought, and attained, technical assistance, as the primary area of concern was the validation of the numbers presented. President Gliniecki added that the College works consistently to make sure there are goal candidates in the hiring pools and that the Search and Selection Committee is apprised of appropriate selection of candidates. The College requires mandatory affirmative action training for its faculty staff. In addition, multiple workshops and seminars on diversity are provided throughout the year. She summarized other efforts undertaken by the College since last year's disapproval. President Gliniecki referred to one item in CHRO's summary, which indicated the College did not submit a Letter of Commitment. Although it is dated August 25, 2006, they did not receive a copy

of the letter and evaluation until January or February of this year, when Ms. Alexander called to request a copy of it. The College was beyond the commitment time by then.

Valerie Kennedy discussed the deficiencies in the current plan, noting the plan failed to meet the required standards for an approved plan. One serious problem with this plan is the lack of adequate discussion demonstrating good faith effort. In response to a question from Commissioner Lobon, Ms. Kennedy confirmed the former reviewer, Rebecca Johnson, met with both the President and Affirmative Action Officer of the College, on site, in August 2006 to review the entire plan and each deficient area. Ms. Alexander discussed various types of corrective action taken by the College following the technical assistance session.

Discussion followed regarding the records and logs that are maintained by CHRO staff regarding documents sent to the agencies, but Ms. Kennedy acknowledged they do not prove that the records are received. There was also a short discussion regarding the fact that the Unit is short one support person since the retirement of the former Administrative Assistant. Executive Director Pech indicated as a result of the issues that came to light today, staff will institute that evaluations be mailed out by certified mail.

There was no further discussion on these Items. Chairperson Norton noted there is a motion to accept staff recommendations for disapproval of the Teachers' Retirement Board and Housatonic Community College's affirmative action plans and called for a vote. Commissioner Mambruno voted in favor of the motion and Commissioners Clarke, Conaway, Griffin and Lobon opposed the motion. The Chairperson did not vote. The motion failed. A motion was made by Commissioner Conaway to conditionally approve the affirmative action plan for the Teachers' Retirement Board. Commissioner Clarke seconded the motion. The motion carried with Commissioners Clarke, Conaway, Griffin and Lobon voting in the affirmative. Commissioner Mambruno opposed the motion and Chairperson Norton did not vote. Although not stated in the motion, Chairperson Norton indicated the lack of action taking away their annual filing status, the Teachers' Retirement Board would retain annual filing status.

A motion was made by Commissioner Griffin and seconded by Commissioner Lobon to conditionally approve Housatonic Community College's affirmative action plan, with retention of annual filing status. The motion carried with Commissioners Clarke, Conaway, Griffin and Lobon voting in favor of the motion. Commissioner Mambruno opposed the motion and the Chair did not vote.

Chairperson Norton thanked Administrator Perez and President Gliniecki for attending the meeting.

B. Petition for Annual Filing

1. Commission on Culture and Tourism

Executive Director Pech noted the first affirmative action plan filing for the Connecticut Commission on Culture and Tourism was approved by the Commission at last month's meeting. In a letter dated July 12, 2007, Acting Executive Director Karen Senich requested future plans be filed on an annual basis. Executive Director Pech indicated it is the recommendation of the staff that the request be granted. A motion was made by Commissioner Lobon and seconded by Commissioner Conaway to approve the petition for annual filing submitted by the Connecticut Commission on Culture and Tourism. The motion carried unanimously. The Chairperson did not vote.

IV. DIVISION REPORTS

A. Affirmative Action Program Manager's Report

Prior to the Division reports being provided, Executive Director Pech introduced Michelle Provost, CHRO's new Fiscal Administrative Supervisor.

Gloria Sparveri, Affirmative Action Program Manager, reported there was no activity or changes from last month's report. A copy of her complete report was provided to the Commissioners as part of the mailing.

B. Fiscal Report

Michelle Provost, Fiscal Administrative Supervisor, provided the fiscal status report. The fiscal year began July 1 and a few fiscal priorities have been identified for the agency -- the relocation of the Bridgeport Office, for which CHRO received \$155,000 to be used for that purpose, and the other priority is the agency needs to have a disparity study conducted to redefine the set-aside goals that are used by state agencies. Ms. Provost noted the agency was allocated \$150,000 for the study. This figure represents approximately \$100,000 less than the agency anticipates needing. As a result, CHRO will be working with DAS, as well as EEOC and HUD, to see if additional funding can be obtained to complete the study. In response to an inquiry from the Chairperson, Executive Director Pech clarified this study has been mandated by the Legislature to conduct and is vital to contract compliance and set-aside in terms of preserving their constitutionality.

