

**MINUTES OF THE REGULAR MEETING OF THE  
COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES  
21 GRAND STREET  
HARTFORD, CT 06106  
WEDNESDAY, APRIL 14, 2010, 2:00 P.M.**

**COMMISSIONERS PRESENT**

Andrew Norton, Chairperson  
Edward Mambruno, Secretary  
Alexia E. Cruz  
Cheryl Lynn Clarke  
Shelley Best  
Milton Johnson  
Patricia J. Wrice

**COMMISSIONERS ABSENT**

Edith Pestana

**STAFF PRESENT**

Robert J. Brothers, Jr., Executive Director  
David Teed, Assistant Attorney General  
Alvin Bingham, Affirmative Action and Contract Compliance Supervisor  
Margaret Peters, Secretary II

**I. CHAIRPERSON**

A. Convene Meeting

Chairperson Andrew Norton convened the April 14, 2010 regular monthly meeting of the Commission on Human Rights and Opportunities to order at 2:15 p.m.

**II. SECRETARY**

A. Review and Approval of Minutes of March 10, 2010 Regular Commission Meeting

Commissioner Mambruno requested approval of minutes of the March 10, 2010 regular commission meeting. The motion was made by Commissioner Cruz and seconded by Commissioner Clarke. The motion passed unanimously. Chairperson Norton did not vote on the motion.

**III AFFIRMATIVE ACTION RECOMMENDATIONS – VOTE REQUIRED**

A. Agencies' Proposed Affirmative Action Plans

Staff Recommendations: **Approvals**

1. Office of Consumer Counsel
  2. Office of State Treasurer
  3. Department of Revenue Services
  4. Department of Information Technology
  5. Department of Mental Health and Addiction Services
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1. Department of Consumer Counsel

Mr. Bingham introduced the following individuals in attendance from the Department of Consumer Counsel: Bill Vallee, Principal Attorney, and Laura Guilmartin, EEO Specialist.

The Department of Consumer Counsel Plan was recommended for approval based on compliance with the following: The plan contains all elements required, the work force, considered as a whole and by occupational category is not in parity with the relevant labor market area and the agency has met all or substantially all of its hiring, promotion and program goals. The agency had no deficient elements in the previous plan and, therefore, is in compliance with the (b)(4) standard.

Goal Achievement: Short term goal achievements: 1 out of 2 possible goals or 50%. Long term goal achievement: 1 out of 1 possible goal or 100%. Total goal achievement: 2 out of 3 possible total goals or 67%.

In addition there were no promotions during the reporting period.

Approval History: 2008 approved, 2007 approved, 2006 approved, 2005 approved and 2004 approved.

Chairperson Norton requested a motion to accept staff recommendations for approval of the Plan for the Department of Consumer Counsel. A motion was made by Commissioner Mambruno and seconded by Commissioner Clarke. Everyone approved. Chairperson Norton did not vote.

2. Office of State Treasurer

Mr. Bingham introduced the following individuals from the Office of State Treasurer: Leah Glende, Equal Employment Opportunity Specialist, Linda Hershman, Chief of Staff, Theodore Janiszewski, Principal Human Resources Specialist and Morgan Roane, Leadership Associate.

The Office of State Treasurer Plan was recommended for approval based on noncompliance with the following:

- 46a-68-59(a) - the plan contains all elements required,
- 46a-68-59(b)(1) – the work force, considered as a whole and by occupational category, is not in parity with the relevant labor market area;
- 46a-68-59(b)(3) – the agency has demonstrated every good faith effort to achieve such goals and despite these efforts has been unable to do so; and
- 46-a68-59(b)(4) – the agency had no deficient elements in the previous plan and therefore is in compliance with the (b)(4) standard.

Goal Achievement - Short term goal achievement: 0 out of 2 possible goals or 0%. There were no long term goals. Total goal achievement: 0 out of 2 possible total goals or 0%. In addition, no promotion goals occurred during the reporting period. 1 out of 1 program goals were met or 100%.

Five-Year Approval History: 2009 approved, 2008 approved, 2007 approved, 2006 approved and 2005 approved.

Chairperson Norton requested a motion to accept staff recommendations for approval of the Plan for the Office of The State Treasurer. A motion was made by Commissioner Clarke and seconded by Commissioner Mambruno. Everyone approved. Chairperson Norton did not vote.

### 3. Department of Revenue Services

Mr. Bingham introduced the following individuals in attendance from the Department of Revenue Services: Richard Nicholson, Commissioner and Penny Potter, EEO Manager.

The Department of Revenue Services Plan was recommended for approval based on compliance with the following:

- the plan contains all elements required;
- (b)(2) - the agency has met all or substantially all of its hiring, promotion and program goals; or
- (b)(4) - the agency has substantially addressed deficiencies noted by the commission in prior plan reviews.

Goal Achievement: Short term goal achievement 6 out of 6 possible goals or 100%. All goals were established with short term timetables. There were no long term goals. Total goal achievement: 6 out of 6 possible total goals or 100%. Promotion goal achievement 8 out of 11 or 73%. Five-Year Approval History: 2008 approved, 2007 approved, 2006 approved, 2005 approved and 2004 disapproved.

