

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



July 2018

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Dear Members of the Connecticut General Assembly:

I am proud to present this summary of some of the many accomplishments your staff has been able to achieve this year. We are here to serve you so that you can do your best as a Connecticut State Legislator. I hope you will have the time to read this annual report and learn more about all the recent improvements that have been made to serve you better.

Do not hesitate to contact individual office directors if you have any comments or suggestions. Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jim", written in a cursive style.

James P. Tracy
Executive Director

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The Connecticut Legislature By The Numbers

House – 151 Members

79 Democrats
72 Republicans

43 women 108 men

Sessions

21 Regular
45 Technical
1 Special
2 Veto
69 Total

Senate – 36 Members

18 Democrats
18 Republicans

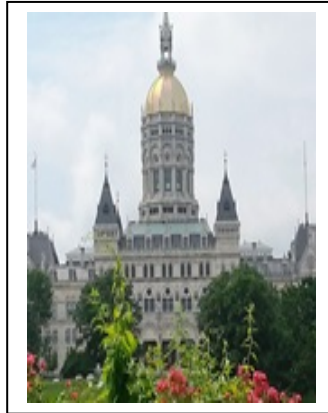
9 women 27 men

Sessions

16 Regular
50 Technical
1 Special
1 Veto
68 Total

Staff

Regular nonpartisan: 194
Regular caucus: 220
Sessional: 94



Committees

Meetings - 143
Public Hearings - 91

Public Acts - 187
Special Acts - 28

Service Center

Pieces of mail sent – 6,602,095
Copies made – 2,080,610

League of Women Voters

Tours – 1,242
Visitors – 20,466
School age visitors – 17,195

Old State House

Admissions – 9,244
Events – 26

COMMISSION ON EQUITY AND OPPORTUNITY (CEO)

Accomplishments:

The Commission on Equity and Opportunity's recommendations to the Connecticut General Assembly in 2018 were extremely well accepted by lawmakers as exemplified by the number of our legislative proposals that were adopted with bipartisan support. Just to highlight a few, CEO supported the passage of Fair Treatment of Incarcerated Women (Public Act No. 18-4). This new law puts current practice into law that provides humane treatment to the female incarcerated population. The legislature also approved the issuance of Racial & Ethnic Impact Statements, this means a racial and ethnic impact statement (REIS) will be prepared upon request by any legislator by the Office of Legislative Research (Public Act No. 18-78). CEO worked with the Department of Public Health on a bill that establishes a Maternity Mortality Review Program within the Department of Public Health (DPH) to help identify maternal deaths in Connecticut and conduct comprehensive, multidisciplinary reviews which can help identify associated factors and make recommendations to the legislature to reduce these deaths (Public Act No. 18-150). Finally, the legislature passed legislation which requires the CEO to convene a working group to (1) study housing options for persons reentering the community after incarceration, and (2) recommend an evidence-based housing policy for such persons. The working group shall submit its findings and recommendations to the housing committee by January 1, 2019.

Community Highlights

The CEO also hosted a Black History Month celebration on February 23, 2018. The event, hosted at the Old Judiciary Room of the State Capitol, attracted over 100 community leaders, legislators and community and corporate representatives. At the event, we presented for the first time the participation of African Americans in many US conflicts in the form of the: Tuskegee Airmen, the Buffalo Soldiers and the Triple Nickles; three of the very first African American regiments that formed part of the United States Military. The short videos on each battalion were well-received.

The CEO hosted a recognition of the Military service for each of the divisions it represents: Asian & Pacific Islanders, African Americans and Latino and Puerto Rican populations in the state. In addition, through the assistance of the CT Army and Air National Guard we were able to "present" the colors and read the names of the 67 Fallen Veterans from the State of Connecticut with Taps playing in the background as well as the National Anthem. Over 120 guests participated throughout the evening in the Atrium of the Legislative Office Building. We were able to include youth in singing the National Anthem in Asian, Spanish and English. We hosted a performance by the "Cepeda Family" who presented "Bomba" dance.

