**State of Connecticut**  
**Commission on Human Rights and Opportunities**  
**Regular Commission Meeting**  
**Legislative Office Building – Rm 1A**  
**Hartford, CT 06106**



**Wednesday, May 20, 2015**  
**2:00 p.m.**    
**Regular Commission Meeting**  
**Minutes**

**Commissioners Present**                                       **Commissioners Absent**  
Gary H. Collins, Chairman                                               Edith Pestana  
Edward Mambruno Dawn Niles

Andrew Norton

Shuana Tucker

Joseph Suggs

**STAFF PRESENT**  
Tanya Hughes, Executive Director

Cheryl Sharp, Deputy Director                                Jim Flynn, Regional Manager  
Monica H. Richardson, Executive Secretary           Jim O’Neill, Legislative Liaison  
Emily Melendez, Assistant Attorney General             
Donna Wilkerson- Brillant, Regional Manager                           

1. **Chairperson:** Gary H. Collins, Presiding

Chairman Collins convened the meeting at 2:01 p.m.   Chair Collins announced there was a quorum with the presence of three commissioners.  The appointment of two more commissioners, Mr. Joe Suggs, former state treasurer and Dr. Shuana Tucker, educator, is announced. He stated ED Hughes was briefly at the meeting but left for a celebration for her daughter who had graduated with a Master’s degree from NYU that week.

Deputy Director, Cheryl Sharp, will present the AA plans, the ED Report as well as the Outreach Report for the agency.

1. Approval of the Minutes

A motion was made by Commissioner Norton to approve the minutes from the April 8, 2015 Regular Commission Meeting. It was seconded by Commissioner Mambruno.  The vote was unanimous.

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

The plans were presented to the Commissioners by Deputy Director Cheryl Sharp.

Staff Recommendations: **Approved**

1. **University of Connecticut**

Representing the agency were Wayne Locust and Dana Wilder.

The affirmative action plan of the University of Connecticut 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 had not met all or substantially all of its hiring goals (35%), and substantially met its promotion goals (55%). They met all of the program goals (100%) for this filing period.   There were no deficiencies in the prior plan review. The five year filing history is as follows: 2010, approved by default, 2011, conditionally approved, and in 2012, 2013, and 2014, the plans were approved.

Chair Collins and Commissioner Norton asked how issues of diversity were addressed and increasing the minority staff. For instance, one of the new items added to the application process is the inclusion of a diversity statement. It has been well received. The UCONN representatives presented a bound report put together by Elizabeth Conklin, who could not attend. The report was complimented by Chair Collins and the Commissioners. It was inclusive of stats comparing where other Universities in the nation stand as far as diversity, where UCONN is in comparison and minority hires and tenured staff at the university.

**2.  Office of Protection and Advocacy**

Representing the agency was Gretchen Knauff.

The affirmative action plan for the Office of Protection and Advocacy was recommended for *approval* based on compliance with the following:

It contained all elements required; there were no hires or promotions during this period and the agency met its program goals (100%). There were no deficiencies in the prior plan review and therefore in compliance with the B4 standard.    The five year filing history is as follows: 2008, 2009, 2010, 2011 and 2013, the plans were approved.

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1. **Department of Social Services**

Representing the agency were Commissioner Bremby, Astread Ferron-Poole,

The affirmative action plan of the Department of Social Services 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 had not met all or substantially all of its hiring goals (69.3%), and substantially met its promotion goals (52%). The program goals( 66.7%) were met..   There were no deficiencies in the prior plan review therefore met the B4 standard. The five year filing history is as follows: 2010, 2011, and 2012 – approved, 2013 approved by default and in 2014, the plan was approved.

A motion was made by Commissioner Mambruno to accept the staff recommendation to approve the plans for the University of Connecticut, the office of Protection and Advocacy and the Department of social Services.  It was seconded by Commissioner Norton.  The vote was unanimous.

**Staff Recommendation: Conditional Approval**

**Representing the Agency was Marla Shiller of DOL and Cheryl Sharp of CHRO.**

1. **Commission on Human Rights and Opportunities**

**Chair Collins expressed his disappointment in the Conditional Approval for the agency of CHRO. He stated it was unacceptable and this will not happen again. The organization of CHRO is going to prepare its own AA plan and not DOL. Commissioner Mambruno asked to hear from staff on the plan and he was informed that the Deputy Director would now answer the questions regarding the AA plans.**

**Chair Collins asked that a full post mortem report be made in the ED’s report next month. A thoughtful analysis of how to not let this happen again is expected.**

**A motion was made by Commissioner Mambruno to accept the staff recommendation of a conditional approval and it was seconded by Commissioner Norton. The motion carried unanimously.**

Chair Collins asked that UCONNS report be submitted as materials for the commission meeting. It was not submitted as Commission material and has to be for inclusion

1. Contract Compliance Requirements:

Request for Exemption: Nielsen Company (U.S.)) LLC

CHRO Attorney, Alix Simonetti

A motion was made to accept Nielsen Company’s request for exemption by Commissioner Norton and it was seconded by Commissioner Mambruno. The motion carried unanimously.

 V**.  Division Reports:**

1. Executive Director's Report, Deputy Director, Cheryl Sharp

The Executive Directors report relayed the number of aged cases and the history of how far the agency had advanced in one and half years. The West Central regional office is down to zero aged cases and manager Donna Wilkerson Brilliant was asked to stand and be recognized for her and staff’s efforts. The uniformity committee and legal are meeting regularly. Additional staff is needed for Contract Compliance in order to quell some of the many complaints that they have.

1. Outreach Report, Deputy Director Cheryl Sharp

The Outreach report was submitted in its entirety but the following events were highlighted:

The Deputy Director reported some of the events that were coming up:

* Kid’s Speak, May 22
* Business Training Institute: Noah Webster School, Discriminatory Bullying, June 3,
* Peace panel, June 3,

Some of these events will enable our New Commissioners to gain training hours that will enable them to become voting members of the Commission.

1. Legislative Liaison, Jim O’Neill

There were two weeks left in the session, with no budget and no plan yet. Senate Bill 111 was mentioned but has not been voted upon.

**VI.             Executive Session:**  
(Requires a two-thirds vote of Commissioners Present and Voting – Staff and Guests Invited to attend Must Be Noted)

There was no executive session.

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**VII.   Vote on Executive Session:**

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VIII. New Business – None

IX. Old Business - None

**X.     Adjournment**

A motion was made by Commissioner Norton to adjourn the meeting and seconded by Commissioner Mambruno. The motion to adjourn carried unanimously.

The meeting ended at 3:50 p.m.