

# THE LEGISLATIVE STAFF'S ANNUAL REPORT TO THE CONNECTICUT GENERAL ASSEMBLY



September 2016

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Dear Members of the Connecticut General Assembly:

It is with great pride that I provide you with the Connecticut legislative staff's annual report of significant activities and accomplishments for FY 2016. You have an extremely talented staff committed to providing the best possible products and services to help you serve your constituents.

During the last year many of our employees have been working on a Nonpartisan Strategic Plan for FY 2017-2021. This plan should provide the framework for improvements to the services we provide to you, our customers.

A few examples of the many accomplishments during this last year:

- ITS introduced Annotate which enables you to create your own notes on a bill. You can search your notes, share them with others and view bills on a calendar.
- OLR launched a Twitter feed to experiment with a different way of providing research and information to legislators, staff and the public.
- The Clerks' Offices worked with ITS to provide electronic notifications to committee staff when bills and other documents are ready for pickup.
- Committees had 232 meetings and 120 public hearings covering more than 1,000 bills.
- ITS installed wireless printing on many printers throughout the Capitol complex allowing you to print from tablets, cell phones and other personal devices.
- The State Capitol Police Department continued to provide protection for legislators, staff and the more than 150,000 visitors to the Capitol complex.
- OLM worked on reducing our electricity consumption with many energy conservation projects throughout the Capitol complex.

The biggest change this year has been the consolidation of the six legislative commissions into two commissions; the Commission on Women, Children and Seniors and the Commission on Equity and Opportunity. Although they are only a few months old, both commissions are off and running holding events and preparing for the 2017 session.

I hope you can take a few minutes and read through our annual report to learn more about what your staff has been working on. Please contact me or any one of our office directors for comments or questions. Thank you.

Sincerely,



James P. Tracy  
Executive Director

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# The Connecticut Legislature By The Numbers

## House – 151 Members

86 Democrats  
64 Republicans  
1 vacancy  
43 women      107 men

## Sessions

19 Regular  
50 Technical  
3 Special  
2 Veto  
74 Total

## Senate – 36 Members

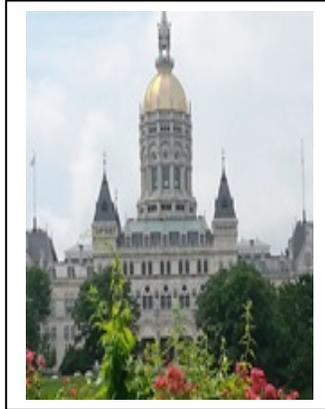
21 Democrats  
15 Republicans  
9 women      27 men

## Sessions

16 Regular  
49 Technical  
2 Special  
2 Veto  
69 Total

## Staff

240 regular nonpartisan  
226 regular caucus  
119 sessional



## Committees

Meetings - 232  
Public Hearings - 120

Public Acts - 221  
Special Acts - 22

## Service Center

Pieces of mail sent – 7,659,208  
Copies made – 3,216,631

## League of Women Voters

Tours – 1,298  
Visitors – 23,755  
School age visitors – 20,344

## Old State House

Admissions – 11,057  
Events - 29

## COMMISSION ON EQUITY AND OPPORTUNITY (CEO)

### Accomplishments:

Three legislative commissions, the African-American Affairs Commission, the Asian Pacific American Affairs Commission and the Latino and Puerto Rican Affairs Commission were consolidated in the 2016 final budget package to create the Commission on Equity and Opportunity. The new commission is organized into three policy divisions focusing on issues affecting the following underrepresented and underserved populations: African-Americans, Asian Pacific Americans, and Latinos and Puerto Ricans. This is an interim report as the commission has only been in existence for a few months.

Since July 1 when the commission was officially launched, several initiatives have been implemented in order to carry out the mission of improving and promoting the economic development, education, health and political well-being of the specific ethnic communities designated within the commission's statute.

Although there is not yet a defined legislative agenda, commission staff will focus on education equity, criminal justice, student debt, health disparities and access to affordable housing as some of the legislative priorities.

