



STATE OF CONNECTICUT MANAGEMENT ADVISORY COUNCIL



AGENDA
CT MAC EXECUTIVE COUNCIL MEETING
MONDAY, February 7, 2022, at 2:30 PM
via [MS Teams Live Event](#)

I. ADMINISTRATIVE MATTERS

A. E-Council Meetings

1. Purpose
 - a) Not Required – Implemented by Former Chair
 - b) Chair’s Vision for Managers
2. Protocol
 - a) Required Documents/Notice as Public Entity
 - b) Chair Presides Over
3. Chair’s Absence – Vice Chair Presides
4. Frequency
5. Cancelled Meetings
 - a) Use Time to Connect with Subcommittees on Outstanding Tasks and Initiatives as its E-Council Lead. Use Time to Draft, Update, Finalize Meeting Documents. Use Time to Update the Listserv. Requests for
6. Information (i.e. Conversations, E-Mails, Lists, Documents, Contacts) Provided to CTMAC
 - a) FOI
7. Website Professional Pictures and Bios

B. Executive Sessions

1. Purpose
 - a) CTMAC Personnel Matters?
 - (1) Team Building & E-Council Retreats
 - b) Volunteer to Research Purpose, Operation & Operations
2. Administrative Matters
 - a) ListServ
 - (1) E-Council Officer Granted Access
 - (a) Use (committee lead)
 - (2) Updating

C. Meetings/Communications with the Administration

1. Communications Protocol
 - a) Chair Submits/Responds
2. Meetings Protocol
 - a) Chair Presides
 - b) Chair’s Absence – Vice Chair Presides

3. Frequency
4. Scheduled Comptroller Meeting
 - a) **Volunteer to Compile Manager HealthCare Cost Comparative Data**

II. PENDING REQUESTS FOR INFORMATION MADE TO THE E-COUNCIL

- A. New Requests
 1. Bylaw Taskforce
 - a) Intended Scope of the word “Managers/Managerial” in proposed bylaw revisions
 2. Applicability of Final Telework Agreement to Managers
- B. Old Requests

III. E-COUNCIL LEAD COMMITTEE PROGRESS REPORTS

- A. Checklist Progress
 1. Vice Chair
 - a) Credentials Committee
 - (1) Engaging Volunteers
 - (2) Agency Rep./Alt Elections
 - (a) Issuance of Elections Letters
 - (i) Received Updated HR Assignments & Contact Information
 - (b) Facilitation of Agency Election Process
 - (c) Reporting of Results
 - b) Refreshing of Rep./Alt. Meeting Attendance Sheet
 - (1) Quorum Confirmation at Meetings
 - (2) Tracking Managerial Participation
 - (3) Identifies Agencies that Cannot be Recognized
- B. Secretary
 1. Required Meeting Documents as Public Entity
 - a) Frequency
 - b) Access to Post Meeting documents on CT MAC Website
 - (1) Requests to Add Agenda Items & Minute Revisions
 - (a) Deadline to Submit to Secretary (copy Chair)
 - (2) Deadline to Issue to E-Council for Review
 - (a) CTMAC Chair has final approval
 - (b) Deadline to Post on CTMAC Website
 - c) Regular Monthly Meetings
 - (1) Review Bylaw Requirements
 - (a) Frequency
 - (b) Deadline to Provide Notice
 - (c) Deadline to Provide Meeting Docs
 2. Listserv Maintainer
 - a) Receipt of Requests
 - b) Timeliness of Updates/Confirmation of Updates

3. Website Maintainer (Backup)

C. Treasurer

1. Confirmation Vice Chair added as Signatory

a) Oversight by Vice Chair

2. Monthly Financial Report

a) Review of Report by E-Council

(1) Prior to Monthly Meeting

3. 2021 Managers Day Wrap-Up

a) Check to Keynote Received?

b) Requests for Reimbursement to OPM

c) Thank You Notes Sent to Committee Members/Presenters?

d) Certifications Created & Sent to Nominees?

4. 2022 Managers Day

a) Engaging Volunteers

b) Committee Action

c) Minutes and Votes

IV. NEW BUSINESS