

**MINUTES OF THE  
MANAGEMENT ADVISORY COUNCIL  
JULY 20, 2005**

As approved August 17, 2005 with this 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.

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Joe Amend, MAC Chair, called the meeting to order at 9:10 a.m.

### **Approval of Minutes**

The minutes of the June 15, 2005 meeting were adopted unanimously, with the following amendment:

Replace the second sentence under the heading Web Site with the following sentence:

*Ms. MacLeod recommended that the Communications Committee receive a briefing by the DOIT Portal Management Group on the Discussion Center feature of the CT.gov portal software, and then make a recommendation to the Council about using it for routine two-way communications between the Council and state managers.*

### **Treasurer's Report**

Doris Vieira reported that there was revenue of \$.46 from refreshments served at the June MAC meeting. The ending balance as of June 30, 2005 was \$2,002.77. The Treasurer's report was accepted.

### **Committee Reports**

Credentials. The Credential Chair was not present, and there was no report.

### **Old Business**

Speakers and Logistics. We will be confirming Secretary Genuario's presentation in the fall. Ann MacLeod and Abbie Wotkyns were to contact their new agency heads about a presentation to MAC. The status of these invitations is unknown at this time.

Meeting with Administration Officials. Secretary Genuario agreed to consider some support for State Managers Day. In follow-up to this matter, Joe Amend will present a budget for Managers Day 2005 to Secretary Genuario.

Tier II erosion was discussed. In follow-up to this discussion, Joe Amend developed a spreadsheet illustrating the impact of the breakpoint on managers in the lowest salary grades.

Salary compression was also discussed. Secretary Genuario agreed to ask Shaun McDonough to work with DAS on a review of this issue.

Reimbursement for training for managers was discussed. Secretary Genuario will ask Shaun McDonough to look at this issue as well, and recommend a reasonable amount for a centrally administered training fund. There was particular concern about managers who are

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required by their job specification to hold a professional license and who must complete continuing education for licensure renewal.

These issues will be further discussed at the next meeting. The next meeting is expected to be scheduled for mid-August.

Managers Day. Doris Vieira reported that the site has been narrowed down to the Convention Center, which is available on Wednesday, October 5 and Tuesday, October 11, and the Aqua Turf, which is available on Friday, September 23 and Friday, October 7. A decision was made to go forward with the October 5 date at the Convention Center.

Mark Polzella has contacted the Presidents of the state universities and several agency heads. There is strong interest, and Mr. Polzella will follow-up on their availability for the October 5 date.

Gary Zera has been following up with Coach Auriemma's office. As yet, the coach has not been able to review our invitation.

Web Site. Ann MacLeod reported that the web site is almost ready to go live. She distributed a copy of the home page, which can be accessed at [CT.gov/MAC](http://CT.gov/MAC) as of July 29.

The web site will have to be submitted to the Accessibility Committee within DOIT for a compliance review.

The membership thanked Anne MacLeod and the Web Site Committee for all of their great work.

Communications Committee. Thomas Crafa reported that the committee is recommending a portal discussion center be set up on the MAC web site. An administrator is needed. Mr. Crafa and Sheila Hummel will be the administrator and back-up, respectively. Managers who wish to participate would need to register with a user name and password. Following discussion, it was agreed to limit participation to state managers. There will be categories, some of which will be open to all managers and some of which will be limited to the MAC membership. It was discussed that formal terms and conditions should be developed which managers would agree to adhere to as part of the registration process.

The committee was asked to develop a draft of a policy statement for use of the discussion center for review by MAC before the discussion center is opened. There is some concern about whether there is a need to moderate the discussion. Following discussion of a variety of issues, it was decided to pilot the discussion center with the MAC membership for a month or two to gain some experience and to see what types of usage issues might arise.

Communication to Managerial Mailing List. A mailing will be done on July 29, inviting managers to visit the web site. The communication will also invite managers to forward questions or issues to their MAC representative or alternate for posting to the discussion center. Managers will be invited to e-mail their requests to be added to the mailing list to Elise Kremer. A similar message will be placed on the web site.

## **Other Old Business**

There was no other Old Business.

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## **New Business**

Election of Officers. The slate of officers presented by the Nominating Committee was as follows:

Chair: Joe Amend

Vice Chair: Elise Kremer

Secretary: Mark Polzella

Treasurer: Peter Bucknall

The slate of officers was adopted unanimously by the membership.

Joe Amend recognized the work of Dick Edmonds, outgoing Secretary, and Doris Vieira, outgoing Treasurer, and thanked them for their service to MAC.

Flex Schedules. An issue was raised as to flex schedules for managers. In one agency, managers have been advised that managers are not eligible for flex schedules based on an 80-hour pay period, because that benefit has not been extended to managers. Martin Anderson clarified that, by statute, the agency head must request the approval of DAS. There was a conflicting opinion from some of the membership that Management Policy 80-2 allows for a non-standard work week.

## **Other New Business**

A question was raised as to an appeal process for PARS ratings. It was suggested that the appropriate process to follow would be first to one's immediate supervisor, then to the agency Human Resources Office, then to the agency head, and then to a three-member panel appointed by the Commissioner of DAS under the Uniform Administrative Procedures Act.

A question was raised about an initiative to consolidate or centralize fiscal office management. Some members have heard that there may be such an initiative for small agencies. Joe Amend will research this matter and report at the next meeting.

## **Adjournment**

The meeting was adjourned at 10:55 a.m. The next MAC meeting will be held on Wednesday, August 17, 2005 at 9:00 a.m. at the Department of Transportation, Conference Room B.

The list of those in attendance at the July 20, 2005 MAC meeting is attached and is hereby made a part of these minutes.

Respectfully Submitted,

Elise Kremer  
MAC Vice Chair  
MAC Representative for the  
Department of Public Health

**MAC ATTENDANCE ROSTER  
JULY 20, 2005**

| <u>DEPARTMENT</u>                    | <u>NAME</u>        | <u>REP/ALT/GUEST</u> |
|--------------------------------------|--------------------|----------------------|
| Administrative Services              | Abbie Wotkyns      | R                    |
| Administrative Services              | Martin Anderson    | Guest                |
| Banking                              | Percy Cave         | R                    |
| Children and Families                | Gary Zera          | R                    |
| Corrections                          | Don Currey         | R                    |
| Economic and Community Development   | Sheila Hummel      | R                    |
| Environmental Protection             | Joanne Driver      | R                    |
| Information Technology               | Anne MacLeod       | R                    |
| Insurance                            | Allan Elstein      | R                    |
| Insurance                            | Richard Owens      | A                    |
| Labor                                | Mark Polzella      | R                    |
| Mental Health and Addiction Services | Tom Tokarz         | R                    |
| Mental Health and Addiction Services | Priscilla Scherger | A                    |
| Motor Vehicles                       | Nancy McCorkle     | A                    |
| Policy and Management                | Joe Amend          | A                    |
| Public Health                        | Elise Kremer       | R                    |
| Public Health                        | Doris Vieira       | Treasurer            |
| Public Works                         | Bruce Cornish      | A                    |
| Revenue Services                     | Tom Crafa          | R                    |
| Secretary of the State               | Diane Steir        | R                    |
| Social Services                      | Peter Bucknall     | R                    |
| State Library                        | Bonnie Delaney     | R                    |
| Veterans' Affairs                    | Babatunde Green    | R                    |