### **Below are a few highlights of the commission's activities in the last 2 months:**

- Worked with community partners on oral health outreach to underserved communities
- Presented at an anti-gambling conference
- Participated in several community policing events
- Created a Health Equity advisory commission to replace the commission on health equity that was dissolved in the budget
- Re-established key relationships that were important to each individual commission, reassuring partners that the new commission is still committed to certain initiatives important to various ethnic communities
- Created a Connecticut Latino experience presentation
- Created a Connecticut Asian Pacific American experience presentation

Specifically for Hispanic Heritage month there will be a stamp exhibit, Brazilian flag raising, Mexican Flag raising and a scholarship event where Latino students who have excelled academically will receive \$900.00 each.

## **COMMISSION ON WOMEN, CHILDREN AND SENIORS (CWCS)**

### **Accomplishments:**

This document serves as the preliminary report for the Commission on Women, Children and Seniors (CWCS), which was formed from the previous Permanent Commission on the Status of Women, the Commission on Children and the Commission on Aging. As were its forebears, the new CWCS will serve as a resource to legislators in creating public policy; studying proposed pieces of legislation for their potential consequences – intended and unintended – on women and families.

As a newly formed commission, we have not yet “cycled through” a legislative session and therefore have no legislative accomplishments or statistical highlights to report. However, in the six weeks since we officially began operations on July 1, we have:

- Created and put online a full social media campaign: website, Facebook and Twitter;
- Continued work on Two-Generational anti-poverty initiatives;
- Secured a competitive CASEL grant to work with Yale University and the Center for Academic, Social and Emotional Learning on creating Social, Emotional Learning (SEL) Standards for the State of Connecticut;
- Appointed and are collaborating with our designee on anti-Trafficking work;
- Formulated partnership with a House member on a Long Term Care Advisory board;
- Spoke publicly at a Youth Suicide Prevention Forum, the Danbury Prison, the Willimantic League of Women Voters, and CADEP;
- Continued Project Period through Young Women Rising;
- Have engaged with numerous press contacts and have been featured in several news stories regarding the commission’s work (NPR, CT News Junkie, Meriden Record-Journal, New Haven Register, and C-HIT);
- Formulated the following Mission Statement, which builds upon our commitment to non-partisanship and continues the mandates of the three commissions which formed the pillars of our work:

### **Mission Statement**

The Commission on Women, Children and Seniors (CWCS) is a non-partisan arm of the Connecticut General Assembly. As staff to the legislature, the CWCS researches best practices, coordinates stakeholders, and promotes public policies that are in the best interest of Connecticut’s underserved and underrepresented women, children and older adults.

## COMMITTEES

### Committee Statistics:

Committee	# of Bills Referred	Committee Mtgs.	Bills having PH	Testimony/Testifiers	Bills out before Deadline	Task Forces
Aging	28	5	23	38	23	0
Appropriations	120	12	16	2266	57	3
Banking	14	6	36	136	12	10
Children	28	8	25	367	25	0
Commerce	5	7	30	295	26	0
Education	60	9	3	1087	36	4
Energy & Technology	5	7	24	905	20	0
Environment	57	10	55	978	37	1
Executive & Legislative Nominations	61	14	15	131	0	0
Finance, Revenue & Bonding	52	12	53	1106	47	1
General Law	8	11	34	260	20	1
Govt. Administration & Elections	14	9	73	670	50	2
Higher Education & Employment Advancement	22	7	4	324	17	4
Housing	3	6	25	291	20	0
Human Services	57	13	44	641	34	1
Insurance & Real Estate	58	13	57	630	47	0
Judiciary	211	15	299	2048	163	2
Labor & Public Employees	47	10	4	778	29	0
Planning & Development	71	10	49	814	34	1
Program Review & Investigations	0	4	8	30	6	0
Public Health	7	14	78	1200	53	2
Public Safety & Security	4	6	43	531	32	2
Regulations Review	0	12	0	0	0	0
Transportation	9	7	12	402	11	0
Veterans' Affairs	43	5	40	97	34	0
<b>TOTAL:</b>	<b>984</b>	<b>232</b>	<b>1052</b>	<b>16025</b>	<b>828</b>	<b>25</b>

