

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

DRAFT MINUTES
STATE MARSHAL COMMISSION MEETING
March 24, 2022

Commissioner Skyers-Thomas, Vice Chairperson, called the meeting to order at 4:32 p.m. Staff Attorney Sousa advised all participants that the proceedings were being recorded.

Vice Chairperson Skyers-Thomas confirmed all members 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; 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); Staff Attorney Thomas J. Sousa, Jr. (non-voting); and Special Investigator Anthony Valenti (non-voting).

Members Absent: Mildred Torres-Ferguson.

Topics:

1. Minutes of the February 24, 2022 Regular Meeting: Commissioner Vitrano made a motion to accept the minutes of the February 24, 2022 regular meeting. Seconded by Commissioner Vamos, the motion passed with Commissioner Hon. Susan Connors abstaining, and all other commissioners voting in favor.

2. Minutes of the March 14, 2022 Special Meeting: Commissioner Vitrano made a motion to accept the minutes of the March 14, 2022 special meeting. Seconded by Commissioner Desmond, the motion passed with Commissioner Hon. Susan Connors abstaining, and all other commissioners voting in favor.

3. New Marshal Class/Appointment Process: Attorney Sousa provided a summary of the ongoing examination process and re-testing procedures.

Special Investigator Valenti reported the following: 68 applicants who failed the initial exam have requested a re-test; none of the 27 applicants that passed the initial exam opted to re-test; background checks are complete on 9 of the 27 individuals that passed the initial exam. Depending on how many individuals pass the re-test in April, all background checks may not be completed until the end of May.

Staff Attorney Sousa reported the interviews could begin as soon as the second week of May 2022. Current plan is to conduct in-person interviews at 450 Columbus Boulevard in Hartford. Commissioners Skyers-Thomas, Cafferelli, and Vamos are tentatively scheduled to sit in on the interviews. Attorney Sousa has started drafting the interview questions and scoring system.

Ex-Officio State Marshal Burke asked if the intent is to interview every applicant who passes the exam. Staff Director Moore replied that everyone who passes the exam must then have their documentation screened to verify they meet all requirements for appointment, after which they must pass background checks before being granted an interview. All applicants who pass the exam and meet all other qualifications will be granted an interview. State Marshal Burke stated his availability to sit on the interview boards, but he does not intend to sit on the interviews of any candidates for his (New London) county.

4. Retirements/Resignations/Inactive/Deaths:

This item was passed due to no state marshals requiring or requesting a change in status this month.

5. Complaints:

Commissioner Vamos made a motion that the commission adopt a finding of no probable cause in complaint number 21-24. Seconded by Commissioner Vitrano, the motion passed unanimously.

Commissioner Vamos made a motion that the commission adopt the oversight committee's proposed final disposition in complaint number 19-48, and issue a reprimand to State Marshal Renz. Seconded by Commissioner Vitrano, the motion passed unanimously.

6. Administrative Updates –

Staff Attorney Sousa reminded all present that there is no regularly scheduled commission meeting next month. The next regular monthly meeting is on May 26, 2022.

Staff Attorney Sousa will resume scheduling oversight committee hearings beginning on May 11, 2022, provided the commission is not occupied at that time with applicant interviews. The oversight committee hearings will be conducted remotely on Microsoft Teams.

Ex-officio State Marshal Stevenson requests the commission schedule another meeting with Judicial Branch operations and business office divisions. State marshals are still not being paid for fee waiver cases in a timely manner, and some new courthouse staff appear to be changing established procedures. Ex-officio Marshal Stevenson will put together specific bullet points for a proposed agenda. Staff Director Moore stated he can request the meeting but asks Marshal Stevenson to first email him a detailed list of specific topics to be addressed in the

meeting. Ex-officio Marshal Stevenson stated she will send the list to Staff Director Moore next week. Ex-officio State Marshal Burke suggests the meeting be attended by Judicial Branch representatives who have decision-making authority. He would like to see clarification as to the specific policy regarding how state marshals should prepare and submit mileage calculations, and stated his concern regarding restraining order timelines.

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

Commissioner Skyers-Thomas closed the meeting at 5:11 p.m.