C. Field Operations Report

Donald Newton, Chief of Field Operations, referred the Commissioners to the *Report on Caseload Statistics*, which was provided in the Commission mailing. One part of the report not provided to the Commissioners is the monetary settlements recovered for the first month of the fiscal year. The four Regional Offices and Housing Unit have recovered \$142,098.54 in documented and disclosable settlements. In addition, complaint filings are down slightly from the prior month. Last month there was a total pending caseload of 2,115 cases. As of July 27, there are 2,095 cases pending, which means they are actively under investigation or about to be assigned to be actively investigated.

D. Managing Director's Report

Robert Brothers, Jr., Managing Director and Commission Attorney, provided a brief report for the Commissioners. There are currently 84 pending cases within the Legal Division, which is up eight from last month. Approximately 40% of the overall cases in the Legal Division are in Superior Court or higher, including one case where someone has petitioned the U.S. Supreme Court. Sixty percent of the housing cases are also in Court of some form. Attorney Brothers reported that almost 100 reconsideration requests have been closed since the Legal Division assumed this responsibility in January. Thirty-three requests remain pending. There are two pending reopening requests which will probably be addressed next month or the following month, as well as one Petition for Declaratory Ruling, which also may be addressed next month. Field visits resumed within the past couple of weeks. A guidance memorandum was prepared for all state agencies regarding a new public act that deals with affirmative action investigations. In closing, Attorney Brothers indicated interviews for two secretary vacancies are underway, both with himself and Mr. Bingham. It is anticipated that a decision may be made by next week.

E. Executive Director's/Legislative Report

Executive Director Pech provided an update on significant activities of the past month. A copy of his report was included in the Commissioners' handout materials. He reiterated the need for the disparity study, including options that have been explored to cover the estimated cost of \$250,000 to conduct the study. A meeting with DAS Commissioner Gnazzo and her staff was held to discuss DAS policies that seem to impede the upward mobility component of affirmative action. Discussions will be ongoing pertaining to this matter. Another visit to the Colt Gateway complex is scheduled for next week. Executive Director Pech noted the relocation of the Commission's Central Office to this location has been "fast tracked" and a representative of the Department of Public Works indicated the move might be accomplished by April or May 2008.

With respect to staffing and as reported last month, CHRO was granted three new HRO Representative positions in the budget. Executive Director Pech reported he has spent considerable time reviewing where best to deploy the three positions. In addition to these three Representative positions, one Administrative Assistant recently resigned, and the Executive Director indicated he is considering asking for authorization to convert that position to another HRO Representative. Chairperson Norton conveyed the Commission's desire that the Affirmative Action and Contract Compliance Unit receive at least two of the positions.

There was additional discussion regarding the disparity study and what might occur if the availability of small and minority businesses has dropped significantly in the last 20 years.

V. NEW BUSINESS

A. Comments from the Honorable John A Danaher, III, Commissioner of the Department of Public Safety

In response to recent allegations reported in the news that racially offensive e-mails have been transmitted among troopers in the Division of State Police, the Chair stated he and other Commissioners felt it would be beneficial to invite Public Safety Commissioner Danaher to today's meeting to update the Commission on the status of the investigation of these allegations, as well as to discuss what actions might be taken in response to the findings, should they prove to have merit. The Chairperson welcomed Commissioner Danaher and thanked him for promptly agreeing to speak to the Commission about this issue.

Commissioner Danaher thanked the Commission for inviting him. He reiterated that the invitation asked him to address two matters – the status of the matter referred to by the Chairperson and also a possible outcome that might take place. Commissioner Danaher noted the matter is currently under investigation, which places some limitations on what he can discuss.

As to the first topic, what is alleged is that two e-mails were sent from a trooper's home computer to a group of individuals. Several months after it was sent, it was brought to the attention of a supervisor who immediately reported it to his supervisor who, in turn, brought it to his attention. When advised of the allegations, Commissioner Danaher contacted a Lieutenant Colonel in charge of internal affairs and directed him to initiate an investigation immediately. The matter continues to be under investigation and a number of questions have to be addressed, including who may have received the e-mails, what they did about it, did they open it, were any state computers involved, did anything occur while people were on duty or not. Commissioner Danaher reported he meets regularly

with the Lieutenant Colonel in charge of the division and this investigation is his highest priority investigation.

As to what the possible outcomes might be, Commissioner Danaher stated that as a former prosecutor, his habits have been to focus on the question of culpability first and once the investigation is resolved, then identify appropriate sanctions. He stated his belief that a discussion of recommended sanctions at this time may be premature.

As a consequence of the allegations, Commissioner Danaher highlighted several events subsequent to the e-mails that have taken place. Regular meetings have been held with representatives of minority organizations from the State Police. Meetings have also taken place with the Governor, Legislators and the President of the NAACP. He participated in an open forum held at the State Police Academy for any member of the Department to discuss this or any other issue. All the events have been fruitful and generated a number of helpful ideas and suggestions, however, Commissioner Danaher acknowledged the allegation itself has been extremely disappointing and damaging to the Department.

