

June 6, 2017

Dear Members of the Management Advisory Council:

This is regarding the Management Advisory Council meeting scheduled for Wednesday, June 14, 2017. The agenda for this meeting is below.

The June 14 meeting will be held at 9:00 a.m. in Conference Room A at the Department of Transportation, 2800 Berlin Turnpike, in Newington.

The guest speakers will be:

- Alison Fisher, Program Director, LeanCT, Office of Policy and Management, Chair of the Statewide Process Improvement Steering Committee
- Cheryl Malerba, Chief of Staff, Department of Transportation and Commissioner's representative on the Statewide Process Improvement Steering Committee

They will be providing an Overview for Managers on Lean Thinking in Connecticut State Government, focusing on the following topics:

- In business, "Lean" is the relentless pursuit of maximum efficiency. A Lean organization produces more with existing resources by eliminating non-value added activities. Lean establishes a systematic approach to identify and eliminate inefficiencies, and improves workflow throughout the whole organization, based upon what our customers value the most. Lean allows employees to focus on mission-critical work, while fostering collaboration and providing a low/no-cost opportunity for professional development. We can leverage Lean thinking to inform budget discussions and develop IT system requirements. How has the State of Connecticut embraced this philosophy, what does it mean for your agency, and how can you get involved as a state manager? What are the benefits?
- Hear directly from your colleagues about how they've applied Lean thinking to:
 - Increase productivity and expand services with limited resources
 - Improve processing time
 - Support budget requests
 - Inform automation/IT solution requests
 - Improve quality of service, and meet customer expectations

Please note that managers who are not members of MAC are always welcome to attend MAC meetings and guest presentations, with supervisory approval in accordance with their own agency's policies.

Thank you in advance for your participation at the upcoming meeting.

Respectfully,

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

**MANAGEMENT ADVISORY COUNCIL
Wednesday, June 14, 2017
9:00 AM
Department of Transportation
2800 Berlin Turnpike
Newington, CT
Conference Room A**

AGENDA

- **WELCOME AND INTRODUCTIONS**

- **GUEST PRESENTATION: ALISON FISHER AND CHERYL MALERBA, OVERVIEW FOR MANAGERS OF LEAN THINKING IN CONNECTICUT STATE GOVERNMENT**

- **APPROVAL OF MINUTES OF MEETING OF MAY 17, 2017**

- **TREASURER'S REPORT**

- **CREDENTIALS REPORT**

- **OLD BUSINESS**
 - ◆ **SPEAKERS AND LOGISTICS FOR UPCOMING MEETINGS IN 2017**
 - ◆ **REPORT FROM WEB CONTENT/COMMUNICATIONS/ORIENTATION COMMITTEE**
 - ◆ **STATUS OF UPDATES TO MAC LIST SERV**
 - ◆ **LEGISLATIVE UPDATE**
 - ◆ **OTHER OLD BUSINESS, IF ANY**

- **NEW BUSINESS**
 - ◆ **REPORT OF MANAGERS DAY 2017 PLANNING COMMITTEE**
 - ◆ **ELECTION OF MAC OFFICERS**
 - ◆ **PROPOSED SEBAC AGREEMENT**
 - ◆ **OTHER NEW BUSINESS, IF ANY**

- **ADJOURNMENT**

NOTE: A MEETING OF THE MANAGERS DAY 2017 PLANNING COMMITTEE WILL TAKE PLACE IMMEDIATELY FOLLOWING THE ADJOURNMENT OF THE REGULAR BUSINESS MEETING