Commission on Women, Children and Seniors

Accomplishments:

Two-Generational Approaches to Family Poverty and Systems Change

This session, we worked with a bipartisan group of legislators to pass two separate pieces of legislation on the state's innovative 2GEN initiative, which fosters family economic self-sufficiency in low-income households through a comprehensive two-generational service delivery approach. The first, **S.B. 437: AAC A Two-Generational Initiative**, passed unanimously in the Senate and was passed on Consent in the House. This law solidifies Connecticut's leadership role as a 2GEN state by beginning to tackle some of the more vexing issues facing families in poverty and the systems that serve them:

The second 2GEN bill, **H.B. 5335: The Alignment of the Coordinated State-Wide Reading Plan with The State's Two-Generational Initiative** passed unanimously in both chambers. This bill requires the State Department of Education to include the alignment of reading instruction with the two-generational initiative in its statewide reading plan and allows the Office of Early Childhood to consider the alignment of state and local support systems around the statewide reading plan for students in kindergarten to grade three.

Seeking to Improve Transportation Options for Seniors, Veterans, and the Disabled

This session, we also worked to establish a **Task Force to Study Best Practices for Providing Transportation for Persons with Disabilities, Senior Citizens and Veterans (Special Act 18-3)**. The Task Force, which will be administered by the Commission, will study best practices in other states, the services and public transportation fare discounts available now for such persons in CT, analyze their current and anticipated transportation needs, and develop recommendations to provide more efficient, cost-effective, and reliable modes of transportation for these three populations.

Statistical Highlights:

The Commission, in partnership with the Yale Center for Emotional Intelligence, the Collaborative for Academic Social and Emotional Learning (CASEL), and Stand Up and Speak Out, has expanded its work on building empathy and connection through the arts, by developing content and implementing an arts-focused school and community approach to social and emotional skills building. This year, the musical production and the accompanying practice guide reached over **1000 middle schoolers** in the state, with more to come.

Also, our annual Women's Day at the Capitol, a day of civic engagement for women and their families, focused this year on young girls. Stressing that girls and young women are leaders today, the Commission brought together over **30 young girls** from across the state interested in the topic of leadership. A bi-partisan and bi-cameral panel of legislators and other leaders, including the Secretary of the State and the Chief Child Advocate, addressed the girls on how they can be leaders in their everyday lives.

COMMITTEES

Accomplishments:

1) Unified Calendar

Staff created a shared calendar which included every committee's session deadline. The purpose of the calendar was to provide a way for committee staff to view upcoming deadlines and ease scheduling. The calendar is accessible and available to add for all committee clerks and administrators in Outlook.

2) Addressing Staff Shortages

Due to the significant decrease in sessional staff assigned to several legislative committees, a greater sense of collaboration was required among staff in order to support those committees in executing their required responsibilities. This is particularly important to note as every deadline was met and every goal was exceeded.

Committee Statistics:

