

**MINUTES OF MEETING**  
**PUBLIC DEFENDER SERVICES COMMISSION**  
**APRIL 1, 2025**

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The meeting of the Public Defender Services Commission was convened at 4:45 p.m., at the Office of Chief Public Defender, Rooms 1008/1011, Hartford, Connecticut.

**Members Present**

Honorable Richard N. Palmer, **Chair**  
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  
Erin M. Ryan, Director of Human Resources  
Stephen Hunt, Chief Fiscal Officer  
Leonie Campbell, Executive Assistant to the Commission  
Sonia Jones, Supervisory Assistant Public Defender  
Parole Revocation Unit, Office of Chief Public Defender,  
Waterbury  
Caroline Ennis, Assistant Attorney General  
Colleen Valentine, Assistant Attorney General

Upon motion duly made and seconded, it was VOTED  
unanimously to approve the minutes of the March 4, 2025, meeting.

APPROVAL OF MINUTES

Chief Fiscal Officer, Stephen Hunt, provided a brief budget  
summary for FY 25. There was a question-and-answer segment.

BUDGET SUMMARY

Upon motion duly made and seconded, it was VOTED unanimously to go into Executive Session at 4:53 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, Reclassifications, Reappointments & Permanent Statuses, Outside Employment Requests, Educational Leave Requests, and Litigation Involving the Commission.

EXECUTIVE SESSION

Other attendees included the Acting Chief Public Defender, John R. Day; Director, Legal Counsel, Deborah Del Prete Sullivan; Director of Human Resources, Erin M. Ryan; Supervisory Assistant Public Defender, Sonia Jones, Parole Revocation Unit, Office of Chief Public Defender, Waterbury; Assistant Attorney General, Caroline Ennis; and Assistant Attorney General, Colleen Valentine.

The Commission came out of Executive Session at 6:55 p.m.

Upon motion duly made and seconded, it was VOTED unanimously to cancel the June 3, 2025, meeting and schedule a special meeting for June 11, 2025.

SPECIAL MEETING  
JUNE 11, 2025

Upon motion duly made and seconded, it was VOTED unanimously to approve the procedures and process for an **Appeal to the Public Defender Services Commission by an Exempt Employee of the Division of Public Defender Services from Disciplinary Action Imposed by the Chief Public Defender.**

APPROVAL OF APPEAL  
PROCEDURES AND PROCESS  
BY AN EXEMPT EMPLOYEE OF  
THE DIVISION FROM  
DISCIPLINARY ACTION  
IMPOSED BY THE  
CHIEF PUBLIC DEFENDER

Upon motion duly made and seconded, it was VOTED unanimously to approve the following Authorizations to Incur Expenses: 4-2025-01; 4-2025-02; 4-2025-03; and 4-2025-04.

APPROVAL OF EXPENSES

Upon motion duly made and seconded, it was VOTED unanimously to appoint Attorney Peter Matthews to the position of Assistant Public Defender, Parole Revocation Unit, Office of Chief Public Defender, Waterbury.

APPOINTMENT OF ATTY.  
PETER MATTHEWS

Upon motion duly made and seconded, it was VOTED unanimously to ratify the appointment of Chelsea Zapata to the position of Public Defender Secretary I, Milford Judicial District/ Geographical Area 22.

RATIFICATION OF  
CHELSEA ZAPATA

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: Assistant Public Defender, Joanna Carloni, Bridgeport Judicial District, expiring on 4/18/2029.

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 Public Defender Secretary I, Waynette Bagaloo, 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, Claud Chong, Milford Judicial District/Geographical Area 22, upon the successful completion of his 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 Investigator I, Samantha Ramos, 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 Secretary I, Emely Gutierrez, New Britain Judicial District/ Geographical Area 15, 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, Stephanie Mucci, Legal Services 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 Investigator II, Bryan Pellegrini, Geographical Area 23 (New Haven), upon the successful completion of his 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, Diana Raouf, Connecticut Innocence

PERMANENT STATUS

Project/Post-Conviction Unit, Office of Chief Public Defender, Hartford, upon the successful completion of her probationary period.

Upon motion duly made and seconded, it was VOTED unanimously to approve the outside employment request of Senior Assistant Public Defender, John Cizik, Geographical Area 7 (Meriden).

APPROVAL OF OUTSIDE  
EMPLOYMENT REQUEST

Upon motion duly made and seconded, it was VOTED unanimously to approve the outside employment request of Investigator II, Christopher Kramer, Geographical Area 10 (New London).

APPROVAL OF OUTSIDE  
EMPLOYMENT REQUEST

Upon motion duly made and seconded, it was VOTED unanimously to approve the outside employment request of Investigator I, Danielle Recchia, Waterford/Willimantic Juvenile Matters.

APPROVAL OF OUTSIDE  
EMPLOYMENT REQUEST

Upon motion duly made and seconded, it was VOTED unanimously to approve the outside employment request of Supervisory Assistant Public Defender, Lisa Samuelson, New Haven Juvenile Matters.

APPROVAL OF OUTSIDE  
EMPLOYMENT REQUEST

There being no further business to come before the Commission, the meeting was adjourned at 7:20 p.m.

Respectfully submitted,

John R. Day  
Acting Chief Public Defender