

MINUTES OF MEETING
PUBLIC DEFENDER SERVICES COMMISSION
JANUARY 6, 2015

The meeting of the Public Defender Services Commission was convened at 4:35 p.m., in the conference room, at the Office of Chief Public Defender, Hartford, Connecticut.

Members Present

Thomas J. Rechen, Esq., **Chair**

G. Kenneth Bernhard, Esq. (***Via Conference Call***)

Aimee Golbert, LCSW

Attorney Ramona Mercado-Espinoza

Honorable Elpedio N. Vitale

Others Present

Susan O. Storey, Chief Public Defender

Brian S. Carlow, Deputy Chief Public Defender

Turkessa E. Antrum, Director of Human Resources

Susan M. Cococcia, Supervisory Assistant Public Defender
Geographical Area 14 (Hartford)

Michael K. Courtney, Public Defender

Danbury Judicial District/Geographical Area 3

John R. Day, Director of Assigned Counsel

Office of Chief Public Defender, Hartford

Upon motion duly made and seconded, it was VOTED unanimously to approve the minutes of the December 2, 2014 meeting.

APPROVAL OF MINUTES

Upon motion duly made and seconded, it was VOTED unanimously to grant permanent status to Deputy Assistant Public Defender, Susan Hamilton, Geographical Area 14 (Hartford); Investigator I, Andres Virgen, Geographical Area 13 (Enfield); and Investigator III, Meredith Martin, Litchfield Judicial District, upon the successful completion of their probationary periods.

PERMANENT STATUS

Upon motion duly made and seconded, it was VOTED unanimously to reappoint the following attorneys to a new four-year term: Assistant Public Defender, Catherine O. Brennan, Geographical Area 23 (New Haven), expiring on 1/19/19; Assistant Public Defender, Rashad Glass, Geographical Area 14 (Hartford), expiring on 1/19/19; Assistant Public Defender, Cortney Volz, Geographical Area 15 (New Britain), expiring on 1/19/19; and Assistant Public Defender, Erica Wardle, Waterbury Juvenile Matters, expiring on 1/19/19.

ATTORNEY
REAPPOINTMENTS

The Chief Public Defender discussed the status of finding new space for the Legal Services Unit.

Upon motion duly made and seconded, it was VOTED unanimously to go into Executive Session at 4:43 p.m. The reason for convening in Executive Session was in accordance with Section 1-200(6)(A) of the Connecticut General Statutes.

EXECUTIVE SESSION

The Commission came out of Executive Session at 5:28 p.m.

Upon motion duly made and seconded, it was VOTED unanimously to appoint Linda D'Amora to the position of Public Defender Administrative Assistant, Assigned Counsel Unit, Office of

APPOINTMENT OF
LINDA D'AMORA

Chief Public Defender, Hartford. The effective date of the appointment is at the discretion of the Chief Public Defender.

Upon motion duly made and seconded, it was VOTED unanimously to appoint Attorney Johanna M. Canning to the position of Assistant Public Defender, Geographical Area 14 (Hartford). The effective date of the appointment is at the discretion of the Chief Public Defender.

APPOINTMENT OF ATTY.
JOHANNA M. CANNING

The Commission tabled the position of Deputy Assistant Public Defender, Danbury Judicial District/Geographical Area 3.

Upon motion duly made and seconded, it was VOTED unanimously to go back into Executive Session at 5:30 p.m. The reason for convening in Executive Session was in accordance with Section 1-210(b)(10) of the Connecticut General Statutes.

EXECUTIVE SESSION

The Commission came out of Executive Session at 5:55 p.m.

Upon motion duly made and seconded, it was VOTED unanimously to ratify the Authorization to Incur Expenses in the matter of State vs. Lateesha Murphy.

RATIFICATION OF
EXPENSES

Upon motion duly made and seconded, it was VOTED to approve the schedule of invoices as submitted to the Commission. Honorable Elpedio N. Vitale abstained from the vote in the matter of State vs. Joe Jackson.

APPROVAL OF INVOICE

Upon motion duly made and seconded, it was VOTED to approve the Authorizations to Incur Expenses as submitted to the

APPROVAL OF EXPENSES

Commission. Honorable Elpedio N. Vitale abstained from the vote in the matter of State vs. Melissa Ziemba.

The Director of Human Resources, Turkessa E. Antrum, discussed the following changes to the Attendance Policy of the Human Resources Administrative Manual:

DEFINITIONS

Occasion of Absence: An “Occasion” is one or more unscheduled or unapproved continuous day(s) or partial day(s) **(of four hours or more)** of Absence.

Exceptions: The following Absences will not be counted as an Occasion: **Excused Tardy.**

GUIDELINES

An absence of **four hours or more** will be recorded as one occasion.

When an employee has **six (6)** occasions during a three (3) month period, the supervisor and employee should meet to determine contributing problems and possible solutions;...

Upon motion duly made and seconded, it was VOTED unanimously to approve the changes to the Attendance Policy of the Human Resources Administrative Manual.

APPROVAL OF ATTENDANCE
POLICY

The Chief Public Defender discussed an amendment to the Assigned Counsel Case Assignment and Expense Payment Policy in Private and Pro Se Criminal Cases.

Upon motion duly made and seconded, it was VOTED unanimously to approve the Assigned Counsel Case Assignment and Expense Payment Policy in Private and Pro Se Criminal Cases as amended.

APPROVAL OF ASSIGNED
COUNSEL CASE
ASSIGNMENT AND EXPENSE
PAYMENT POLICY IN
PRIVATE AND PRO SE
CRIMINAL CASES

The Chief Public Defender discussed the draft of the Division's Annual Report.

There being no further business to come before the Commission, the meeting was adjourned at 6:08 p.m.

Respectfully submitted,

Brian S. Carlow
Deputy Chief Public Defender