## HOUSE CLERK'S OFFICE (HCO)

### Accomplishments/Improvements:

- The Office of the House Clerk successfully collaborated with ITS to update and completely overhaul the HCO web site. The HCO site offers visitors multiple tools. Conveniently accessible from one location on the home page, visitors can watch House sessions live; follow House activities with the House Activity Report; review filed amendments; and, toggle to the matter currently under discussion on the floor.
- As a service to legislators, HCO has provided a mechanism for retrieving House Session Regular Session dates. The application was launched during the Regular Session, and is accessible on the HCO home page.
- After the passing of a long tenured staff member, HCO successfully accomplished the assimilation and training of a Journal Clerk. The new Journal Clerk brings with her a talent for innovative problem solving and furthering efficiencies.
- The House of Representatives convened in full session approximately 168 hours. HCO staff provided support to Members during those hours. Additionally, on each of those session days, HCO staff worked an average of 3-5 additional hours on post session review and next day preparation. HCO continues in the effort to increase efficiencies, with a focus on enhanced Member services and improved public access capabilities.

### Statistical Highlights:

<b>PROCESSED BY HCO</b>	<b>2016</b>
House Bills/Resolutions	835
Amendments	436
Citations ( <i>As of 8-23-2016</i> )	3191

## INFORMATION TECHNOLOGY SERVICES (ITS)

### **Accomplishments:**

**Annotate:** Built and introduced first for the mobile platform, Annotate allows you to find a bill and create your own notes. You can search your notes or share them with others. You can view bills on the calendar, create a list of favorite bills you want to follow, tag bills to create custom groupings, and view related documents all from one page. At the end of fiscal year 2016, Annotate had 203 registered users, 4177 notes stored, 2298 tags created, and 1336 tags shared.

**Wireless Printing:** Wireless printing was installed on multiple printers throughout the Capitol and LOB for employees to allow printing from their tablets, cell phones and other personal devices. Wireless printing was also installed on selected public printers for their utilization. This functionality was used extensively throughout the last session.

### **Statistical Highlights:**

**CGA Website Connectivity Statistics:** For Fiscal Year 2016 a total of 7,042,336 connections were made to the CGA website ([www.cga.ct.gov](http://www.cga.ct.gov)). Of those, 5,024,278 were from desktops/laptops, 1,664,378 were from mobile devices and 353,679 were from tablets.

**Help Desk Statistics:** A total of 7,682 calls were received by the Help Desk in fiscal year 2016. Of those, 2,736 were made during session. Within 24 hours 6,908 calls were closed and 4,934 of those calls were closed on initial contact.

## **LEGISLATIVE COMMISSIONERS' OFFICE (LCO)**

### **Accomplishments:**

- The LCO Processes Workgroup continued to look at ways to enhance legislative functions through better use of technology. Those efforts included participating in presentations by several legislative and database software vendors who responded to a request for information.
- Convened a committee to examine the new Continuing Legal Education requirement for Connecticut attorneys with an objective of building on past outreach efforts and creating training opportunities for LCO attorneys, and other attorneys in the LOB, when appropriate.

### **Statistical Highlights:**

- During the 2015 interim, in the process of updating the General Statutes database and preparing the 2016 Supplement to the General Statutes, LCO revised or created a total of 5,841 statute and related documents.
- For the 2016 regular and special sessions, LCO drafted 1,383 final bills and resolutions, 778 file copies and reprints, 920 favorables, 2,550 amendments and draft amendments, and 244 public and special acts.

# LEGISLATIVE LIBRARY

## **Accomplishments:**

The library maintains specialized databases that focus on the legislative process; the legislative appointments database is a unique collection of almost 200 boards, commissions, and task forces with legislative leadership appointments. The library initiated the reorganization of the appointments database and is currently working with ITS and caucus staff to design a new system. The librarians provided an extensive list of recommendations to ITS that have been included in the design of the new application, including improved search functions, additional fields, a user-friendly interface, enhanced document management, up-to-date technology, and flexible report generation capabilities. In order to be ready to transition to the new and improved database, every record is being checked for accuracy and standardization.