A series of questions and observations for Commissioner Danaher from the Commission members followed, including: how long the investigation may take, whether he believes there is a public perception of institutional racism within the Department, what reorganization plans may be underway as a result of these allegations, whether there may be limitations on the disciplinary action if something was done "off work," what types of aggressive changes are being looked at in the selection process in an effort to attract a more diverse population of troopers and steps that have been or may be taken to ensure morale has not been impacted as a result of these allegations. Commissioner Lobon asked Commissioner Danaher for the exact number of people of color within the Department of Public Safety and requested clarification regarding the number of minorities in the latest recruiting class.

Commissioner Danaher closed by saying the investigation will be carried out with scrupulous attention to detail and the conclusions will have to be completely supported by a full and fair investigation. Several Commissioners expressed an interest in obtaining a copy of the report upon its completion.

B. Blanket Exemption Request for Out-of-State Student Affiliation Agreements – University of Connecticut

This Item was tabled for discussion until the September Commission meeting in order for the staff to obtain sufficient information before making a recommendation to grant or deny the request.

VI. OLD BUSINESS

A. Discussion of Search Process for Selection of an Assistant Director for the Commission

Commissioner Clarke updated the Commissioners on the search process. She reported that 167 applications were received, which gave the Committee an excellent sample from which to work. The Committee is in the process of reviewing the applications in order to have a manageable number of candidates to interview. Ten potential candidates have been selected to interview and if everything goes according to schedule, interviews will be conducted on August 21 and 22 at the offices of Northeast Utilities. Chairperson Norton thanked Commissioner Clarke and the other members of the Search Committee for their work.

VII. EXECUTIVE SESSION

In accordance with Section 1-225(c) of the Connecticut General Statutes, as amended, it was moved by Commissioner Lobon and seconded by Commissioner Conaway that the Commission go into Executive Session for the purpose of discussing pending litigation and personnel matters. The motion carried unanimously, with the exception of the Chair who did not vote. All members of the public were excused from the Executive Session.

VIII. RETURN TO RETURN SESSION

It was moved by Commissioner Conaway and seconded by Commissioner Griffin to return to Regular Session. The motion carried unanimously. The Chairperson did not vote. Chairperson Norton noted for the record that the following individuals participated in all or part of the Executive Session: Executive Director Raymond Pech, Managing Director and Commission Attorney Robert Brothers and Assistant Attorney General David Teed. No votes were taken during the Executive Session.

Chairperson Norton requested a motion to open the agenda for the purposes of setting a new date for the September Regular Commission meeting and discussing the composition of the Assistant Director Search Committee. It was moved by Commissioner Conaway and seconded by Commissioner Griffin to open the agenda for those two purposes. The motion carried unanimously, with the exception of Chairperson Norton who did not vote.

The Chairperson requested a motion to set a new date for the September Commission meeting. It was moved by Commissioner Clarke and seconded by

Commissioner Mambruno to change the date of the September Regular Commission meeting from Tuesday, September 11 to Monday, September 10 at 2:00 p.m. The motion carried unanimously, with the exception of the Chairperson who did not vote. Chairperson Norton requested the Executive Director inform the appropriate parties regarding this date change.

The second order of business under the revised agenda was the discussion of the composition of the Assistant Director Search Committee. Commissioner Clarke reiterated the Search Committee is down to the ten individuals who have been selected for an initial interview. She asked if there are any other Commissioners that would like to join the Committee at this stage to help with the interviews. Inasmuch as Commissioner Lobon is the only Commissioner present not currently serving on the Committee, Commissioner Clarke asked him if he was interested in being part of the process. Commissioner Lobon declined. There was considerable discussion regarding the next steps in the process once the initial interviews have been completed. Commissioner Clarke indicated she would consult with Patsy McLaughlin from the Department of Administrative Services regarding what the standard protocol is for this kind of arrangement. There was also discussion whether to name the entire Commission as the Assistant Director Search Committee. Assistant Attorney General Teed indicated it might be beneficial to do so since once the Search Committee makes its selection, the Commission, at a Regular meeting, would have to vote to hire the person. It was moved by Commissioner Clarke and seconded by Commissioner Mambruno to name all nine members of the Commission on Human Rights and Opportunities to be members of the Assistant Director Search Committee. The motion carried with Commissioners, Clarke, Conaway, Griffin and Mambruno voting in favor of the motion. Commissioner Lobon abstained and the Chair did not vote.

Commissioner Griffin raised a question as to whether the Executive Director would come in at some point during the interview process. It was agreed that issue would be discussed at the next Search Committee meeting since the Committee was just expanded to include everyone.

IX. VOTE ON EXECUTIVE SESSION ITEMS

A. Report on Pending Claims or Pending Litigation

There was no discussion regarding pending claims or pending litigation.

B. Personnel Matters

There was no discussion regarding personnel matters.

X. ADJOURNMENT

There being no further business to come before the Commission, it was moved by Commissioner Mambruno and seconded by Commissioner Griffin to adjourn the meeting at 5:05 p.m. The motion carried unanimously. The Chair did not vote.