

ADVISORY COMMITTEE TO THE OFFICE OF THE VICTIM ADVOCATE

Minutes

3:00 P.M. - Tuesday, September 25, 2012
Garfield Meeting Room & Via Conference call
Fifth Floor, 18-20 Trinity St.
Hartford, CT 06106

Members Present (all participated by conference call): Mike Lawlor, Emily Landers, Brenda Jones Barnes & Cathy Malloy

I. Welcome

The conference call meeting was called to order at 3:03 p.m. Also present were David L. Guay, Executive Administrator, Office of Government Accountability; Debra Mainville, Human Resources Specialist, Department of Administrative Services.

II. Approve minutes of the September 10, 2012 meeting

Committee meeting minutes were approved with the following correction: David L. Guay indicated his proper title as Executive Administrator. A motion was made by Brenda Jones Barnes to approve the minutes with the indicated change, seconded by Cathy Malloy. The motion was approved unanimously.

III. Continued discussion of process for preparation and submission to the Governor a list of candidates for appointment of the Victim Advocate pursuant to Public Act 11-48, Section 68

Chairman Lawlor discussed the draft job description, which was prepared by Debra Mainville. The 2007 description was updated regarding the advisory committee, salary range and contact information.

Brenda Jones Barnes raised a question concerning admittance into the Connecticut Bar. Chairman Lawlor explained that it is not unusual for out-of-state attorneys to be admitted into the Connecticut Bar.

Chairman Lawlor asked for any additional changes. Emily Landers suggested amending the description to include her recommendations regarding oversight and accountability. The

committee discussed this and it was decided not to make any changes in this regard. Emily Landers recommended that the committee include language “victim receives direct referrals to appropriate victim service agencies.”

The committee agreed with the procedure and deadline set forth in the draft.

IV. Approval of job description and outreach/advertisement plan.

The job description was approved with modifications discussed. Emily Landers made a motion to approve the amended job description, seconded by Brenda Jones Barnes and approved unanimously.

In terms of outreach, Chairman Lawlor asked Debra Mainville to explain the process used with filling the child advocate position. Committee members were in agreement that this process should be used with the victim advocate position.

Debra Mainville said she would email a final draft for review by committee members before it is advertised.

V. Set future meeting dates.

The committee decided to meet after all the applications are received. The committee tentatively agreed to meeting on November 8, 2012. If there are a large number of applications a meeting may be scheduled prior to that.

VI. Adjournment

The meeting concluded at 3:26 p.m.