

To: Tanya Hughes, Executive Director  
From: Cheryl Sharp, Deputy Director  
Re: **CHRO Outreach Activities**  
Date: January 1, 2023

## **OUTREACH ACTIVITIES**

### **Outreach Successes:**

- **December Social Media**  
The CHRO's Social Media Team of Attorneys Jody Walker-Smith and Spencer Hill and investigators Courtney Shields and Rachel O'Reilly created and coordinated 24 posts for the agency's Facebook and Instagram accounts.
- **WICC Radio – Melissa in the Morning**  
12/5 – Attorney Jody Walker-Smith appeared on the WICC radio program Melissa in the Morning to discuss Native and Latina women's equal pay days.
- **CHRO connecting with Ball & Socket Art**  
**Attendees: 5**  
12/5 Deputy Director Cheryl Sharp met with representatives from the ball to disc DE&I issues. In addition, she has been asked to sit on the board.
- **CTRP3 Advisory Board**  
**Attendees: 25**  
12/6 Executive Director Tanya Hughes and Deputy Director Cheryl Sharp attended the Zoom meeting - CT Racial Profiling Prohibition Project.
- **CHRO Agency-Wide**  
**Attendees: 86**  
12/7 CHRO held an agency-wide meeting to train staff and stakeholders about the policies, practices, and procedures at the agency.
- **CHRO AGENCYWIDE TRAINING**  
**Attendees: 70**  
12/7 CHRO Attorney Kimberly Jacobsen attended and presented at the agencywide training.
- **DEI Training at CHRO's Agency-Wide Training**  
12/7 – Attorneys Jody Walker-Smith, Spencer Hill, and Megan Grant, and investigators Courtney Shields, Courtney Winch, Rachel O'Reilly and Alison McHorney created and facilitated an interactive and engaging DEI training for the agency called What Are Our DEI Superpowers?
- **Growing Together CT**  
**Attendees: 25**  
12/8 Deputy Director Cheryl Sharp, Attorney Michelle Dumas Keuler, and Outreach Coordinator Ana Mitchell participated in the meeting.

- **MLK meeting**  
**Attendees: 3**  
 12/8 Outreach Coordinator Ana Mitchell met with representatives from St. Peter's; to plan the media, creation of banners and distribution of MLK fliers in the Cheshire area and nearby towns.
- **December's DEI Monthly Newsletter**  
 12/9 – Attorney Jody Walker-Smith led a team with Attorneys Spencer Hill and Megan Grant and investigators Courtney Shields and Courtney Winch in preparing and disseminating a DEI monthly newsletter. The November edition was sent to 1,058 recipients, up from 1,047 the previous month.
- **Holocaust Symposium meeting**  
**Attendees: 3**  
 12/12 Outreach Coordinator Ana Mitchell met with a representative from Voices of hope and Ann Galer discussed the video and editing.
- **Hate Crimes Advisory Council**  
**Attendees: 7**  
 12/13 Executive Director Tanya Hughes, Deputy Director Cheryl Sharp, and Legislative and Administrative Advisor Darcy Strand will work with this committee on a legislative package and discussed being the agency to collect and report out data related to hate crimes that are civil matters.
- **CT Policy Interview**  
**Attendees: 4**  
 12/13 Deputy Director Cheryl Sharp participated in a Zoom interview regarding the disparity study.
- **Reparations Task Force (ECCT)**  
**Attendees: 6**  
 12/13 Deputy Director Cheryl Sharp participated in a subcommittee task force meeting where she is a co-convenor of the task force.
- **Fair Share Consortium**  
**Attendees: 20**  
 12/14 CHRO is collaborating with nonprofits and community leaders to address housing discrimination in the state. Open Communities Alliance has included the CHRO as a partner.
- **Desegregate CT Coalition**  
**Attendees: 25**  
 12/14 Desegregate CT is a coalition of organizations that are exploring ways to address zoning in the state that leads to discriminatory results.