Training and outreach continues to be integral to the mission of the Legislative Library. This past year, the library created the curriculum for and presented customized training sessions to staff on (1) how to research the history of a statute, including tips on researching historical versions of the Connecticut General Statutes; (2) researching special acts; and (3) basics of constitutional history research. To learn about additional resources that might assist with legislative research, the librarians made site visits to the Thomas J. Dodd Research Center and the Connecticut State Data Center at the University of Connecticut and the J. Eugene Smith Library at Eastern Connecticut State University.

## **Statistical Highlights:**

Reference requests: 2,317

Legislative board, commission, and task force rosters created/reviewed: 156

Periodical tables of contents routed to legislators and staff: 4,800

Training sessions presented or facilitated: 60 sessions with 253 attendees

Total number of items in the catalog: 34,032

New items cataloged and classified: 2,425

## **LEGISLATIVE PROGRAM REVIEW AND INVESTIGATIONS COMMITTEE STAFF OFFICE (PRI)**

### **Accomplishments:**

The nonpartisan staff of the Legislative Program Review and Investigations Committee assisted the committee in completing studies during this time period on: 1) apprenticeship programs and workforce needs; 2) health information privacy in selected state programs; 3) regional cooperation between local boards of education; 4) Department of Veterans' Affairs: Office of Advocacy and Assistance; and 5) Hartford region public school choice programs. Many legislative recommendations from these passed into law during the 2016 legislative session.

In addition, the legislature directed the PRI committee by P.A. 15-5 JSS Sec. 428 to collect and report on dealer conveyance fees. After PRI staff surveyed over 2,400 Connecticut-licensed car dealers and compiling the results from over 1,600 responses, the PRI-prepared report was submitted as required to the Transportation Committee on January 15, 2016.

### **Statistical Highlights:**

PRI staff produced four interim reports and five final reports, as well as public presentations for each study. PRI staff also assisted the PRI committee in raising six bills resulting from these studies.

## **OFFICE OF FISCAL ANALYSIS (OFA)**

### **Accomplishments:**

The fiscal difficulties experienced by Connecticut have continued to increase the demands upon the Office of Fiscal Analysis. The former legislative budget cycle of January to June has become an intensive, year round exercise. Additional legislative and public scrutiny has been focused on OFA's budget projections, as these have been the harbinger of multiple deficit mitigation efforts both inside and outside the normal legislative session. OFA has worked closely with all four caucuses, assisting them in developing numerous budget and mitigation options. OFA has continued to develop in-house data and technology capacity to ensure that responses to our customers are done in a timely and accurate manner.

### **Statistical Highlights:**

The demand for OFA's services and the demand for a quicker turnaround in response times, continues to grow. Much of OFA's work is involved with confidential reports, requests for advisement and short turnaround times which are not documented. In terms of documented requests alone, OFA has responded to thousands of e-mail, phone or visitation requests in the last year while facing deadlines for the analysis of monthly state General Fund projections, monthly bond commission meetings, monthly Finance Advisory Committee meetings, Appropriations and Finance Committee meetings, federal block grant or waiver meetings, and collective bargaining contracts. Simultaneously, we have provided formal fiscal impacts on 2,263 bills and amendments, briefing Finance Committee leadership frequently on the state of revenue collections including underlying reasons, and supporting the bonding subcommittee of the Finance Committee as it cancelled a record number of bond authorizations. In addition, OFA assisted the legislature in developing a budget revision for FY 2017 which included three distinct budget proposals from the Governor, as well as two separate deficit mitigation plans in December and March.

