

**MINUTES OF THE  
MANAGEMENT ADVISORY COUNCIL  
January 17, 2007**

**Visit the MAC website at [www.ct.gov/MAC](http://www.ct.gov/MAC)**

January's guest speaker was Meg Hooper, Chief of the Planning Branch in the Department of Public Health. Prior to the regular business meeting, Ms. Hooper gave an extremely informative presentation on Pandemic Influenza Planning. A copy of Ms. Hooper's PowerPoint presentation is attached. Links are included to web sites that provide additional information and resources. Further questions that managers may have should be directed to their agency's preparedness planner and /or Continuity of Operations coordinator, as appropriate.

Joe Amend, MAC Chair, called the regular business meeting to order at 10:20 a.m.

### **Approval of Minutes**

The minutes of the December 20, 2006 meeting were adopted unanimously, as submitted.

### **Treasurer's Report**

Peter Bucknall reported that there has been no change to the previous balance of \$2977.82. The Treasurer's report was accepted unanimously.

### **Committee Reports**

Credentials. Elise Kremer presented information from an E-mail from Ellen Carter regarding the DAS election. David Lynn will be the Representative from DAS and Peggy Zabawar will be the Alternate. Elise observed that DEMHS is not included in the By-Laws. The By-Laws were last amended on January 15, 2003 and should be updated to reflect organizational changes in the Executive Branch.

A discussion took place regarding the election process for MAC Representatives and Alternates. The majority opinion was that the initiation of an election should not be the Representative's responsibility. There was a motion to have a letter sent to agency heads and copied to Human Resource Administrators and the MAC Representative and Alternate with specific procedures for conducting the election. The letter should also contain language indicating the results need to be supplied to the MAC Credential Chair in a timely fashion, prior to MAC's December meeting.

An issue was raised regarding smaller agencies and their ability to have representation on MAC. Elise indicated that any combination of agencies that includes at least 4 managers can petition the Executive Committee for MAC representation. Dave Lynn, the Representative for DAS, will spread the word to DAS personnel responsible for providing administrative support to smaller agencies through the SMART program. Dave will request

that DAS personnel notify their assigned agencies of the option to voluntarily combine for the purpose of MAC representation.

## **Old Business**

Speakers and Logistics. The 2007 schedule of speakers and topics is as follows:

Dr. Martin Anderson, DAS, succession planning, March 21

Kathleen Anderson, DOIT, website accessibility, May 18

Brian Austin, OPM, criminal justice information system, July 18

Wayne Sandford, DEMHS, Incident Command System, to be invited for September 19

Elise noted that Dr. Anderson has been invited to speak on the topic of succession planning. It would be greatly appreciated that any questions or comments that might be posed to Dr. Anderson be relevant to that topic. The issue of managerial salary compression, while of great interest and concern to the membership, is currently under review at the agency head level within DAS and OPM, and we must await a decision from that level.

Dialogue with Administration Officials. Joe Amend made a follow-up call to Secretary Genuario regarding OPM's review of DAS's report on managerial salary compression. The Secretary indicated that he is not completely satisfied with the report and is requesting that Anne Gnazzo, the incoming DAS Commissioner, review and resubmit the report with any revisions she deems appropriate.

A new Management Personnel Policy will be issued soon. The new policy will provide for an increase in sick leave from three to five days per calendar year for a death in the immediate family.

The Auditors' Report for DAS included a finding that the Quality Control Committee has not met since 1991. An auditor contacted Joe Amend regarding this issue. Joe indicated the importance of re-establishing the Council. Joe also spoke with Secretary Genuario, who indicated that he intended to pursue nominations for the Council and re-convene it.

Managers Day 2007. An e-mail will be sent in the near future to schedule a meeting of the Managers Day committee. The e-mail will be sent to all members from last year's committee. Anyone wishing to join the committee should e-mail Mark Polzella at mark.polzella@ct.gov.

Web Site /Communications Committee. Information regarding the Management Briefing series was updated with the most recent information sent by Peggy Zabawar in DAS. There are currently 92 State managers with access to the Discussion Center, up from 87 the preceding month. The list of representatives and alternates is up-to-date. The calendar has been updated through June 2007. Updates to the Distinguished Managerial Service Awards pages are almost complete. Registrants to the Discussion center have all been added to the MAC list serv.

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Orientation Committee. Suggestions on the MAC brochure have been included in the latest version and copies were distributed to those in attendance. Color copies will be available for the New Managers Orientation session on January 18.

Legislative Committee. The suggestion was made that MAC members ask their agency legislative liaisons to monitor bills that have an impact on state managers and to communicate same to their MAC representative. Legislation of interest should be brought to the attention of the MAC Executive Committee for dissemination. The Executive Committee will communicate on legislative matters for information only.

Succession Planning for MAC Executive Committee. Joe Amend reported that he is still seeking volunteers who wish to take a leadership role in MAC.

Other Old Business. There was no other Old Business.

### **New Business**

There was no New Business.

### **Adjournment**

The meeting was adjourned at 11:30 a.m. The next MAC meeting will be held on Wednesday, February 21, 2007 at 9:00 a.m. in Conference Room 1002A at the Department of Information Technology in East Hartford.

The list of those in attendance at the January 17, 2007 MAC meeting and Ms. Hooper's PowerPoint presentation 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**  
**January 17, 2007**

<u>DEPARTMENT</u>	<u>NAME</u>	<u>REP/ALT/GUEST</u>
Administrative Services	David Lynn	R
Children and Families	Diane Anzellotti	Guest
Children and Families	Barbara Kleefeld	A
Children and Families	Len Oberg	Guest
Firearms Permit Examiners	Susan Mazzocoli	Guest
Information Technology	Anne MacLeod	R
Insurance	Allen Elstein	R
Insurance	Rick Owens	A
Labor	Mark Polzella, Secretary	R
Labor	Carl Guzzardi	A
Mental Retardation	Jadwiga Goclowski	R
Mental Retardation	Penny Davis	A
Mental Retardation	Patricia West	Guest
Motor Vehicles	Joe Lembo	R
Policy and Management	Joe Amend, Chair	A
Public Health	Elise Kremer, Vice Chair	R
Public Health	Meg Hooper	Guest Speaker
Public Works	Jerry Glassman	R
Revenue Services	Tom Crafa	R
Social Services	Peter Bucknall, Treasurer	R
Transportation	Wanda Seldon	R
Transportation	Cheryl Malenda	Guest
Veterans' Affairs	Nancy Buturuga	A