- **CHRO/RAW Collaboration**  
**Attendees: 3**  
 12/15 Deputy Director Cheryl Sharp and Outreach Coordinator Ana Mitchell met with a representative from RAW; we will once again be collaborating with Real Art Ways for next year's Kids Court Academy Program.
- **CHRO/Fable Collaboration**  
**Attendees: 2**  
 12/16 Deputy Director Cheryl Sharp met with Tina Parziale of Fable to set up a workshop to film KCA students engaged in social justice to enter into the black film festival on Martha's Vineyard in 2023.
- **MLK meeting**  
**Attendees: 3**  
 12/19 Outreach Coordinator Ana Mitchell met with representatives from St. Peter's; continue to discuss the event.
- **CHRO Legal DEI discussion**  
**Attendees: 7**  
 12/19 CHRO Attorney Kimberly Jacobsen attended the meeting where we discussed gender roles and domestic violence.
- **Equity and Discrimination Law**  
**Attendees: 13**  
 12/19 – Attorney Jody Walker-Smith led a monthly meeting with the Legal Department on topics of diversity, equity, and inclusion in relation to discrimination law and our work. This month's discussion centered around sexual and domestic violence.
- **CTSAC: Overview of Zoning Report**  
**Attendees: 20**  
 12/19 Deputy Director Cheryl Sharp participated in the CTSAC Teams meeting where she serves as a member of the Commission. The Commission is a national civil rights organization- the United States Commission on Civil Rights.
- **CHRO's D&I Book Club**  
**Attendees: 11**  
 12/21 – Attorney Jody Walker-Smith attended the monthly CHRO's Diversity and Inclusion Book Club – this month's book was The Night Watchman by Louise Erdrich.
- **CTRP3 Advisory Board**  
**Attendees: 25**  
 12/22 Executive Director Tanya Hughes and Deputy Director Cheryl Sharp attended the Zoom meeting - CT Racial Profiling Prohibition Project.

## Future Outreach Activities:

- **Social Media**  
The CHRO's Social Media Team of Jody Walker-Smith, Courtney Shields, Spencer Hill, and Rachel O'Reilly are planning to create posts for the agency's Facebook, Instagram, and Twitter accounts.
- **January's DEI Monthly Newsletter**  
TBD – Attorney Jody Walker-Smith will lead a team with Attorneys Spencer Hill and Megan Grant and investigators Courtney Shields and Courtney Winch in preparing and disseminating a DEI monthly newsletter.
- **UConn Law Cultural Diversity Initiative Intern Interviews**  
1/5 – Attorneys Jody Walker-Smith, Spencer Hill, Michelle Dumas Keuler, and Kimberly Jacobsen will participate in UConn Law's Cultural Diversity Initiative intern program designed for students from historically underrepresented backgrounds.
- **Equity Study Kick-off**  
1/5 Executive Director Tanya Hughes, Deputy Director Cheryl Sharp, and Legislative and Administrative Advisor Darcy Strand will participate in the official kick-off meeting for the Connecticut Equity Study
- **Growing Together CT**  
1/5 Deputy Director Cheryl Sharp, Attorney Michelle Dumas Keuler, and Outreach Coordinator Ana Mitchell will participate in the meeting.
- **Hate Crimes Advisory Council**  
1/6 Executive Director Tanya Hughes, Deputy Director Cheryl Sharp, and Legislative and Administrative Advisor Darcy Strand will work with this committee on a legislative package and discussed being the agency to collect and report out data related to hate crimes that are civil matters.
- **Commission on Racial & Ethnic Disparity**  
01/9 Deputy Director Cheryl Sharp will attend the WebEx Commission on Racial & Ethnic Disparity meeting as a member of the Commission.
- **WHRY DEIB Committee Speaker Series**  
1/9 Executive Director Tanya Hughes and Deputy Director Cheryl Sharp, Legal Director Michelle Dumas Keuler, and Attorney Jody Walker-Smith will attend the committee meeting to bring awareness to the DEIB committee and Advisory Council regarding the CT Commission on Human Rights' service and work on disparities among communities of color.
- **CBA DEI Committee Meeting**  
1/10 – Attorney Jody Walker-Smith will attend the CT Bar Association's DEI Committee meeting.

