

DRAFT – SUBJECT TO APPROVAL BY THE MEMBERSHIP

MINUTES OF THE MANAGEMENT ADVISORY COUNCIL January 15, 2014

Visit the MAC website at <http://www.ct.gov/MAC>

Ram Aberasturia, MAC Chair, called the meeting to order at 9:05 a.m. and thanked those in attendance for their participation.

Guest Presentation

Ram introduced and welcomed our guest speakers from the University of Connecticut. Dr. William Simonsen is Professor and Director of the Master of Public Administration Program, and Dr. Mark Robbins is Professor and Department Head of the Department of Public Policy. Ram also noted that Deputy Commissioner of Administrative Services, Dr. Martin Anderson, is present at today's meeting and will be available for questions and discussion after the presentation. Dr. Simonsen spoke about UConn's Public Policy Fellows program, which the Department of Administrative Services and UConn are collaboratively launching. This is a structured program, designed in collaboration with DAS leadership, which allows state employees to earn a Master of Public Administration or a Graduate Certificate in Leadership and Public Management from UConn's Department of Public Policy. This includes individuals who are currently state managers or who would like to prepare themselves for management positions. The program is also suitable for analysts who would like further training in policy analysis and program evaluation. Additional information is available in the packet of materials that was provided at the meeting and that is appended to these minutes. Dr. Anderson offered concluding remarks, noting that the Fellows program is part of an ongoing effort to provide more professional development opportunities to state managers, and to provide a vehicle to bring employees forward into leadership roles. A letter will be forthcoming to agency heads co-signed by Secretary of Policy and Management Benjamin Barnes and Commissioner of Administrative Services Donald DeFronzo. The Office of Policy and Management has been very supportive of the initiative, as an important element of state workforce planning and development. Dr. Anderson noted that 35% of state managers are eligible to retire now, and 48% will be eligible in the next two years.

Ram thanked Drs. Simonsen and Robbins for a very informative presentation, and also acknowledged Dr. Anderson for his participation in today's program. Ram expressed MAC's appreciation to Commissioner of Administrative Services, Donald DeFronzo, Dr. Anderson, and DAS for their support of managers' professional development. Ram asked that MAC members spread the word about the program to managers within their respective agencies.

The business meeting began at 9:52 a.m.

Approval of Minutes

The minutes of the meeting of November 20, 2013 were distributed electronically via the list serv. A motion was made to approve the minutes as submitted, and the motion passed unanimously.

Treasurer's Report

Debi Freund, Treasurer, reported that there has been no activity in the account since the last report, so the

balance is unchanged at \$2,571.91 as of December 31, 2013. The Treasurer's report was accepted unanimously, as submitted.

Committee Reports

Credentials. Ellen Carter has concluded her service to MAC as Office of Policy and Management (OPM) Representative and Credentials Chair as of December 31, 2013. She is thanked for all of her work in these capacities. It is necessary to appoint a new Credentials Chair. A list of MAC members, updated by Ellen as of December 17, 2013 was circulated with the meeting materials. Any changes or corrections should be reported to John Jaramillo and Elise, and Nancy will perform updates as needed for the web posting. Effective January 1, 2014, OPM has elected John Jaramillo as Representative and Melissa Yeich as Alternate. Carl Jordan has been elected as the Representative for the Department of Developmental Services.

Old Business

Speakers and Logistics. Debi Freund is contacting a local Social Security Administration office to see whether we might arrange for a speaker for February or March. Ram will contact Commissioner DeFronzo about his availability to speak at the April meeting (tentative, to be confirmed). Any additional ideas for speakers can be sent to Elise.

Web Content/Communications/Orientation Committee. Ram indicated that the managers have given very positive feedback on the various enhancements to the website. Ram thanked Nancy Nicolescu for all of her efforts in this regard. Nancy stated that she will post the materials from today's guest presentation.

Donation of Books to the Department of Children and Families (DCF). The books were delivered to DCF, so that they would be available for the holiday season. The final count was in excess of 1100 books. As always, managers are very generous in supporting this cause, and their contributions are greatly appreciated.

Other Old Business. There was no Other Old Business.

New Business

Agency Elections Schedule and Status. Elise read the list of agencies scheduled to hold elections for terms commencing January 1 of even-numbered years, under II.c.2 of our By-Laws. Any agencies so listed are encouraged to hold elections as soon as possible. It was noted that there are four new Executive Branch entities: Department of Aging, Office of Early Childhood, Department of Housing, and Department of Rehabilitation Services. Any Executive Branch agency enumerated in Section 4-38c of the Connecticut General Statutes is entitled to MAC membership under III.A. of our By-Laws. Other entities not so enumerated can request inclusion in MAC, provided they have at least four managers. If approved by the Executive Committee, the request would be processed as a proposal for By-Laws amendment. Elise will reach out to these four new entities as to their interest in participating on MAC.

Appointment of Credentials Chair. A description of the duties of the Credentials Chair was circulated on the list serv, requesting that a volunteer step forward to replace Ellen. John Jaramillo volunteered, and was appointed as the new Credentials Chair. Ram thanked John for stepping forward in this capacity.

Debi Freund, Treasurer, reported that there has been no activity in the account since the last report, so the Other New Business. There was follow-up discussion of UConn's Public Policy Fellows program. It was noted that many individuals in state service already hold Master's degrees, but such individuals are not necessarily being identified to be groomed for leadership roles. In workforce planning, consideration needs to be given to whether agencies are using the credentials that managers already have in an optimum way. State government is very broad in scope, and having a mix of experiential and educational backgrounds is important to carrying out this scope. Recognizing the breadth of state government, there is the need for a variety of disciplines. It was also noted that the Council should continue to pursue tuition reimbursement as an important component in supporting professional development for managers.

Adjournment

The business meeting was adjourned at 10:26 a.m. The list of those in attendance at the January 15, 2014 meeting and the materials from the guest presentation are appended below and are hereby made a part of these minutes.

The next meeting is scheduled for Wednesday, February 19, 2014, at 9:00 a.m. in Conference Room A at the Department of Transportation. There is no guest speaker scheduled.

Respectfully submitted,

Elise Kremer
MAC Secretary
MAC Representative for the
Department of Public Health

MAC ATTENDANCE ROSTER
January 15, 2014

<u>Agency</u>	<u>Name</u>	<u>Rep/Alt/Guest</u>
Administrative Services	Peggy Zabawar	R
Administrative Services	Dr. Martin Anderson	G
Banking	Debora Lein	R
Children and Families	Debi Freund, Treasurer	R
Children and Families	Colleen Kaplan	G
Children and Families	Maribel Martinez	G
Children and Families	Stan Kasanowski	G
Children and Families	Peter O'Neil	G
Comptroller	Stephen Perkins	A
Consumer Protection	Elisa Nahas, Vice-Chair	R
Consumer Protection	John Suchy	A
Consumer Protection	John Neumon	G
Correction	Rafael Palacio	R
Developmental Services	Carl Jordan	R
Education	Jim Polites	A
Insurance	Maura Welch	R
Governmental Accountability	Nancy Nicolescu	A
Labor	Ram Aberasturia, Chair	R
Policy and Management	John Jaramillo	R
Public Health	Elise Kremer, Secretary	R
Revenue Services	John Biello	G
Secretary of the State	Blanche Tucker	A
State Library	LeAnn Power	G
Transportation	Nancy Malinguaggio	G
Transportation	Paula Jean Yukna	G