

**MINUTES OF THE  
MANAGEMENT ADVISORY COUNCIL  
APRIL 20, 2005**

Joe Amend, MAC Chair, called the meeting to order at 9:05 a.m.

**Approval of Minutes**

The minutes of the March 16, 2005 meeting were adopted unanimously, with a correction to the attendance roster.

**Treasurer's Report**

Doris Vieira reported that there was revenue of \$0.96 from refreshments served at the March MAC meeting, and quarterly interest of \$4.91 was posted to the MAC account. The ending balance as March 31, 2005 is \$1,994.39. The Treasurer's report was accepted.

**Committee Reports**

Credentials. There was an e-mail from Karen Davies that the Department of Mental Retardation is in the process of holding an election for a new Representative and Alternate.

Ellen Carter reported that she is still waiting to hear from a number of agencies: Comptrollers, DMHAS, Public Safety, Secretary of State, and Veterans' Affairs. The new term was to commence on January 1, 2005.

**Old Business**

Outreach to Agencies. It was agreed to remove this item from future agendas. There has been a strong ongoing effort on the outreach plan to agencies that are eligible to participate in MAC.

Speakers and Logistics. Commissioner Thomas of the Department of Emergency Management and Homeland Security will be the guest speaker at the May 2005 MAC meeting. A staff person from the Retirement Division will be the guest speaker at the June 2005 MAC meeting. It was agreed that we will take a break over the summer with the speakers program and will be looking for someone for the September 2005 MAC meeting.

A suggestion was made that we looked into having future meetings with guest speakers at DOT in Newington and/or Connecticut Valley Hospital (CVH) in Middletown. There was some discussion on the commute time and distance to CVH that may limit participation and that it has proven difficult to reserve both conference rooms at DOT.

Managers Day. The event is scheduled for October, 2005. We have recently been advised of a conflict with Coach Calhoun's schedule for October 7 and it was agreed to try to reschedule the event around the availability of Coach Calhoun, if possible. The Planning Committee is looking for suggestions from MAC members on a theme for the event and speakers. They recommended that we continue to have a panel of Commissioners on the agenda, as was done last year, because of the positive feedback received from the

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attendees. They also mentioned the possibility of changing the day from Friday to another workday because of concerns regarding the holiday weekend. The committee is checking prices for the new Convention Center and the Rocky Hill Marriott.

Web Content Committee. Anne MacLeod is working with someone from DOIT on technical problems with the MAC website. MAC officers were reminded to submit their biography to Anne and to have a picture taken for the website. Michael Purcaro had volunteered to serve as photographer.

New Subcommittee. The subcommittee is proposing to draft questions that would be sent to managers on how MAC could best communicate to managers statewide. The subcommittee will submit a draft to the Chair for review and approval.

Managerial Mailing List. The available managerial e-mail addresses were data-entered by Louise Smith, Administrative Assistant at the Department of Public Health, and forwarded to DOIT. DOIT has established an additional group on MAC's listserv. Elise Kremer will administer both groups. There was discussion of the importance of the first message to be sent out. This will be discussed further at the next meeting.

Other Old Business. There were no other items of Old Business.

## **New Business**

DPH Audit of Managerial Sick Leave Bank (MSLB). Doris Vieira reported that she had conducted an audit of participation in the Managerial Sick Leave Bank (MSLB) within the Department of Public Health. The process validated that every manager was offered the opportunity to participate in the MSLB and developed a tracking system to monitor the eligibility period for new managers in state service. As a result of the audit, those individuals who had not initially been offered eligibility were documented to DAS and allowed their one-time election to participate.

Travel Reimbursements Rates. A Travel Reimbursement Reference Chart was distributed for general information. The material documents that managerial reimbursement rates have not kept pace up collectively bargained rates. This item will be addressed in a future meeting with OPM and DAS.

Other New Business. Claudia Helfgott from the Department of Banking informed the members that the Connecticut Breast Health Initiative, Inc. will be holding an event, 2005 Connecticut Race in the Park on May 7, 2005 at Walnut Hill Park in New Britain. She distributed pamphlets and encouraged members to support this very important event.

## **Guest Speaker**

Dr. Martin Anderson, Director of Strategic Resources Management in the Department of Administrative Services, was our guest speaker. Dr. Anderson presented the results of the

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2004 Employer-of-Choice/Balance Work and Life Survey conducted by DAS as part of its human resources strategic planning process.

The data from this study documented established practices, as well as promising new practices, employers are using to help their employees balance work and life and to achieve employer-of-choice status.

Dr. Anderson also discussed trends over time in the strategies used by employers for these purposes.

Some of the tried and true programs appear to be flextime, wellness and employee assistance programs (EAP). Programs that seem to most positively impact employee satisfaction include cafeteria plan benefits, compressed workweeks, flextime, and EAP. Reductions in unscheduled leave were most associated with compressed workweeks, flextime, and EAP. Emerging trends include telecommuting, wellness programs, innovative recruitment/retention strategies, and efforts to build a deserved reputation as a great place to work. Dr. Anderson provided copies of two reports he has produced summarizing the survey data. These articles are available on the DAS web site at:

[http://www.das.state.ct.us/HR/Dev\\_Train/DAS\\_Survey\\_Emp\\_Practices\\_Update.pdf](http://www.das.state.ct.us/HR/Dev_Train/DAS_Survey_Emp_Practices_Update.pdf) and  
[http://www.das.state.ct.us/HR/Dev\\_Train/Employer-of-Choice\\_Work\\_Life\\_Survey%20\\_2004.pdf](http://www.das.state.ct.us/HR/Dev_Train/Employer-of-Choice_Work_Life_Survey%20_2004.pdf)

Users who are unable to access the links directly should point their Internet browsers to <http://www.das.state.ct.us> and click "Human Resources" on the left side bar and follow the page down to the "Strategic Services" section where the articles are posted.

### **Adjournment**

The meeting was adjourned at 11:05 a.m. The next MAC meeting will be held on May 18, 2005, at 9:00 a.m., at the Department of Public Safety, Division of Homeland Security in Hartford.

Respectfully Submitted,

Doris Vieira  
MAC Treasurer

**MAC ATTENDANCE ROSTER  
APRIL 20, 2005**

<u>DEPARTMENT</u>	<u>NAME</u>	<u>REP/ALT/GUEST</u>
Administrative Services	Abbie Wotkyns	R
Administrative Services	David Lynn	A
Administrative Services	Deb Prazner	Guest
Banking	Claudia Helfgott	A
Banking	Percy Cave	R
Children and Families	Gary Zera	R
Children and Families	Barbara Kleefeld	A
Economic and Community Development	Sheila Hummel	R
Human Rights and Opportunities	Don Newton	R
Labor	Mark Polzella	R
Labor	Carl Guzzardi	A
Motor Vehicles	Joseph Lembo	R
Policy and Management	Joe Amend	A
Policy and Management	Ellen Carter	R
Public Health	Elise Kremer	R
Public Health	Michael Purcaro	A
Public Health	Doris Vieira	Treasurer
Public Utility Control	Vivian McWatt	R
Public Utility Control	Kathy Bruni	A
Public Works	Jerry Glassman	R
Revenue Services	Tom Crafa	R
Special Revenue	Bette Jenak	R
Social Services	Peter Bucknall	R
Social Services	Dennis Barry	Guest
Social Services	Evelyn Balamaci	Guest