- **Connecticut Breastfeeding Seminar on Workplace Lactation Laws**  
1/12 Attorney Kimberly Jacobsen will present a presentation on CHRO laws related to lactation at work.
- **Desegregate CT Coalition**  
1/11 Desegregate CT is a coalition of organizations that are exploring ways to address zoning in the state that leads to discriminatory results.
- **Fair Share Consortium**  
1/11 CHRO is collaborating with nonprofits and community leaders to address housing discrimination in the state. Open Communities Alliance has included the CHRO as a partner.
- **Growing Together CT**  
1/12 Deputy Director Cheryl Sharp, Attorney Michelle Dumas Keuler, and Outreach Coordinator Ana Mitchell will participate in the meeting.
- **CHRO's DEI Book Club**  
1/18 – Attorney Jody Walker-Smith will attend and lead discussion in the monthly CHRO's Diversity and Inclusion Book Club – this month's book is Walk in their Shoes by Jim Ziolkowski and James Hirsch.
- **CHRO MLK March and Bell Ringing Ceremony**  
01/16 CHRO is collaborating with many stakeholders to have a successful march and event that aligns with our mission to eliminate discrimination. The event has required intense planning and outreach in order to garner the momentum needed to propel the agency into the spotlight. In addition to Cheryl and Ana, the Executive Director Tanya Hughes and Executive Secretary Kristen Parker assisted with the planning. St. Peter's Church is a co-sponsor, and the march will begin in their parking lot.
- **AA Plan Technology Consultant**  
1/19 Deputy Director Cheryl Sharp, Administrative Advisor Darcy Strand, Affirmative Action Supervisor Neva Vigezzi, HRO Representatives Gary Madison and Jon Sykes, and Attorneys Spencer Hill and Tim Lewendon will participate in the meeting where an analyst joining OPM in January, who will take this project on as part of her responsibilities, will be introduced.
- **DEI Committee Meeting**  
1/25 – Attorney Jody Walker-Smith, co-chair of the CHRO's Diversity and Inclusion Committee, will lead a monthly meeting including education and discussion on D&I topics.
- **UConn On Campus Interviews**  
1/26 Attorneys Kimberly Jacobsen and Jody Walker Smith are participating in this intern recruitment program.

- **Equity and Discrimination Law**  
1/26 – Attorney Jody Walker-Smith will lead a monthly meeting with the Legal Department on topics of diversity, equity, and inclusion in relation to discrimination law and our work.
- **DEI Training for UConn Law Faculty and Staff**  
1/27 – Deputy Director Cheryl Sharp, Legal Director Michelle Dumas Keuler, and attorney Jody Walker-Smith will provide a DEI training on cultural humility and bias to UConn Law’s faculty and staff.
- **Cultural Humility Training - UConn Law**  
1/27 Deputy Director Cheryl Sharp and Attorney Jody Walker-Smith will provide training for faculty, staff, and students.

## **GRANTS**

We wrapped up the three grants from HUD: CARES, Health Equity and COVID-19. We were awarded a HUD partnership grant so that CHRO can partner with the Connecticut Commission on Women, Children, Seniors, Equity and Opportunity (CECSEO) to plan a fair housing webinar and video PSA. We have also applied for several grants with OPM to use CARE funds for civil rights convention, conference and to get needed staff and equipment to meet the demands presented post-pandemic

