

**MINUTES OF THE
MANAGEMENT ADVISORY COUNCIL
November 16, 2016**

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

Welcome and Introductions

Ram Aberasturia, MAC Chair, called the meeting to order at 9:05 a.m.

Approval of Minutes

The draft minutes of the October 19, 2016 MAC meeting were distributed to the membership via the list serv. The minutes were approved unanimously, as submitted.

Treasurer's Report

Maura Welch, MAC Treasurer, reported that the balance in the treasury is \$2,387.90 as of October 31, 2016. The closeout of Managers Day 2016 is still in progress, with reimbursement from the Office of Policy and Management expected next month. The Treasurer's report was distributed to the membership via the list serv and was approved unanimously, as submitted.

Credentials Report

In the absence of Deb Paradis, MAC Credentials Chair, Deb had reported information via e-mail in advance of the meeting. Deborah Boyle will be serving as the new Alternate for the Department of Developmental Services. Deborah was in attendance and introduced herself. Lori Kolakowski was in attendance today as the new Representative for the Department of Correction and introduced herself. Lateisha Rainey will be assuming the Alternate role for the Freedom of Information Commission, Office of State Ethics, and State Elections Enforcement Commission. New members are welcomed and asked to have their agency certify to their status via an election or other process inclusive of the managerial ranks of their agency, such as an open solicitation of volunteers. Letters have been sent to those agencies due to hold elections for the term beginning January 1, 2017. A follow-up will be done with those agencies which have not responded.

Old Business

Speakers and Logistics for Upcoming Meetings. An invitation has been extended to Julie Paolino, a managing partner at Integrated Rehab, with a date as yet to be determined; Chris Beloff is following up to schedule this presentation. Integrated Rehab has been named a top employee in the Hartford area five times. A LEAN presentation will be scheduled for March 2017.

Web Content/Communications/Orientation Committee. Nancy Nicolescu indicated that she is doing regular updates and invites the membership to submit items of interest. She will be adding photographs from Managers Day 2016 to the website, as well as the photographs taken at the October meeting of Chris Beloff and Donna Brilliant receiving their medals. Ram has obtained Commissioner Connelly's PowerPoint presentation and will forward it to Nancy for posting on the website. Peggy Zabawar has provided copies of

the photographs to the Distinguished Managerial Service Award recipients. Discussion ensued regarding the need for orientation materials for new MAC members, as well as guidance for the credentialing process. A draft will be developed, which will include information on the roles and responsibilities of MAC Representatives and Alternates. The draft will be shared at a future meeting for feedback from the membership.

Status of Updates to MAC list serv. Elise Kremer indicated that she has had a great response from some of the member agencies, with managerial rosters being submitted by The Department of Education, the Department of Transportation, and the Office of the State Comptroller. Other agencies are encouraged to follow suit.

Other Old Business. A member had inquired at an earlier meeting as to the status of the Masters of Public Administration fellowship program at the University of Connecticut. Peggy had offered to follow up and bring back whatever information she could identify. This information was presented and is attached to the minutes. The program is expected to be offered again in fall 2017. Peggy also provided a thank you letter related to the MACPack initiative, received from the Hillside Family Shelter. The letter is also attached to the minutes.

New Business

Volunteers for Managers Day 2017 Planning Committee. There will be a meeting of the planning committee following the adjournment of the regular business meeting. Ram invited anyone interested in serving to attend.

Report from First Meeting of Managers Day 2017 Planning Committee. The survey feedback from Managers Day 2016 had a 75% response rate, which is very high. The survey feedback was reviewed, including 13-1/2 pages of comments. This information was very helpful for future planning. The rest of the meeting focused on a review of expenses for Managers Day 2016 closeout and preparation of the invoice for the Office of Policy and Management.

Upcoming Meeting with Office of Policy and Management Secretary Benjamin Barnes. Ram indicated that he expects a meeting in the near future. Discussion ensued as to the agenda for the meeting. The concerns of managers were reviewed, all of which are well articulated in MAC's position paper and the DAS Managerial Compensation report. These documents will be provided in advance of the meeting. A brief Executive Board meeting will be held after today's meeting to finalize an agenda.

Other New Business. There was no other New Business.

Adjournment

The business meeting was adjourned at 10:12 a.m., with members of the planning committee asked to remain for a brief meeting. The list of those in attendance at the November 16, 2016 meeting is attached and is hereby made a part of these minutes. Also attached and made a part of these minutes is the summary from Peggy Zabawar regarding the fellowship program and the thank you letter from Hillside Family Shelter.

The next meeting is scheduled for Wednesday, December 21, 2016 at 9:00 a.m. at the Department of Transportation in Newington. Information on a guest speaker will be circulated should one be scheduled.

Respectfully submitted,

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

Managers Day 2017 Planning Committee. The committee convened at 10:20 a.m., following the business meeting. The following individuals were in attendance: Ram Aberasturia, Elise Kremer, Nancy Nicolescu, Wanda Seldon, Maura Welch, and Peggy Zabawar. The primary item of business was a review of the survey results and the relevance of this highly favorable feedback in requesting a reliable source of funding for this event and other managerial development initiatives. Maura will be issuing the checks for the speakers on whose behalf donations are being made in lieu of honoraria. The documentation for the reimbursement request is being wrapped up and will be provided to the Office of Policy and Management as soon as possible. The committee meeting adjourned at 11:05 a.m.

Executive Board meeting. The Executive Board meeting convened at 11:07, for the purpose of developing the agenda for the meeting with Secretary Barnes. The following was agreed; the Executive Board will:

- Discuss how managers support and contribute to the Administration's goals, and how MAC can be a part of that process.
- Present information on the decline in the managerial ranks and the difficulties of recruiting managers.
- Be prepared to present low-cost and no-cost items for consideration, as well as those items that would have a fiscal impact
- Emphasize the return on investment that can be realized by funding low-cost initiatives such as Managers Day, in-service training, and other management development initiatives.
- Request the Secretary's involvement in providing feedback to managers and participating in Manager Day 2017.

MAC ATTENDANCE ROSTER
November 16, 2016

<u>Agency</u>	<u>Name</u>	<u>Rep/Alt/Guest</u>
Administrative Services	Peggy Zabawar	R
Aging	Stephanie Marino	R
Comptroller	Stephen Perkins	R
Consumer Protection	John Suchy	R
Correction	Lori Kolakowki	R
Developmental Services	Carl Jordan	R
Developmental Services	Deb Boyle	A
Developmental Services	Renee LaBarge	G
Developmental Services	Jen Taplin	G
Economic and Community Development	Christine Castonguay	R
Education	Jeff Wihbey	G
Energy and Environmental Protection	Janice Deshais	A
Freedom of Information Commission/Office of State Ethics/State Elections Enforcement Commission	Nancy Nicolescu, Vice Chair	R
Freedom of Information Commission	Lateisha Rainey	G
Human Rights and Opportunities	Donna Brilliant	A
Insurance	Maura Welch, Treasurer	R
Insurance/Health Care Advocate	Dori Peruccio	A
Labor	Ram Aberasturia, Chair	R
Public Health	Elise Kremer, Secretary	R
Secretary of the State	Blanche Tucker	R
Transportation	Wanda Seldon	R