

**State of Connecticut
Commission on Human Rights and Opportunities
Regular Commission Meeting
Legislative Office Building – Rm 1A
Hartford, CT 06106
Wednesday, December 14, 2016
2:00 p.m.**



Regular Commission Meeting Minutes

Commissioners Present

Cherron Payne, Chair
Ed Mambruno, Secretary
Lisa Giliberto
Edith Pestana
Shuana Tucker
Joseph Suggs

Commissioners Absent

Andrew Norton
Dawn Niles

Staff Present

Tanya Hughes, Executive Director

Cheryl Sharp, Deputy Director	Lynda Rizzo Stowe, Regional Manager
Emily Melendez, Asst. Attorney General	Donna W. Brilliant, Regional Manager
Michelle D. Keuler, Commission Counsel III	Monica H. Richardson, Executive Secretary

I. **Chairperson**, Cherron Payne, Presiding

The meeting convened at 2:04 p.m.

II. **Secretary**, Edward Mambruno

A motion was made by Commissioner Pestana to approve the Minutes of the November 9, 2016 Regular Commission Meeting. It was seconded by Commissioner Suggs. The motion carried unanimously.

III. **Affirmative Action Recommendations – Vote Required**

The following plans were presented by Deputy Director, Cheryl Sharp: Office of Early

Childhood, Department of Motor Vehicles and Division of Criminal Justice.

A. Staff Recommendations: **Approval**

1. Office of Early Childhood

Representing the agency were Linda Goodman, Acting Commissioner, Levy Gillespie, EEO Director, Cynthia Isales, Chief Legal counsel, Wanda Scott, EEO Specialist 2, and Barbara Brown.

The plan was recommended for **approval** based on compliance with the following: It contained all elements required; the agency demonstrated good faith efforts to achieve its goals; the agency did not meet or substantially meet all of its hiring goals at 0%. There were no promotion goals and no program goals for this filing period. They substantially addressed the deficiencies in the prior plan review.

The Contract Compliance Set-Aside Program for FY 2015/2016 showed 1165% for the SBE Goal achievement and 4483% for the MBE.

The filing history is as follows: 2015 and 2016 (March 30) were disapproved. The current plan is recommended for approval and move to annual filing status.

A motion was made by Commissioner Giliberto and seconded by Commissioner Pestana to **approve** the plan and move to annual filing status of the Office of Early Childhood. The motion carried unanimously.

2. Department of Motor Vehicles

Representing the agency were Commissioner Michael Bzdyra, Daniel Callahan, Human Resources and Natalie Shipman, EEO manager.

The plan was recommended for **approval** based on compliance with the following: It contained all elements required; the agency demonstrated good faith efforts to achieve its goals; the agency did not meet all or substantially all of its hiring goals at 40.8%. The promotion goals were met at 40.5% and the program goals were 100% met for this filing period.

The Contract Compliance Set-Aside Program for FY2015/2016 showed 1480% goal achievement for the SBE and 6831% for the MBE.

The five year filing history is as follows: 2011, 2012, 2013, 2014 and 2015 were approved. They were recommended to retain their annual filing status.

A motion was made by Commissioner Mambruno and seconded by Commissioner Tucker to **approve** the plan and retain the annual filing status of the Department of Motor Vehicles. The motion carried unanimously.

3. Division of Criminal Justice

Representing the agency were Chief State Attorney, Kevin Kane, Deputy State Attorney, John J. Russoto, Ngina McMillian, EEO Specialist.

The plan was recommended for **approval**.

The agency demonstrated good faith efforts to achieve its goals: the agency did not meet all or substantially meet all of its hiring goals with hiring goals of 50%; promotion goals were met at 42.9% and 50% of program goals were met for this filing period.

The Contract Compliance Set-Aside Program for FY 2015/2016 showed 354% goal achievement for the SBE and 305% for the MBE.

The filing history is as follows: 2011, 2012, 2013, 2014, and 2015, approved. They are recommended for approval and to retain annual filing status.

A motion was made by Commissioner Pestana and seconded by Commissioner Mambruno for approval of the proposed affirmative action plan for the Division of Criminal Justice and to retain annual filing status. The motion for **approval** was carried by unanimous vote.

IV. Division Reports

Executive Director's Report: presented by Tanya Hughes, Executive Director

Director Hughes thanked Commissioners for the work they did on behalf of CHRO this year. She reported on the Staff Findings and Recommendations of the Legislative Program Review and Investigations Committee of the CHRO: Discrimination Complaint Processing. She reported that the CHRO welcomed their review and believed that we can benefit from constructive criticism. Some of the recommendations were already being implemented by our staff – implementation of the Uniformity committee, a new forms manual and more regular training intervals. Hiring of staff was also recommended. Director Hughes reported that CHRO was able to hire a new manager from within CHRO to work in the Eastern Regional office, welcoming Lynda Rizzo-Stowe, a former investigator.

A detailed Production report was provided.

Outreach Report: presented by Cheryl Sharp, Deputy Director

Future events included

- Sweet Land of Liberty and Justice for All, Nov 4, 2016
- Commission on Racial and Ethnic Disparity, Cheryl Sharp was appointed, effective Jan 9, 2017
- Sexual Harassment Training, Jan 25, 2017
- MLK Bell ringing Ceremony, Jan 16, 2017

- Yale Peabody MLK Event. Jan 16, 2017 at 10am -2pm

Outreach Successes

- LERA Training – the Labor and Employment Relations Association, Nov. 10, 2016
- Norwich Chamber of Commerce, State Legislators , Dec 7, 2016
- Contract Compliance Open House, Nov 10, 2016
- Leaders and Legends, Nov. 17, 2016

A detailed report was provided.

Legislative Report: presented by Michelle Dumas Keuler, Commission Counsel

The Legal staff of CHRO participated in a training given by the CT Bar association to teach persons how to use the skills they have to address the Legislative session. Great insight was gained from the training.

A Public hearing bill is being submitted to move some cases to court to alleviate some of the backlog in OPH. A Housing bill is also submitted again regarding removing the requirement for respondent's notarization of their answer.

V. New Business: Vote - 2017 Commission Meeting Dates.

A motion was made by Commissioner Tucker and seconded by Commissioner Giliberto for approval of the proposed dates for the 2017 Commission meeting dates. The motion for **approval** was carried by unanimous vote.

VI. Executive Session

(Requires a two-thirds vote of Commissioners Present and Voting – Staff and Guests Invited to Attend Must Be Noted)

Commissioner Pestana moved to go into executive session. The motion was seconded by Commissioner Tucker. The motion carried by unanimous vote at 2:56 pm.

Invited into executive session were: Director Hughes, Deputy Director Sharp, Assistant Attorney General Emily Melendez, and Neil Griffin.

Pending Litigation

Personnel Matter: Capitol Region

VIII. Return from Executive Session

Commissioner Tucker moved to resume the meeting following executive session at 3:30 pm. The motion was seconded by Commissioner Suggs. The motion carried unanimously.

No Vote was required

IX. Old Business: Waterbury Public Schools, Michelle Dumas Keuler, Commission Counsel

The CHRO met with DOE officials and an informal report will be prepared for presentation to the commission next month.

X. Adjournment

A motion was made by Commissioner Suggs to adjourn the meeting and seconded by Commissioner Pestana. The motion to adjourn carried unanimously. The meeting ended at 3:32 p.m.