## **VIDEO PROJECTS**

- **PSA on Allyship**  
The Executive Interns of the CHRO have created a public service announcement on allyship. It was released to the general public in mid-August of 2020.
- **Life after Incarceration Video Project**  
The Executive and Deputy Directors and members of the legal department will begin production of a documentary film on policing, incarceration, and civil rights in Connecticut. The film will focus on Connecticut as a national leader in reducing the number of incarcerated individuals in Connecticut and the civil rights forward thinking and action in Connecticut. It will focus on the housing and employment challenges faced by formerly incarcerated individuals and will be used as a training tool for future seminars and conferences that will focus on this topic. This is a long-term project with a target date of 2022 for completion. The project will focus on the lives of at least three formerly incarcerated individuals and look at any civil rights injustices that may have contributed to the negative outcomes for these three individuals. Two formerly incarcerated individuals were interviewed for the film, by CHRO intern Matt Stayner.

- **What is Affirmative Action? What is Contract Compliance? Video Project**  
In order to address the misnomers related to affirmative action and contract compliance the CHRO will develop, produce, post and distribute a short video project about affirmative action and contract compliance, its purpose, who is helped, what it all means, how people in the state of Connecticut are helped by these programs, the detrimental effects of not having these types of programs and how both programs are good for business and business friendly. The project will be led by CHRO Deputy Director, the AA/CC Unit and CHRO Attorney Michelle Dumas Keuler.
- **SB3**  
On October 1, 2019, the CHRO rolled out its sexual harassment training video that was filmed at 450 Columbus Boulevard in Hartford. The video is available to all CT employers and their staff. The video complies with the statutory mandate that the CHRO provide training materials and a free training for the public by October 1, 2019. The law changed in 2021 and has been updated; so has the video.
- **From Lemonade to Light Post Documentary**  
The CHRO will be producing a documentary film that has been entitled from Lemonade to Light Post. The focus of the film is human trafficking as a civil rights issue in Connecticut. Human trafficking disproportionately affects African American females in Connecticut and the CHRO will define the issues and interview experts who can help solve the crisis in Connecticut. The CHRO will also take a broader look at the issue to address all the civil rights issues embedded within the subject matter of human trafficking

## CONTRACT COMPLIANCE/AFFIRMATIVE ACTION OUTREACH

### Future Activities:

None Reported

### Past Activities:

- **Contract Compliance Technical Assistance Training**

**Attendees: 17**

December 6, 2022

Small Town Economic Assistance Program (STEAP)

Municipal and governmental representatives attended the two technical assistance training sessions:

**Attendees: 66**

December 13, 2022

December 19, 2022

AA/CC

AA TA:

AA Meetings:

AA Special Projects:

CC TA: 1519  
CC TA Session: 4

## REGIONAL OUTREACH AND HOUSING AT A GLANCE

### Housing

#### **Future Activities:**

None Reported

#### **Past Activities**

- **CHRO Agency Wide Training**  
**Dec 7, 2022| 7Hr| 80+ attendees**  
Semi-annual agency wide training.  
*Shana Brown, Cyndi Dryfe, Marisol Sala, Shaun Jones, Jon Sykes & Diane Carter attended.*
- **Tech Committee Meeting**  
**Dec 12, 2022|5 attended**  
Monthly committee meeting.  
*Jon Sykes attended.*
- **Wreaths of America**  
**Dec 17, 2022|**  
Annual nationwide wreath laying ceremony  
*Marisol attended.*  
Monthly committee meeting.  
*Jon attended.*

### Capitol Region

#### **Future Activities**

None Reported

#### **Past Activities**

- **CHRO/HUD Grant – El show de Analeh**  
**Attendees: 800**  
12/4 Arnaldo Guadalupe the Capitol Region Representative was featured on the El show de Analeh featuring CHRO/HUD.
- **Holocaust Symposium meeting**  
**Attendees: 3**  
12/22 Ann Galer participated in the meeting
- **CHRO Diversity & Equity Committee**  
**Attendees: 15**  
12/22 Ann Galer participated in the meeting.



- **CHRO Tech Committee**

**Attendees: 15**

Laura Roxbury is the Capitol Region Representative for the CHRO Tech Committee.