## **OFFICE OF LEGISLATIVE MANAGEMENT (OLM)**

### **Accomplishments:**

Perhaps the most significant accomplishment for OLM this past year has been the support provided to all the commission staff in transition as a result of the consolidation. A great deal of time was spent with affected employees to try and minimize the impact of a change in their employment status. Our front office administrative staff continues to be the “face” of OLM and did a remarkable job keeping up with a myriad of requests despite a reduction in staff. In addition, our staff worked very hard to manage the legislature’s financial resources to reduce the negative impact of major reductions in our budget. An example of this is the continuation of energy conservation projects that provided a substantial savings compared to one year ago:

- Capitol Public areas and the Chambers – all bulbs upgraded to LEDs
- Capitol Dome light fixtures were replaced with a savings of 80%
- LOB site lights were changed to LED bulbs

### **Statistical Highlights:**

A total of 428 requests for use of the Capitol Complex were processed and event set-ups prepared.

Our Business unit initiated 113 contracts.

## **OFFICE OF LEGISLATIVE RESEARCH (OLR)**

### **Accomplishments:**

For the past year, OLR has been formulating and carrying out the first phases of a five year strategic plan. Five teams have been formed: Products and Services, Technology, User Outreach, Organizational Development, and Quality of Life. All teams have identified key focus areas where the office can improve its operations, services, and research products. The majority of the associated tasks are being done internally and at no cost. ITS is providing support for other tasks, including: renovation of the OLR website to improve accessibility and navigation; expansion of the MIS (OLR's research tracking system) to more fully document and store all research requests and products created (not just formal reports, as under the current version of the system) and to create a more comprehensive and robust archive for internal and external use; continued development and production of the library's new appointee database; and support for new products and services currently under development (e.g. video blogs, interactive PowerPoint presentations, and emerging social media tools).

Last fall, OLR launched its Twitter feed ([twitter.com/ct\\_olr](https://twitter.com/ct_olr)) as a new way to interact with and provide research to legislators, staff, and the public. OLR tweets about new research, bill analyses, and special reports such as the Major Acts Report. The number of people following us on Twitter continues to grow and we expect to find new ways to attract legislators and staff to our Twitter feed. Among other things, we plan to develop new research content for Twitter that will make our feed more appealing.

### **Statistical Highlights:**

In FY 2016, OLR analysts produced a total of 783 written reports for legislators and caucus staff (266 formal reports, 517 OLR Response emails), wrote 903 plain language bill analyses, posted 261 OLReporter blogs, and issued more than 160 tweets on Twitter.

OLR's webpage continued to be widely used by both the legislative community and the general public, receiving 16,767 views from legislative users and 221,420 views from the general public. OLR Reports received 549 internal page views from legislative users and 8,443,627 external page views from the general public, and 805,192 views from national and international readers from over 50 countries. The blog received 3,738 views in the past year and reached 175,590 all-time page views.

## **SENATE CLERK'S OFFICE (SCO)**

### **Accomplishments:**

In a continual effort to move to a more electronic environment, and in partnership with the House Clerk's Office, electronic notification to Committee staff, their phones and computers so they now get emails on when bills are ready for pickup or other Senate documents. As SCO goes forward next year, we look to expand how the co-sponsorship forms are done and look at upgrading how the stamping of bills is handled.

### **Statistical Highlights:**

2016 Regular Session:

Senate Bills – 474

Senate Joint Resolutions – 46

Senate Resolutions – 11

Special Session:

Senate Bills – 5

Senate Joint Resolutions – 1

Senate Resolutions – 2

## **STATE CAPITOL POLICE DEPARTMENT (SCPD)**

### **Accomplishments:**

In the department's ongoing mission of unremitted protection of the State Capitol Complex, the State Capitol Police screened nearly 153,000 visitors to the Capitol Complex without serious incident while eliminating 554 prohibited items from entering the complex.

The State Capitol Police earned State Accreditation for the 5th time from Connecticut Police Officers Standards and Training Council (POST-C).

### **Statistical Highlights:**

Special events covered by SCPD: we covered 124 special events during fiscal year 2016. Special events are put into three categories: press conferences, demonstrations/rallies, and other events utilizing our facilities such as receptions and dinners to name just a few examples.

The SCPD responded to 2,534 calls for service during fiscal year 2016. Calls ranged from community service, drug arrests, motor vehicle arrests and medical calls.