

STATE OF CONNECTICUT
DEPARTMENT OF ADMINISTRATIVE SERVICES
STATE MARSHAL COMMISSION
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Meeting Was Conducted Remotely Using Microsoft Teams

MINUTES
STATE MARSHAL COMMISSION MEETING
November 18, 2021

Commissioner Skyers-Thomas, Vice Chairperson, called the meeting to order at 4:35 p.m. Staff Attorney Sousa advised the participants that the proceedings were being recorded.

Vice Chairperson Skyers-Thomas confirmed all members and persons in attendance, and verified that a minimum 5 voting member quorum was present.

Members present and participating remotely: Vice-Chairperson Shirley Skyers-Thomas; Bryan Cafferelli; (via telephone); Hon. Susan Connors; Michael Desmond (via telephone); John Vamos; Salvatore Vitrano; Ex-officio (non-voting) Members State Marshal Thomas Burke and State Marshal Lisa Stevenson; Staff Director Douglas Moore (non-voting); and Staff Attorney Thomas J. Sousa, Jr. (non-voting).

Members Absent: Mildred Torres-Ferguson.

Guests/Members of the public present/participating: none noted.

Topics:

1. Minutes of the October 21, 2021 Regular Meeting: Commissioner Vitrano made a motion to accept the minutes of the October 21, 2021 regular meeting, that was seconded by Commissioner Cafferelli. All commissioners voted in favor, minus Hon. Susan Connors, who abstained. The motion passed.

2. Investigator Position: Staff Director Moore updated the commission on the status of the ongoing hiring process to fill the State Marshal Commission's new investigator position. Applicant interviews were completed, with the top three recommendations submitted to Human Resources. The goal is for the person to be onboard on or about January first. On a related note, Staff Director Moore reported that long-time administrative assistant G. Samples has given notice and will be accepting a promotional opportunity with another state agency. Her last day in the office will be December second.

3. New Marshal Class/Appointment Process: Staff Director Moore reported that a press release was sent out on Tuesday, November 16, 2021, announcing the new state marshal recruitment process. Applications will be accepted online through the DAS job apps site, and the

examination is being finalized. Staff Director Moore again raised the topic of state auditors' recommendation that the State Marshal Commission develop and implement written procedures to ensure consistency in the appointment process for the new class of state marshals.

Hon. Susan Connors raised a question about the proposed minimum qualifications, and how the commission would rank (other than the exam score) people based on the subjective criteria (i.e. – background check information). Staff Director Moore responded that the applicants will be ranked by exam score within each county. The other items was based on statutory or regulatory requirements that form a threshold for appointment. The proposed procedures were provided as a starting point to assist the commission in deciding which, if any, formal criteria the commission would want to adopt. Judge Connors stated her concern with the “order of merit list” terminology, and how the commission would implement the rankings. Commissioner Vitrano provided further comment on the proposed process. Staff Attorney Sousa expounded on the “ranking” versus “screening” terminology as used in the proposal. Ex-officios Stevenson and Burke discussed the historical background of previous state marshal applicant interview and appointment practices. Further discussion took place regarding interview procedures, and what would be the most efficient and expeditious use of commission time while ensuring consistent standards.

Hon. Susan Connors offered to submit a proposed revision of the draft document for further review by the commission, and action at a future meeting.

Commissioner Vitrano moved that the topic be tabled until the January 2022 meeting, which will afford the commissioners time to submit proposed revisions. Seconded by Hon. Susan Connors, the motion passed unanimously.

A general discussion of the exam and interview process followed.

4. Retirements/Resignations/Inactive/Deaths: None reported. Staff Attorney Sousa reported that the commission has recently received quarterly bills for state marshals who have retired or transferred to an inactive status.

5. Complaints: Commissioner Vamos made a motion that the commission adopt a finding of no probable cause in complaints number 20-06 and 21-09. Seconded by Commissioner Vitrano, the motion passed with Commissioner Cafferelli abstaining, and all other commissioners voting yes.

6. Administrative Updates - Staff Attorney Sousa reminded all present that there will be no meeting during the month of December.

Ex-officios Stevenson and Burke restated their on-going concern with denied payments for fee waiver cases and a new situation where marshals are not being paid for court-ordered service on the attorney general. The ex-officios request assistance from the commissioners in addressing the situation. Commissioners Skyers-Thomas and Cafferelli requested documentation of denied payments, which they will review for potential elevation to the appointing authorities. Ex-officio Stevenson stated she will provide the commissioners with one example of a denied invoice from each county, and requested a meeting with Judicial to address the issue.

Commissioner Skyers-Thomas directed Staff Attorney Sousa to set up a meeting with Judicial once the denied invoices are received, and to invite all commissioners to the meeting.

Vice Chairperson Skyers-Thomas asked if there was anything else for the good of the order.

The Commission, after a motion by Commissioner Vitrano, that was seconded by Commissioner Vamos, unanimously voted to adjourn the meeting.

The meeting was adjourned by Commissioner Skyers-Thomas at 5:42 p.m.