

**MINUTES OF THE  
MANAGEMENT ADVISORY COUNCIL  
JANUARY 19, 2005**

As Approved February 16, 2005

Joe Amend, MAC Chair, called the meeting to order at 9:15 a.m.

**Welcome and Introductions**

Ken Holyst, the Alternate for the Department of Information Technology, was introduced and welcomed.

**Approval of Minutes**

The minutes of the December 15, 2004, were adopted unanimously, as submitted.

**Treasurer's Report**

The balance in the account as of December 31, 2004, was \$1,988.52.

**Committee Reports**

The agencies that have reported election results are as follows:

Information Technology – Representative: Anne MacLeod  
Alternate: Ken Holyst

Insurance – Representative: Allen Elstein  
Alternate: Richard Owens

The Department of Public Utility Control has held an election and an official notice will be sent to Ellen Carter.

The following agencies still need to hold elections: Administrative Services, Agriculture, Children and Families, Correction, Culture and Tourism, Economic and Community Development, Education and Services for the Blind, Mental Health and Addiction Services, Public Health, Public Safety, Public Utility Control, Revenue Services, Secretary of the State, and Veterans' Affairs.

Ellen Carter, Credentials Chair, will send a reminder to those agencies that are due to hold elections.

**Old Business**

Outreach to Eligible Agencies. Elise Kremer has contacted Bonnie Delaney at the State Library. She will be making arrangements for an election to be held for a MAC Representative and Alternate.

Outreach is underway to the Commission on Culture and Tourism. Elise Kremer made a follow-up contact with the Board of Education and Services for the Blind. Given their current commitments, they do not foresee being able to participate in the foreseeable future.

Speakers and Logistics for Upcoming Meetings. It was agreed to invite new agency heads, including the Department of Administrative Services, Office of Policy and Management, and Homeland Security. When a new Chief Information Officer is appointed, an invitation will also be made to him/her.

Meeting with Administration Officials. The meeting is scheduled for January 20. We have been notified that Martin Anderson will be unable to attend. The proposed list of topics was discussed and agreed upon.

Report from Web Content Committee. Anne MacLeod reported that, given other demands at the Department of Information Technology, she has not had time to work on the website. She will try to develop a work schedule for the next meeting.

Managerial Mailing List. Elise Kremer's Administrative Assistant is working on entering e-mail addresses that were submitted at recent meetings and at Managers Day 2004. Elise will follow-up directly with Subbu Kanive at the Department of Information Technology about getting the new list up and running.

### **Other Old Business**

There was no other old business.

### **New Business**

Volunteers for Managers Day 2005 Committee. The following members wish to volunteer for the committee: Peter Bucknall, Wanda Seldon, Ken Holyst, Mark Polzella and Doris Vieira. Elise Kremer will follow-up with the other 2004 Committee members (Sheila Hummel, Dick Edmonds, and Percy Cave) as to their interest in continuing.

Hiring Freeze. Copies of the implementing instructions from the Office of Policy and Management were shared with the membership, as a general point of information.

Request for Change in Meeting Date/Time. Jadwiga Gocłowski has advised that, in her new position, she has a conflict with the MAC meeting date and time. She wished to inquire whether a change was possible. Following discussion of this request, it was determined that it is unfeasible to find an alternate date and time that would not create conflicts for other members.

The meeting was adjourned at 10:02 a.m. The next meeting is scheduled for Wednesday, February 16, 2005, at 9:00 a.m. at the Department of Transportation in Conference Room A.

The list of those in attendance is attached and is hereby made a part of these minutes.

Respectfully Submitted,

Elise Kremer  
MAC Vice-Chair  
MAC Alternate for the  
Department of Public Health

for

Dick Edmonds  
MAC Secretary  
MAC Representative for the  
Department of Public Health

MAC ATTENDANCE  
JANUARY 19, 2005

<u>DEPARTMENT</u>	<u>NAME</u>	<u>REP/ALT/GUEST</u>
ADMINISTRATIVE SERVICES	ABBIE WOTKYNS	R
BANKING	CLAUDIA HELFGOTT	A
INFORMATION TECHNOLOGY	ANN MacLEOD	R
INFORMATION TECHNOLOGY	KEN HOLYST	A
LABOR	MARK POLZELLA	R
LABOR	CARL GUZZARDI	A
MENTAL HEALTH AND ADDICTION SERVICES	TOM TOKARZ	R
MOTOR VEHICLES	JOSEPH LEMBO	R
POLICY AND MANAGEMENT	ELLEN CARTER	R
POLICY AND MANAGEMENT	JOE AMEND	A
PUBLIC HEALTH	ELISE KREMER	A
PUBLIC UTILITY CONTROL	VIVIAN McWATT	R
REVENUE SERVICES	JOHN KUTSUKOS	R
SOCIAL SERVICES	PETER BUCKNALL	R
SPECIAL REVENUE	MICHAEL JANUSKO	A
TRANSPORTATION	WANDA SELDON	R