Chairperson Norton entertained a motion to accept staff recommendations for approval of the Plan for the Department of Revenue Services and that it retain its annual filing status. A motion was made by Commissioner Cruz and seconded by Commissioner Johnson. The Plan was approved unanimously. Chairperson Norton did not vote.

#### 4. Department of Information Technology

Mr. Bingham introduced the following individuals in attendance from the Department of Information Technology: Debra Mainville, Affirmative Action Designee, Diane Wallace, Chief Information Officer, Richard Bailey, Deputy Chief Information Officer, Brenda Abele, Human Resources Manager and Joseph Dominello, Chief of Fiscal/Administrative Services.

The Department of Information Technology Plan was recommended for approval based on compliance with the following:

- the plan contains all elements required by Sections 46a-68-31 through 46a-68-74, inclusive;
- 46a-68-59 (b)(2) - the agency has not met all or substantially all of its hiring, promotion and program goals; and
- 46a-68-59 (b)(4) - the agency has substantially addressed deficiencies noted by the commission in prior plan reviews.

Goal Achievement: Short term goal achievement 2 out of 2 possible goals or 100%. Long term goals were 0 out of 0 or 0.0%. Total goal achievement: 2 out of 2 possible total goals or 100%. Promotion goal achievement 1 out of 2 or 50%. Five-Year Approval History: 2009 approved, 2008 approved, 2007 approved, 2006 approved and 2005 disapproved.

Chairperson Norton entertained a motion to accept staff recommendations for approval of the Plan for the Department of Information Technology and that it retain its annual filing status. A motion was made by Commissioner Mambruno and seconded by Commissioner Clarke. The Plan was approved unanimously. Chairperson Norton did not vote.

#### 5. Department of Mental Health and Addiction Services

Mr. Bingham introduced the following individuals in attendance from the Department of Mental Health and Addiction Services: EEO Director Carl Jordan, Caren Clark Human Resource Director and Eric Smith EEO2 Specialist.

The Department of Mental Health and Addiction Services Plan was recommended for approval based on compliance with the following:

- the plan contains all elements required by Sections 46a-68-31 through 46a-68-74, inclusive;
- 46a-68-59 (b)(3) - the agency has demonstrated every good faith effort to achieve such goals; and
- 46a-68-59 (b)(4) - the agency has substantially addressed deficiencies noted by the commission in prior plan reviews.

Goal Achievement: Short term goal achievement 56 out of 112 possible goals or 50%. No long term goals were set. Total goal achievement: 56 out of 112 possible total goals or 50%. Promotion goal achievement 23 out of 42 or 53.5%. Five-Year Approval History: This agency now files only one plan for the eight facilities. This is the second filing of the consolidated plan: 2009 approved.

Chairperson Norton entertained a motion to accept staff recommendations for approval of the Plan for the Department of Mental Health and Addiction Services and that it retain its annual filing status. A motion was made by Commissioner Mambruno and seconded by Commissioner Clarke. The Plan was approved unanimously. Chairperson Norton did not vote.

## **V. DIVISION REPORTS**

### **A. Field Operations/Case Processing Report**

Executive Director Brothers updated Commissioners on meeting with managers with respect to streamlining the complaint process and also to make sure all regions are using same forms and operating in the same way. His goal is to streamline the process, make the process run more effectively and eliminate the large volume of paperwork.

### **B. Legislative Report**

Executive Director Brothers informed the Commissioners he has attended numerous meetings at LOB concerning the Governor's Budget proposal and bills being passed. He also spoke on weekly updates generated by Jim O'Neill which are passed on to the Commissioners so they as well as CHRO employees are informed of what is happening with the Legislature and the Governor's Budget, etc.

C. Fiscal Report

Executive Director Brothers stated how complex it is to maintain reports, etc, since our Business Office was moved to DAS.

D. Executive Director's Report

The Executive Director gave an update on the budget. He further explained the loss of several positions and how such functions/duties are performed by himself as well as others in the Legal Division.

**VI. EXECUTIVE SESSION**

In accordance with Section 1-225(c) of the Connecticut General Statutes, as amended, it was moved by Commissioner Johnson and seconded by Commissioner Mambruno that the Commission adjourn into Executive Session, including inviting Executive Director Brothers and David Teed, Assistant Attorney General for a portion of the Executive Session. The motion carried unanimously. Chairperson Norton did not vote on the motion. All members of the public were excused from the Executive Session.

**VII. RETURN TO REGULAR SESSION**

(Requires a Vote by Commissioners on the Record)

At 4:30 p.m. Commissioner Norton entertained a motion to return to Regular Session. A motion was made by Commissioner Mambruno and seconded by Commissioner Clarke to return to Regular Session. The motion carried unanimously. Chairperson Norton did not vote. The Chairperson reported no votes were taken in the Executive Session.

**VIII. VOTE ON EXECUTIVE SESSION ITEMS**

No votes were taken on items discussed in Executive Session.

**IX. ADJOURNMENT**

There being no further business to come before the Commission, it was moved by Commissioner Johnson and seconded by Commissioner Cruz to adjourn the meeting at 4:40 p.m. The motion carried unanimously. Chairperson Norton did not vote.