<i>Committee</i>	<i># of Bills Referred</i>	<i>Comm Mtgs.</i>	<i>Bills having PH</i>	<i>Testimony +Testifiers</i>	<i>Bills out before Deadline</i>	<i>Task Forces</i>
<i>Aging</i>	28	6	28	364 + 37= 401	27	1
<i>Appropriations</i>	117	7	77	1106 + 410= 1516	10	0
<i>Banking</i>	37	2	36	175	25	0
<i>Children</i>	17	5	34	529	28	2
<i>Commerce</i>	40	5	37	96 + 43= 139	32	0
<i>Education</i>	58	6	42	1679	39	0
<i>Energy & Technology</i>	14	3	22	1148 + 109= 1257	12	0
<i>Environment</i>	67	8	49	3341 + 157= 3498	38	0
<i>Executive & Legislative Nominations</i>	38	9	37	56 + 41= 97	37	0
<i>Finance, Revenue & Bonding</i>	179	6	55	1524 + 99= 1623	52	2
<i>General Law</i>	38	6	26	383 + 122= 505	22	1
<i>Govt. Administration & Elections</i>	86	7	79	1754	61	1
<i>Higher Education & Employment Advancement</i>	41	8	23	400 + 117= 517	16	0
<i>Housing</i>	14	4	14	64 + 14= 78	11	0
<i>Human Services</i>	25	6	24	218 + 63= 281	19	0
<i>Insurance & Real Estate</i>	50	5	47	589 + 136= 725	29	0
<i>Judiciary</i>	363	15	359	2384 + 528= 2912	228	3
<i>Labor & Public Employees</i>	20	4	14	432 + 92= 524	10	0
<i>Planning & Development</i>	56	9	52	652 + 135= 787	35	2
<i>Public Health</i>	92	10	77	2392 + 497= 2889	47	4
<i>Public Safety & Security</i>	37	4	32	506	21	0
<i>Regulations Review Many Regs throughout year!</i>						
<i>Transportation</i>	28	5	22	1132	17	1
<i>Veterans' Affairs</i>	35	3	32	63	28	0
TOTAL:	1480	143	1218	23687	844	17

HOUSE CLERK'S OFFICE (HCO)

Accomplishments:

The Office of the House Clerk (HCO) successfully accomplished the assimilation and training of a new Clerk during the 2017-2018 legislative cycle.

The House of Representatives convened in full session approximately 176 hours. HCO staff provided measurable support to Members during those hours. Additionally, on each session day, 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:

PROCESSED BY HCO	2018
House Bills/Resolutions	779
Amendments	375
Citations (<i>As of 7-18-2018</i>)	3583
Bulletin Notices (<i>From Committees Only</i>)	326

INFORMATION TECHNOLOGY SERVICES (ITS)

House/Senate Cosponsor. This application lets Legislators submit cosponsor requests to the House/Senate Clerks office via a web browser on any device connected to the internet. Requests are reviewed and processed by the House/Senate Clerks offices with automated notifications. The application also allows legislators to review all their submissions for the year. There were 5037 cosponsor requests processed by the House and Senate via the Cosponsor application. Of those, 3236 submitted electronically via the application.

Security. ITS continues to make significant improvements in cybersecurity to protect our CGA assets through the deployment of various technical security tools and the implementation of a formal incident response process. A more in-depth analysis of CGA critical data is underway to identify better potential protection methods, and a new User Security Awareness Program is in development and will be deployed next fiscal year.

Bill Tracking. This application allows for users to sign up to receive email and/or text notifications regarding the status of a bill. Significant changes were made to the nightly process to improve performance and security changes were made to ensure external password security. There were 66,295 immediate bill tracking email notifications sent, and 28,022 immediate bill tracking text notifications sent. There were 1,941 active external users, 232 active internal users.

Help Desk Statistics. A total of 5,959 calls were received by the Help Desk in fiscal year 2018. Of those, 5,162 were made during session. 3,504 calls were closed on initial contact.

LEGISLATIVE COMMISSIONERS' OFFICE (LCO)

Accomplishments:

During the 2017 special session, LCO produced three comprehensive budget and implementer bills that were filed and debated by the General Assembly. These three bills included HB 7501, Senate Amendment Schedule "A", 751 sections 925 pages; Senate Amendment Schedule "B", 982 sections, 1,117 pages; and SB 1502, 732 sections, 895 pages. Two of these bills were adopted by both chambers and engrossed by LCO as P.A. 17-1 and 17-2 of the June Special Session. This was the first time LCO drafted multiple budget bills simultaneously, while also drafting various budget-related proposals for individual legislators. This accomplishment required hard work and long hours from each staff member in LCO.

LCO continued to look for ways to expedite the processing of the budget bill. This year, LCO was able to organize the final budget bill to minimize the need to renumber sections and internal references when the final bill was assembled. This change avoided a delay in producing an accurate bill that was suitable for final action. LCO will continue to use these processes whenever possible.

