

**MINUTES OF THE
MANAGEMENT ADVISORY COUNCIL
December 21, 2005**

Visit the MAC website at ct.gov/MAC

Joe Amend, MAC Chair, was unable to attend. Elise Kremer, MAC Vice-Chair, called the meeting to order at 9:08 a.m.

Dr. Martin Anderson from DAS was scheduled to speak on the New Managers Orientation Program as an item of New Business. To accommodate Dr. Anderson's schedule, this item was taken out of order.

New Managers Orientation Program. The program is to begin on January 12, 2006. It will consist of ten half-day sessions and one full-day session. The objective is to establish a foundation for new managers, and is not designed to replace any existing agency-specific training that is being provided. The program design was based on a delineation of managerial competencies, as well as the input of two focus groups. One focus group was conducted with new managers, defined as those hired or promoted into management within the last year. The other focus group was conducted with Human Resource Administrators. The main question asked of these groups was, "What do managers need to know in order to be effective?" The first round of training was by invitation only. There were 49 people identified as having been hired or promoted into management since July 1, 2005. Of the 49 invited, 31 will be participating. There was a lot of discussion concerning managers with more seniority obtaining this type of training. This is a resource issue for DAS, as well as for those presenting the modules. Dr. Anderson indicated that consideration could be given to placing course content on-line for access by this group of managers. There will be two more iterations of this training this year. It is the intent to move each new group through the whole program as a single cohort and then conduct an end of session ceremony to acknowledge successful completion of the training.

Dr. Anderson provided an "At-a-Glance" overview of the training modules of the orientation program, as well as a report outlining managerial competencies. These materials are attached to these minutes.

Approval of Minutes

The minutes of the November 16, 2005 meeting were adopted unanimously.

Treasurer's Report

Peter Bucknall reported that, as of November 16, 2005, the ending balance was \$2,399.02 after all Managers Day 2005 receivables and payables have been reconciled. The Treasurer's report was accepted.

Committee Reports

Credentials. Ellen Carter reported that e-mails have been sent to 12 or 13 agencies where elections are needed for two-year terms commencing January 1, 2006.

Old Business

Speakers and Logistics. Babatunde Green, MAC Representative from the Department of Veterans' Affairs, confirmed that Commissioner Schwartz will be our guest speaker for the January 18, 2006, MAC meeting to be held at DOIT. Elise will send a follow-up letter to Commissioner Schwartz regarding the topic areas suggested by MAC members.

A discussion ensued about members' location preference for future MAC meetings, and the consensus was the DOT facility in Newington was first choice. Wanda Seldon will pursue scheduling the DOT conference room for all meetings after the January 2006 meeting.

Meeting with Administration Officials. Elise reported on the Executive Board's discussion with Secretary Genuario and Dr. Martin Anderson. The Board began by thanking the Secretary for supporting Managers Day 20005, and the Secretary he indicated that he expects to be able to continue that support in 2006. Agenda items follow:

Managerial Salary Compression: The Secretary recognized that it is an important issue and one which he is also hearing about from concerned agency heads. He agreed to assign Sean McDonough from OPM to do state-wide research for the next meeting.

Tier II Retirement Erosion: The Secretary indicated a reluctance to open up the pension statutes and to tinker with one aspect of the package in isolation. Based on the totality of a generous retirement benefit package, it was felt that the breakpoint calculation was a very small component which had a small effect on the totality of the benefits. It does not appear that this issue will be pursued any further.

Pay Period Hours: There were several concerns, including consistency with federal labor law, impact on customer service, and the potential for this issue to enter into future arbitration awards. The final conclusion was that it should be left narrow in scope and not pursued further.

Travel and Meal Reimbursement Rates: Dr. Anderson indicated that this falls under DAS's purview. The reimbursement schedule is currently being reviewed and revised. The proposed revisions would make the managerial rates align with bargaining unit rates. The new schedule will require review and approval by DAS and OPM agency heads.

Training/Conference Funds: Documentation was provided on professions that require continuing education for licensure renewal and certification. The secretary indicated that this

will be looked at in the interim budget adjustment process to see if a pool of dollars can be set aside for managerial staff training and attendance at educational conferences.

Next Meeting: It was agreed to meet again in late January or early February to discuss next steps on salary compression.

Managers Day. There was no new information to report. Peter indicated that the group of volunteers will be contacted and planning will start in January.

Web Site. Ann Macleod reported that she needs some information from Tom Crafa regarding the links to issues and discussions sections of the web site. Most of the minutes have been posted. There are a few months that are missing and Elise will forward them to Anne. For future postings, Elise will send Anne the minutes, once adopted, to be posted on the web site. Anne indicated that she would be making the agenda of the meetings part of the minutes being posted. They are currently posted to the calendar, which means they become unavailable when the calendar changes to reflect a new month.

Communications Committee. Neither Tom Crafa nor Sheila Hummel were present to make a report.

New Business

State Ethics Office. The suggestion was made to invite Ben Bycel, the newly appointed Executive Director of the State Ethics Office, to speak to MAC after he has had a few months in service.

Adjournment

The meeting was adjourned at 10:48 a.m. The next MAC meeting will be held on Wednesday, January 18, 2006 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 December 21, 2005 MAC meeting and the materials on the New Managers Orientation Program are attached and are hereby made a part of these minutes.

Respectfully Submitted,

Mark Polzella
MAC Secretary
MAC Representative for the
Department of Labor

MAC ATTENDANCE ROSTER
December 21, 2005

<u>DEPARTMENT</u>	<u>NAME</u>	<u>REP/ALT/GUEST</u>
Banking	Percy Cave	R
Children and Families	Barbara Kleefeld	A
Children and Families	Romelia Sharpe	Guest
Correction	Cathy Riberio	Guest
Firearms Permit Examiners Board	Susan Mazzoccoli	Guest
Information Technology	Anne Macleod	R
Insurance	Allan Elstein	R
Labor	Mark Polzella	Secretary
Labor	Carl Guzzardi	A
Mental Health and Addiction Services	Tom Tokarz	R
Mental Retardation	Jadwiga Gocłowski	R
Mental Retardation	Penny Davis	A
Motor Vehicles	Joseph Lembo	R
Policy and Management	Ellen Carter	R
Public Health	Elise Kremer	Vice-Chair
Public Health	Devon Conover	Guest
Public Utility Control	Vivian McWatt	R
Secretary of the State	Diane Steir	R
Social Services	Peter Bucknall	Treasurer
Special Revenue	Bette Jenak	R
Transportation	Wanda Seldon	R
Transportation	Cheryl Malerba	Guest
Transportation	Cynthia Holden	Guest
Veterans' Affairs	Babatunde Green	R