## Eastern Region

### **Future Activities**

- **DE & I Book Club Subcommittee**  
1/17/23 Cathy Chester to attend
- **DE & I Book Club Meeting**  
1/18/23 Cathy Chester and Rachel O'Reilly to attend
- **DE&I Committee Meeting**  
1/25/23 Cathy Chester and Rachel O'Reilly to attend
- **Tech Committee Meeting**  
1/16/23 Cathy Chester to attend
- **Clerical Meeting**  
1/25/23 Cathy Chester to attend
- **GNACC Health Living Committee**  
1/20/23 Cathy Chester to attend
- **GNACC Legislative Committee**  
1/5/23 Cathy Chester and Robert Aldi to attend.

### **Past Activities**

- **Tech Meeting**  
**Attendees: 5**  
12/12/22 Cathy Chester attended monthly meeting. Discussed future subcommittee plans for committee as well as possible interactive agency-wide outreach calendar.
- **GNACC Healthy Living Committee**  
**Attendees: 14**  
12/16/22 Cathy Chester attended monthly meeting. Discussed upcoming in-person Lunch & Learn segments/topics beginning in February. Firmed up Sept. 9 as date for 2023 Festival.
- **DE&I Book Club Committee:**  
**Attendees: 11**  
12/21/22 Cathy Chester and Rachel O'Reilly attended the discussion on "The Night Watchman" by Louise Erdrich.

## West Central Region

### Future Activities

### Past Activities

- **Diversity & Inclusion Committee**

**Attendees: 10**

12/05 Trainee Courtney Winch attended a DEI training subcommittee meeting to conduct a trial/technical run of the December agencywide DEI training

12/07 Trainee Courtney Winch assisted in conducting the DEI agency-wide training by navigating technical logistics & providing technical support

12/09 Trainee Courtney Winch attended a DEI training subcommittee meeting to debrief on our agencywide presentation & discuss ways to make future trainings more engaging and efficient

12/12 Trainee Courtney Winch began forming a social media post with Ana Mitchell and Jody Walker-Smith regarding an attended outreach event for International Human Rights Day

12/13 Trainee Courtney Winch finalized the outreach post with the DEI Social Media Team which went up on the agency's Facebook & Instagram on 12/15

12/23 Trainee Courtney Winch reviewed several articles and videos and proposed several options to the DEI newsletter group to be featured in the January 2023 edition

- **Community Engagement Ambassadors**

**Attendees: 8**

12/01 Trainee Courtney Winch did a donation pickup for the coat drive with the YMCA & WHRC at its conclusion

12/01 Secretary2 Susan Mota presented the region with a new outreach opportunity & provided bottle for a bottle drive to all employees to collect donations for Carolyn's Place Pregnancy Care Center

12/05 Trainee Christopher Blustein picked up the last of the coat drive donations from the YMCA as well as any donations from the other agencies located in the Rowland Gov. Building

12/10 Trainee Courtney Winch attended an event hosted by the WHRC to celebrate the 75<sup>th</sup> anniversary of International Human Rights Day at the Silas Bronson Library

12/10 Trainee Courtney Winch spent a few hours assessing, sorting, and labeling the copious amount of donations received in the coat drive

12/13 Trainee Courtney Winch reached out to Commissioner Bailey from the WHRC to invite the Commissioners to the CHRO's MLK Children's March & to obtain contact info for Pack 3 of the Waterbury Cub Scouts to invite them as well

12/13 Trainee Courtney Winch forwarded the information for the MLK Children's March to the rest of the investigators in the region

12/15 Trainee Courtney Winch followed up with superintendents within the West Central Region regarding the CT Bar Foundation 2023 Essay Contest