LCO continued to look at ways to enhance legislative functions through better use of technology. LCO instituted a process to allow attorneys to electronically transfer drafts to support staff for technical review and processing. This process allows each attorney to monitor an electronic work list to determine the status of drafts.

Statistical Highlights:

Throughout the 2017 special session, and during the interim, in the process of updating the General Statutes database and preparing the 2018 Supplement to the General Statutes, LCO revised or created a total of 5,383 statute and related documents.

For the 2018 regular session, LCO drafted 1,407 final bills and resolutions, 864 favorables, 2,050 amendments and draft amendments, and produced 686 File Copies and reprints and 216 public and special acts.

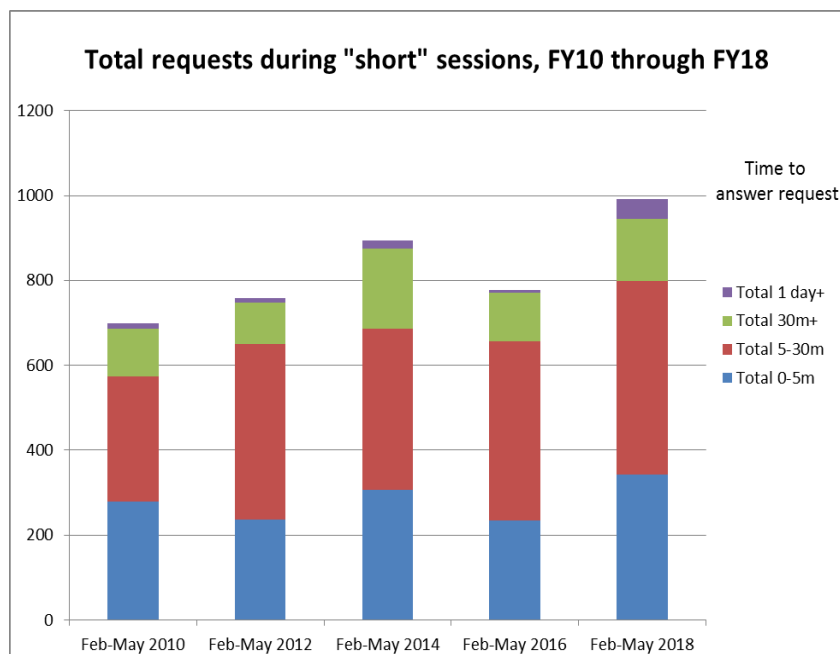
LEGISLATIVE LIBRARY

Accomplishments:

Over the past year, the Legislative Library has been able to implement several parts of its 5-year strategic plan. The most significant accomplishment was the completion of a new library website that includes committee-specific research guides and access to electronic databases, numerous periodicals, and various legal resources. Library staff designed the website and wrote all-new content for it. ITS helped create a framework based on Wordpress that allows library staff to easily update and change the website based on the dynamic research needs of the General Assembly. The new interface is clean, modern, and easy to navigate, and it serves as a starting point for legislative research for General Assembly staff and the public. Another integral part of the strategic plan, the appointments database, which tracks boards, commissions, and task forces with legislative leadership appointments, has now been utilized for a full year by the caucus and library staffs. The transition to the new database has been smooth and the caucus feedback has been extremely positive.

Statistical Highlights:

It was a record-breaking year for reference requests in the Legislative Library. The library answered 991 questions in the 2018 session, more than in any short session since detailed statistics have been tracked.



Total reference requests FY2018: 2,229

Legislative board, commission, and task force rosters created/reviewed: 90

Periodical tables of contents routed to legislators and staff: 4,080

Training sessions presented or facilitated: 43 sessions with 192 people

Total number of items in the catalog: 37,210

New items cataloged and classified: 1,436

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. OFA has worked closely with all four caucuses, assisting them in developing numerous budget and mitigation options. The final FY 18 – FY 19 biennial budget development stretched well into November, 2018. For the first time ever, OFA assisted the caucuses in finalizing a bipartisan biennial budget without the direct participation of the administration.

