

MINUTES

The meeting was called to order at 12:31 pm by Ansonia/Milford SA Margaret Kelly.

Present included: Chief State’s Attorney Patrick Griffin; Deputy Chief State’s Attorney Kevin Lawlor, Deputy Chief State’s Attorney John Russotto; Inspector General Robert Devlin; Criminal Justice Commission member Scott Murphy; State’s Attorneys David Applegate (Danbury); John Doyle (New Haven), Paul Ferencek (Stamford/Norwalk), Michael Gailor (Middlesex), Matthew Gedansky (Tolland), Margaret Kelley (Ansonia/Milford), Anne Mahoney (Windham), Paul Narducci (New London), Maureen Platt (Waterbury), David Shannon (Litchfield), Sharmese Walcott (Hartford), Christian Watson (New Britain); Executive Assistant State’s Attorneys Lisa D’Angelo and Kathryn Bare; Senior Assistant State’s Attorney Timothy Sugrue; Chief Inspector Michael Sullivan, Kyle Baudoin, Manager of Research and Planning, Communications Director Elaine Griffin; Legislative Liaison Anne Cournoyer and Executive Secretary Marisa DePhillips.

MINUTES

A motion to accept the minutes from the November 6, 2024 Advisory Board meeting was made by SA Paul Narducci and was seconded by SA Christian Watson. It passed unanimously.

MANAGEMENT

DCSA John Russotto reported on DCJ’s budget for the second half of this fiscal year and confirmed that there is no longer funding for the Division’s part-time data entry clerks as of December 31, 2024. He further indicated that the retention of other part-time employees beyond that date would be contingent on an operational needs assessment. DCSA Russotto also reported that the process of drafting updated Division job descriptions continue. He attributed the delay to ongoing union negotiations. He expects drafts should be available by the January 2025 AB meeting.

OPERATIONS

SA Maureen Platt reported on the most recent Operations Committee meeting held in late November of this year. The Committee is currently developing a template for proffer agreements in connection with potentially cooperating witnesses. The issue of how best to proceed when competency evaluations are ordered on incarcerated defendants charged with minor misdemeanor offenses was also discussed. Finally, the Committee agreed that a uniform policy is needed when cases are transferred to another court due to a conflict. CSA Griffin indicated such a policy would be forthcoming.

PEER REVIEW UPDATE

DCSA John Russotto reported that all peer reviews for 2024 have been completed.

POTENTIAL CONFLICTS

None reported.

ADJOURNMENT

A motion to adjourn the meeting was made at 12:47 p.m. by SA Kelly. SA Walcott seconded the motion. The meeting was then adjourned.

Respectfully submitted.

SA Paul J. Ferencek
Stamford/Norwalk JD