

**MINUTES OF SPECIAL MEETING
PUBLIC DEFENDER SERVICES COMMISSION
JUNE 17, 2024**

The special meeting of the Public Defender Services Commission was convened at 5:02 p.m. via Zoom.

Members Present

Honorable Richard N. Palmer, **Chair**

Michael Jefferson, Esq.

Honorable Russell Morin

Honorable Sheila M. Prats

Honorable Elliot N. Solomon

Herman Woodard, Jr., Esq.

Others Present

John R. Day, Acting Chief Public Defender

Deborah Del Prete Sullivan, Director, Legal Counsel

Leonie Campbell, Executive Assistant to the Commission

Upon motion duly made and seconded, it was VOTED unanimously to approve the minutes of the May 21, 2024 special meeting.

APPROVAL OF MINUTES

The Acting Chief Public Defender, John R. Day, provided a report on a plan to update the expense approval process for cases.

REPORT ON UPDATING THE
EXPENSE APPROVAL PROCESS
FOR CASES

The Acting Chief Public Defender, John R. Day, further provided a budget update.

BUDGET UPDATE

The Acting Chief Public Defender, John R. Day, further provided a report on the hiring plan for the remainder of the calendar year.

REPORT ON HIRING PLAN

The Acting Chief Public Defender, John R. Day, further provided a brief update on feedback from field offices.

UPDATE ON FEEDBACK FROM FIELD OFFICES

Upon motion duly made and seconded, it was VOTED unanimously to go into Executive Session at 5:11 p.m. The reason for convening in Executive Session was in accordance with Section 1-200(6)(A) and Section 1-210(b)(10) of the Connecticut General Statutes to discuss the following: Authorizations to Incur Expenses; appointments and ratifications; reclassifications; reappointments and permanent statuses; and outside employment requests.

EXECUTIVE SESSION

Other attendees included the Acting Chief Public, John R. Day; Director, Legal Counsel, Deborah Del Prete Sullivan; Supervisory Assistant Public Defender, Michael Richards; Public Defender, Jared Millbrandt; Public Defender, Bradford Buchta; Senior Assistant Public Defender, Claud Chong; Assistant Public Defender, Kelly Billings; and Senior Assistant Public Defender, Kenneth Bunker.

The Commission came out of Executive Session at 9:12 p.m.

Upon motion duly made and seconded, it was VOTED unanimously to approve the following Authorizations to Incur Expenses: 6-17-2024-01; 6-17-2024-02; and 6-17-2024-04.

APPROVAL OF EXPENSES

Upon motion duly made and seconded, it was VOTED unanimously to table the following Authorization to Incur Expenses for additional information: 6-17-2024-03.

TABLING OF EXPENSES

Upon motion duly made and seconded, it was VOTED unanimously to appoint Attorney Frank P. Bevilacqua to the position of Deputy Assistant Public Defender, Stamford/Norwalk Judicial District/Geographical Area 20.

APPOINTMENT OF ATTY.
FRANK P. BEVILACQUA

Upon motion duly made and seconded, it was VOTED unanimously to appoint Attorney Jihan I. Carswell to the position of Deputy Assistant Public Defender, Geographical Area 4 (Waterbury).

APPOINTMENT OF ATTY.
JIHAN I. CARSWELL

Upon motion duly made and seconded, it was VOTED unanimously to ratify the appointment of Omar Jones to the position of Investigator II, Geographical Area 10 (New London).

RATIFICATION OF
OMAR JONES

Upon motion duly made and seconded, it was VOTED unanimously to ratify the appointment of Samantha Grados Ramos to the position of Investigator I, Geographical Area 23 (New Haven).

RATIFICATION OF
SAMANTHA GRADOS RAMOS

Upon motion duly made and seconded, it was VOTED unanimously to ratify the appointment of Bryan Pellegrini to the position of Investigator I, Geographical Area 23 (New Haven).

RATIFICATION OF
BRYAN PELLEGRINI

Upon motion duly made and seconded, it was VOTED unanimously to ratify the appointment of Emely Gutierrez to the position of Public Defender Secretary I, New Britain Judicial District/ Geographical Area 15.

RATIFICATION OF
EMELY GUTIERREZ

Upon motion duly made and seconded, it was VOTED unanimously to table the appointment of Public Defender, Milford Judicial District/Geographical Area 22.

TABLING OF APPOINTMENT

Upon motion duly made and seconded, in accordance with the recommendation of the Acting Chief Public Defender, it was VOTED unanimously to reappoint the following attorney to a new four-year term: Deputy Assistant Public Defender, Marissa Wheeler, Geographical Area 14 (Hartford), expiring on 6-03-2028.

ATTORNEY
REAPPOINTMENT

Upon motion duly made and seconded, in accordance with the recommendation of the Acting Chief Public Defender, it was VOTED unanimously to grant permanent status to Investigator I, Cloressa Goldson, Geographical Area 23 (New Haven), upon the successful completion of her probationary period.

PERMANENT STATUS

Upon motion duly made and seconded, in accordance with the recommendation of the Acting Chief Public Defender, it was VOTED unanimously to grant permanent status to Public Defender Administrative Assistant, Lori Martinez, Child Protection Unit, Office of Chief Public Defender, Hartford, upon the successful completion of her probationary period.

PERMANENT STATUS

Upon motion duly made and seconded, in accordance with the recommendation of the Acting Chief Public Defender, it was VOTED unanimously to grant permanent status to Assistant Public Defender, Karen Damboise, Delinquency Defense and Child Protection Unit, Office of Chief Public Defender, upon the successful completion of her probationary period.

PERMANENT STATUS

Upon motion duly made and seconded, in accordance with the recommendation of the Acting Chief Public Defender, it was VOTED unanimously to grant permanent status to Assistant Public Defender, Ellen Morgan, Delinquency Defense and Child Protection Unit, Office of Chief Public Defender, upon the successful completion of her probationary period.

PERMANENT STATUS

Upon motion duly made and seconded, it was VOTED unanimously to approve the outside employment request of Fellowship Attorney, Jennifer Buckler, Tolland Judicial District/ Geographical Area 19.

APPROVAL OF OUTSIDE
EMPLOYMENT REQUEST

Upon motion duly made and seconded, it was VOTED unanimously to table the outside employment request of Senior Assistant Public Defender, Joshua Michtom, Delinquency Defense and Child Protection, Office of Chief Public Defender.

TABLING OF OUTSIDE
EMPLOYMENT REQUEST

There being no further business to come before the Commission, the meeting was adjourned at 9:13 p.m.

Respectfully submitted,

John R. Day
Acting Chief Public Defender