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. Additionally this year, OFA, in conjunction with ITS, has undertaken an in-house redesign of our budget system. This project will result in better functionality for the General Assembly at lower on going costs.

Statistical Highlights:

The demand for OFA's services and the demand for a quicker turnaround in response times continue to grow. Much of OFA's work is with confidential reports and requests for advisement 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 1,825 bills and amendments, briefed Finance Committee leadership frequently on the state of revenue collections, and supported the bonding subcommittee of the Finance Committee. In addition, OFA has continually worked with all four caucuses to develop multiple versions of biennial budget proposals, as well as deficit mitigation efforts.

OFFICE OF LEGISLATIVE MANAGEMENT (OLM)

Accomplishments:

OLM developed a plan to continue operating CT-N. We hired staff to produce and schedule day to day programming, provided management support and direction and contracted for per diem staff, as needed. This short term model was implemented with minimal interruption to broadcast services and provided seamless coverage of the 2018 Legislative Session as well as continued coverage of events in the Executive and Judicial Branches.

OLM's Facilities Group updated the legislature's Ergonomics policy and added a great deal of information to the CGA website (<http://cgalites/olm/ergonomics.asp>) regarding best practices in this important area. Information on the website includes Break Exercise Tips, Computer Workstation Set-up Guidelines and a Workstation Evaluation Request Form. In addition, new curriculum was developed for an in-house training program to help legislators and employees better understand what they can do to ensure a safe and healthy work environment.

Statistical Highlights:

The LOB Concourse welcomed 100 different wall and table exhibits, 67 of which were related to school children, and other nonprofit agencies. The additional 33 displays were presented by government agencies and private individuals or groups.

OFFICE OF LEGISLATIVE RESEARCH (OLR)

Accomplishments:

In order to maintain a robust archive of OLR reports that is searchable by legislators and staff, we set and accomplished aggressive targets for self-generated, formal reports. As a result, we increased the public archive by approximately 20% over the last comparable, short session year total. This was in addition to 995 e-Responses¹ (our unpublished reports), which also increased by 27% due to a higher volume of research requests by legislators and staff and increased user awareness of OLR's products and services. Self-generated report topics were chosen based on legislator and caucus staff interest, news coverage, and internal staff professional development focus areas.

OLR receives search and seizure warrant information for firearms (i.e., gun warrants) data from the judicial branch that is submitted by police departments throughout the state. The office reviews the warrants and enters relevant data to an internal database. This past year, we overhauled the database, standardized the way that we track and store the data, corrected and updated certain database entries, and then conducted a detailed analysis of the data. This report is the only of its kind (to our knowledge) written on this data set for Connecticut. Working with the lead analyst, our front office support staff team dedicated many hours to, and played a critical role in, the success of this project.

Statistical Highlights:

In FY 2018, OLR analysts produced a total of 1,325 written reports for legislators and caucus staff (330 formal reports, 995 OLR e-Responses), wrote 775 plain language bill analyses, and published 297 tweets to more than 600 followers on Twitter.

¹ The e-Response total does *not* include email correspondence or brief email answers to inquiries.

SENATE CLERK'S OFFICE (SCO)

Accomplishments:

The Senate Clerk's office is continuing to make more senate session information available on the General Assembly website. This year we added a link to the bills that have amendments filed on them, included the number of senate session days and had the senate agenda available on line. In the next year we would like to update the sound system in the Senate Chamber and move to reduce the amount of paper on the Senators desks in the chamber.

Statistical Highlights:

Senate Bills 543
Senate Joint Resolutions 68
Senate Resolutions 11

Senate Session days 16
Technical sessions 50

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 215,944 visitors to the Capitol Complex without serious incident while eliminating 340 prohibited items from entering the complex.

Statistical Highlights:

Special events covered by SCPD: we covered 110 special events during fiscal year 2018. 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 1,867 calls for service during fiscal year 2018. Calls ranged from community service, drug arrests, motor vehicle arrests and medical calls