## **Southwest Region**

### **Future Activities**

- **MLK Children's March For Peace**  
1/16 Southwest HRO Representative Debra Drexler and other staff members plan to attend the Second Annual MLK Children's March for Peace hosted by the CHRO in Cheshire, CT.
- **MAC State of CT Management Advisory Committees**  
1/18 Southwest Regional Manager Jamie Rubin will attend the January committee meeting open to all State of Connecticut non-union managers as the CHRO Representative and will additionally attend the voting member subcommittee meeting the same day.
- **CHRO Book Club**  
1/18 Southwest Regional Manager Jamie Rubin will attend the January gathering with colleagues focused on the ideas of problematic literature, children's books, and "cancel culture". The article, "The Cat is Out of the Bag – Orientalism, Anti-Blackness, and White Supremacy in Dr. Seuss's Children's Books" by Katie Ishizuka and Ramon Stephens will be discussed.
- **CHRO Social Media Team**  
Southwest Regional HRO Representative Courtney Shields will attend the meeting to plan the CHRO social media posts for February 2023. The Team will work together throughout the month editing and publishing posts.
- **CHRO Diversity, Equity, and Inclusion (DEI) Newsletter Subcommittee**  
Southwest HRO Representative Courtney Shields will attend the meeting to assist with planning, drafting, creating images, and distributing the February 2023 DEI CHRO Newsletter. The January edition is scheduled for January 2, 2023.
- **CHRO Diversity and Inclusion Committee**  
Southwest HRO Representative Courtney Shields will attend the meetings and participate in researching and writing agency posts.

- **CHRO Technology Committee**  
Southwest Human Rights Representative Jessica Kohut will attend the January meeting to discuss current tech. issues and best practices to best assist the agency and the Southwest region.

### **Past Activities**

- **COVID-19 Related Workplace Conditions: A Practical Discussion**  
**Attendees:**  
12/6 Southwest HRO Representative Carolyn Anderson attended this webinar sponsored by the Connecticut Bar Association (CBA).
- **CHRO Diversity & Inclusion Committee - Agency Wide DEI Training**  
**Attendees:**  
12/7 Regional HRO Representatives Courtney Shields participated in developing and delivering the DEI training during the agency-wide training. Staff worked in small groups to learn more about their colleagues and discuss the unique skills each person brings to the agency's DEI work as a whole.
- **Advancing Diversity, Equity, and Inclusion in Your World**  
**Attendees:**  
12/8 Southwest HRO Representative Carolyn Anderson attended this webinar sponsored by the Connecticut Bar Association (CBA).
- **CHRO Social Media Team Editing & Publishing**  
**Attendees:**  
12/8 Southwest HRO Representative Courtney Shields worked with colleagues throughout the month to review, edit, and finalize all posts published on the agency's social media accounts. Courtney created images for the agency social media post on *Latina Equal Pay Day*, posted on 12/8.
- **School Discipline Law in Connecticut**  
**Attendees:**  
12/8 Southwest HRO Representative Christine Rowan attended the live seminar sponsored by the CT Division of Public Defender Services and co-hosted with the Center for Children's Advocacy. Education attorneys from the Center for Children's Advocacy explained the foundations of school discipline law in Connecticut, the special rights of students with disabilities who are entitled to special education and, with the use of case examples, discussed strategies to employ when school discipline & delinquency intersect. The webinar broadcast was free but limited to the first 500 registrants.
- **An Attorneys Obligation of Candor to the Tribunal**  
**Attendees:**  
12/9 Southwest HRO Representative Carolyn Anderson attended this webinar sponsored by the Connecticut Bar Association (CBA).

- **CHRO Diversity, Equity, and Inclusion Newsletter Subcommittee**

**Attendees: 5 (1,062 Newsletter Subscribers, Published 12/9/22)**

12/9 Southwest HRO Representative Courtney Shields participated in the meeting to edit text, create images, and distribute the December 2022 Diversity, Equity, and Inclusion Newsletter on behalf of the agency and plan the January 2023 CHRO DEI Newsletter.

Media Inquiries: 1

Meetings: 4

Inquiries: 5

Public hearings: n/a

Sexual Harassment Law: 67(December) and 7267(cumulative)