

**MINUTES OF THE
MANAGEMENT ADVISORY COUNCIL
April 16, 2008**

Visit the MAC website at ct.gov/MAC

Guest Presentation

Dan Callahan, Human Resources Director for the Department of Correction (DOC), addressed the Management Advisory Council at 9:00 a.m. Dan presented an overview of succession planning in DOC. A copy of his PowerPoint presentation is attached.

Mark Polzella, MAC Chair, called the regular meeting to order at 10:40 a.m.

Approval of Minutes

The minutes of the March 19, 2008 meeting were approved unanimously, as submitted.

Treasurer's Report

Peter Bucknall, Treasurer, reported that there was a dividend of \$17.36. The balance in the treasury is \$3,104.11. The Treasurer's report was accepted unanimously.

Committee Reports

Credentials. Elise Kremer reported that the Department of Veterans' Affairs will be holding an election to replace Nancy Buturuga as the agency's Alternate. Nancy has retired.

Old Business

Speakers and Logistics. Elise reported that she received confirmation from our guest speakers for the May and September meetings. A speaker is still needed for the November meeting. Wanda Seldon will contact Deputy Commissioner of Transportation Albert Martin to invite him to be our guest speaker for the November meeting.

Managers Day Committee. Mark reported that the committee is working on developing a theme for Managers Day. The committee will be contacting Dr. David Carter, Chancellor of the Connecticut State University System, as a potential keynote speaker for the event. There was also discussion of ensuring that the announcement of the recipients of the Distinguished Managerial Service Award precedes the registration deadline for Managers Day.

Web Site. Anne MacLeod, MAC's webmistress, reported that the April meeting notice was published in the Calendar and on the 2008 MAC Meeting Notices and Minutes page. Photos of the 2007 recipients of the Distinguished Managerial Service Award were published. Three managers have registered on the MAC website since the last update. There are currently 152 State managers registered in the State Manager role. Work to be done on the website includes: restoring the e-alerts for the Discussion Center; development of a new Discussion Center User Guide; publication of remaining photos from 2007 Managers Day; and running a quarterly report of managers registered on the MAC website. Some major changes that are coming include: conversion to a new Content Management System; and reinstallation of the Webtrends product with assistance from the vendor, as this product is no longer slated to be replaced. Wanda Seldon asked if managerial job announcements could be posted on the MAC website. Dave Lynn will discuss this request with Dr. Pam Libby from DAS.

Communications Committee. There were no activities to report.

Orientation Committee. Dave Lynn, Committee Chair, reported that the Committee has started to receive MAC survey follow-ups from agencies but there is not enough to report at this time. The next session for the New Managers Orientation Program will start on April 17. Mark will present a segment on MAC.

Legislative Committee. Elise provided an update on pending legislative matters of general interest to managers. At the request of the membership, Elise will post a legislative update via the MAC list serve.

Other Old Business. Mark reported that he, Dave Lynn, Percy Cave, and Elise Kremer met with Deputy Commissioner of Administrative Services Martin Anderson to discuss the PARS program. Dr. Anderson is seeking input on the future direction of the program. Some of the concerns that were mentioned during the meeting were: inconsistent administration of the program; a lack of credibility in the process for awarding bonuses; forced distribution of ratings based on the bonus pool; and the need to review the objectives of the program and provide better definition of the process in writing.

New Business

Dialogue with Administration Officials. There is no progress to report on this issue.

Managerial Sick Leave Bank (MSLB) Provisions. It was reported that the P-4 collective bargaining agreement allows members the option to use their available vacation time (60 days or less) to cover the 15-day period before the P-4 sick leave bank benefits take effect on the 16th day. Mark was asked to draft a letter to DAS requesting a similar provision for the MSLB.

Nominating Committee. In accordance with MAC's by-laws, a Nominating Committee is to be appointed at the April meeting. The Nominating Committee is charged with developing a proposed slate of officers for a one-year term commencing July 1st. Nominations will be presented at the May meeting, at which time nominations may be made from the floor, and voting will take place at the June meeting. Tom Crafa, Bobbi Buckner and Babatunde Green were appointed to the Nominating Committee.

Other New Business. Dave Lynn announced that there would be no Open Enrollment fairs this year. The HealthCare Options planner will be mailed to all employees at their home address. Employees currently enrolled in the Aetna DMO Dental Plan will automatically be changed to the CIGNA Dental DMO, unless they choose another dental plan during open enrollment.

Adjournment

The business meeting was adjourned at 11:44 a.m. The next MAC meeting will be held on Wednesday, May 21 at 9:00 a.m. in Conference Room B at the Department of Transportation.

The list of those in attendance at the April 16, 2008 MAC meeting and a copy of the PowerPoint presentation on DOC succession planning are attached and are hereby made a part of these minutes.

Respectfully submitted,

Doris Vieira
MAC Secretary

MAC ATTENDANCE ROSTER
April 16, 2008

<u>Agency</u>	<u>Name</u>	<u>Rep/Alt/Guest</u>
Administrative Services	Dave Lynn	R
Board of Parole	Kevin Clifford	G
Children & Families	Barbara Kleefeld	A
Comptroller	Doris Vieira, Secretary	
Comptroller	Sandra Hurrie	A
Comptroller	John Harnick	G
Correction	Don Currey	R
Correction	Patricia Silva	G
Developmental Services	Jadwiga Goclowski	R
Human Rights & Opportunities	Epifanio Carrasquillo	R
Information Technology	Anne MacLeod	R
Insurance	Allen Elstein	R
Labor	Mark Polzella, Chair	R
Mental Health & Addiction Services	Carl Shields	G
Mental Health & Addiction Services	Bobbi Buckner	R
Motor Vehicles	Joe Lembo	R
Public Health	Elise Kremer, Vice Chair	R
Public Health	Tom Malecky	G
Revenue Services	Tom Crafa	R
Secretary of the State	Diane Steir	R
Social Services	Peter Bucknall, Treasurer	R
Transportation	Wanda Seldon	R
Transportation	Joe Spagna	G
Transportation	Jackie Ouellette	A
Veterans' Affairs	Babatunde Green	R
Workers' Compensation	Sandra Cunningham	G