

**MINUTES OF THE  
MANAGEMENT ADVISORY COUNCIL**

**August 17, 2005**

Approved September 21, 2005

Joe Amend, MAC Chair, called the meeting to order at 9:03 a.m.

**Approval of Minutes**

The minutes of the July 20, 2005 meeting were adopted unanimously, with the following discussion:

*In regards to the appeal procedure for managers, the minutes accurately reflect the discussion at the July 20, 2005 meeting; however, the discussion may have contained erroneous information.*

**Treasurer's Report**

Peter Bucknall reported the ending balance as of July 31, 2005 was \$2,002.77. The account has been placed under his Social Security Number. The Treasurer's report was accepted.

MAC has applied for and been issued an Employer Identification Number, in order for the Council receive funds from OPM for non-meal expenses associated with State Managers' Day. This will allow OPM to issue the funds to us as a vendor in CORE-CT.

Joe is also looking into applying for status as a non-profit so we can be tax exempt. This was based on instruction from OPM regarding how we access the funds from them. Tom Crafa, the Representative from DRS, indicated that we should automatically be tax exempt due to being part of the state. (Later in the meeting, Tom indicated that due to the reimbursement that MAC receives from managers to attend State Managers' Day, we may not be entitled to tax-exempt status for the event.)

**Committee Reports**

Credentials. Ellen Carter reported that Agriculture has indicated that their Representative and Alternate will remain the same. There was no response from Public Safety, Corrections or the Secretary of the State. The Alternate from Information Technology has left that agency and no special election will be held to replace him at this time.

**Old Business**

Speakers and Logistics. Speakers for the months of September and November have been confirmed.

On September 21, 2005, the speaker will be Secretary Robert Genuario from OPM. Wanda Seldon is checking on room availability at DOT for this meeting.

On November 16, 2005, the speaker will be Chief Information Officer Diane Wallace. The meeting will take place at DOIT. Parking will be available at the Picken St. overflow lot. Elise will provide directions and information concerning accessing this lot in the November meeting announcement.

Elise is interested in any suggestions regarding items of discussion for those guest speakers.

Meeting with Administration Officials. Discussion focused on OPM providing funding for part of Managers' Day expenses. The funds can be used for anything other than meal items, such as awards, AV equipment and guest speakers.

Managers Day. The date has been set for Managers' Day. The event is being held on Friday, October 7, 2005 at the Aqua Turf Club in Southington. The panel of commissioners and guest speakers are close to being finalized.

The registration fee will be \$29.00 for registrants prior to September 28. A higher fee will be charged for those who register after that date or register at the door.

A motion was approved to allow Percy Cave to have the Governor's Proclamation enlarged for display at Managers' Day and be reimbursed by MAC for his costs. A suggestion was made to have the proclamation sent to the State Library for display. Further discussion focused on supplying other "artifacts" from MAC's history to the State Library as well. Bonnie Delaney volunteered to research this.

Joe will draft a letter from the Executive Board to Commissioners asking for support for managers to attend Managers' Day.

Web Site. Ann MacLeod was not present; however, Elise reported that a lot of work has been done. The photo gallery is up and more photos are needed.

Communications Committee. Tom Crafa distributed two handouts concerning the state's Internet Usage Policy. This was in follow-up to concerns from the last meeting that some inappropriate use of the Bulletin Board forum may occur. He is asking that we review and send any comments to him. Ellen Carter will forward a copy of OLR's policy to Elise, who will distribute it via the list-serv. Tom Crafa will review the two policies for similarities.

Tom Crafa and Sheila Hummel are scheduled to meet with DOIT on August 24, 2005.

Communication to Managerial Mailing List. There was no discussion of this item.

### **Other Old Business**

Eighty-Hour Workweek. The issue of an eighty-hour workweek was discussed. The question remains as to whether it is allowable from both a federal and state standpoint. The Connecticut Department of Labor was petitioned to issue a Declaratory Ruling on this subject, but has yet to do so. Under the federal Fair Labor Standards Act, it appears to be impermissible unless overtime is paid. There was a lot of discussion but no resolution. Joe will continue to do some more research into the issue.

Managerial Appeals Process. This item was tabled until the next meeting.

### **New Business**

There were no items of New Business.

### **Adjournment**

The meeting was adjourned at 10:43 a.m. The next MAC meeting will be held on Wednesday, September 21, 2005 at 9:00 a.m. in Conference Room 1002 A/B at the Department of Information Technology.

The list of those in attendance at the August 17, 2005 MAC meeting is attached and is hereby made a part of these minutes.

Respectfully Submitted,

Mark Polzella  
MAC Secretary  
MAC Representative for the  
Department of Labor

**MAC ATTENDANCE ROSTER  
JULY 20, 2005**

<u>DEPARTMENT</u>	<u>NAME</u>	<u>REP/ALT/GUEST</u>
Administrative Services	Abbie Wotkyns	R
Banking	Percy Cave	R
Children and Families	Gary Zera	R
Corrections	Don Currey	R
Environmental Protection	Joanne Driver	R
Insurance	Allan Elstein	R
Insurance	Richard Owens	A
Labor	Mark Polzella	Secretary
Mental Health and Addiction Services	Tom Tokarz	R
Mental Health and Addiction Services	Priscilla Scherger	A
Mental Retardation	Jadwiga Godowski	R
Motor Vehicles	Nancy McCorkle	A
Motor Vehicles	Joseph Lembo	R
Policy and Management	Joe Amend	Chair
Policy and Management	Ellen Carter	R
Public Health	Elise Kremer	Vice-Chair
Public Works	Jerry Glassman	R
Public Utility Control	Vivian Watt	R
Revenue Services	Tom Crafa	R
Secretary of the State	Diane Steir	R
Social Services	Peter Bucknall	Treasurer
Social Services	Louis Polzella	Guest
State Library	Bonnie Delaney	R
Transportation	Wanda Seldon	R
Veterans' Affairs	Nancy Buturuga	A