

**MINUTES OF THE
MANAGEMENT ADVISORY COUNCIL
July 18, 2007**

Visit the MAC website at www.ct.gov/MAC

Mark Polzella, MAC Chair, called the regular meeting to order at 9:07 a.m.

Approval of Minutes

Minutes of the June 20, 2007 meeting were amended to add Carl Shields to the attendance roster. The minutes, as amended, were approved unanimously.

Treasurer's Report

Peter Bucknall, MAC Treasurer, reported that there was a dividend of \$18.87. The balance in the treasury is \$3037.25. The Treasurer's report was accepted unanimously.

Committee Reports

Credentials. Elise Kremer reported that Ellen Carter, MAC Credentials Chair, has submitted an updated roster of agency Representatives and Alternates. A copy of the membership listing was distributed at the meeting, and is attached to these minutes. There was an e-mail sent by Penny Davis that she is transferring to another agency and could no longer serve as the Alternate for DMR. Penny was thanked for her service to MAC.

Old Business

Speakers and Logistics. Elise reported that she has followed up with Kathleen Anderson but, to date, has been unable to reschedule this presentation. Confirmation for the November 2007 slot was received from Brian Toal and Gary Ginsberg from DPH. Confirmation for the January 2008 slot was received from David Guay on behalf of AMECCS.

Wanda Seldon suggested that we invite Mark Reynolds from DOIT to speak about computer usage and security and the forensic examination of computers. The membership would find this of great interest. Wanda will follow up with Mark and check his availability to come to the MAC meeting in February or March 2008.

Don Currey also made a suggestion that we invite someone from DOC leadership to speak about their agency's succession planning efforts. The feedback from the

membership was very positive. Once Mark's slot has been confirmed, Elise will follow up with Don on scheduling the next available slot for DOC's presentation.

Dialogue with Administration Officials. Mark Polzella reported that Joe Amend has contacted Secretary Genuario's office and has requested a meeting to introduce the new team of MAC officers and to follow up on pending issues.

Managers Day Committee. Mark Polzella reported that all the major speakers are confirmed for Managers Day 2008, being held on October 12. The committee is looking for another panelist for the session on Responsible Growth. Congressman Rob Simmons has been suggested as a panelist. Mark is trying to contact Congressman Simmons to see if he would be available.

On-line pre-registration will be available by the end of July. There will be ample time to pre-register for the event. There will be no registration at the door. The deadline for pre-registration is September 28.

The nominations package for Distinguished Managerial Service Awards will be sent out via the list serv.

Web Site. Anne MacLeod was unable to attend the meeting, but submitted a status report. Updates for the 2007 MAC Meeting Notices and Minutes and Officers pages need to be processed. Eleven new managers have registered for the Discussion Center, bringing the total to 128. Anne is looking for information on the recipients of the Distinguished Managerial Service Awards for the time period from 1999 to 2002, so that this can be posted to the web site. Anyone who can provide any information is urged to assist Anne.

Communications Committee. There was discussion of the need to promote the use of the Discussion Center. It was suggested that, as new materials are released by MAC, they be sent to the Discussion Center to encourage managers to use that resource. Tom Crafa is planning to send an interoffice mailing to all managers to briefly introduce them to MAC and the various MAC resources.

MAC brochures will be sent out via the list serv to the MAC membership. The intent is that these would be used as MAC Representatives do outreach to new managers in their agencies. There was also a request on getting a copy of all statewide managers from DAS and/or DOIT.

Orientation Committee. Dave Lynn, Committee Chair, reported that, of the 33 MAC surveys that were distributed to the agency human resource directors, 19 responses have been received. A suggestion was made that a summary of the survey results be posted on the MAC web site and that all MAC Representative follow up with their respective agencies. Dave will follow up on this issue.

Legislative Committee. There was not much new activity to report. Public Act 07-211, *An Act Updating the Social Security Retirement Age to Reflect Federal Changes and Concerning a Retirement Annuity Program for Municipal Employees*, has been signed into law. This information will be sent out via the list serv.

Joe Lembo recommended that we identify an agency Legislative Liaison to track and monitor bills. This is a very difficult task to accomplish. Elise has been providing information gleaned from DPH's internal Government Relations Office reports, so the focus is on bills that are health-related. A suggestion was made that the minutes reflect that MAC is seeking an agency Legislative Liaison who could volunteer to track and report to MAC on bills of general managerial interest.

Other Old Business. Dave Lynn reported on a draft document for MAC's review that clarifies the provisions of the Managerial Sick Leave Bank. Davie and Dr. martin Anderson collaborated on the draft. The feedback was very positive, and the MAC membership extended its thanks for this effort. Any comments on the draft are to be sent to Dave, so that the document can be finalized and distributed. The draft will be distributed via the list serv for review and comment. Once the document is finalized, Tom Crafa would like to send it first to the Discussion Center, with follow-up to be done thereafter via the list serv.

New Business

There was no New Business.

Adjournment

The meeting was adjourned at 10:10 a.m. The next MAC meeting will be held on Wednesday, August 15 at 9:00 a.m. in Conference Room B at the Department of Transportation.

The list of those in attendance at the July 18, 2007 MAC meeting and the updated MAC membership roster are attached and are hereby made a part of these minutes.

Respectfully submitted,

Doris Vieira
MAC Secretary
MAC Alternate for the
Department of Public Health

MAC ATTENDANCE ROSTER
July 18, 2007

<u>Agency</u>	<u>Name</u>	<u>Rep/Alt/Guest</u>
Administrative Services	David Lynn	R
Children and Families	Barbara Kleefeld	A
Comptroller	Brenda Halpin	R
Comptroller	Sandra Hurrie	A
Correction	Don Currey	R
Labor	Mark Polzella, Chair	R
Mental Health and Addiction Services	Bobbi Buckner	R
Mental Health and Addiction Services	Carl Shields	G
Mental Health and Addiction Services	Tom Tokarz	G
Mental Retardation	Jadwiga Goclowski	R
Mental Retardation	Penny Davis	A
Motor Vehicles	Joe Lembo	R
Policy and Management	Ellen Carter	R
Public Health	Elise Kremer, Vice Chair	R
Public Health	Doris Vieira, Secretary	A
Revenue Services	Tom Crafa	R
Social Services	Peter Bucknall, Treasurer	R
Transportation	Wanda Seldon	R
Veterans' Affairs	Babatunde Green	R
Workers' Compensation	Sandra Cunningham	G

**Management Advisory Council
Representatives & Alternates, as of 7/16/07**

Chair: Mark Polzella Vice Chair: Elise Kremer Secretary: Doris Vieira Treasurer: Peter Bucknall

Agency	First	Last	Pos.	Phone	E-mail
Admin. Services	Dave	Lynn	Rep.	713-5107	dave.lynn@ct.gov
Admin. Services	Peggy	Zabawar	Alt.	713-5246	peggy.zabawar@ct.gov
Agriculture	David	Carey	Alt.	203-874-0696	davcarey@snet.net
Banking	Percy	Cave	Rep.	240-8121	perstein.cave@po.state.ct.us
Banking	Claudia	Helfgott	Alt.	240-8162	claudia.helfgott@po.state.ct.us
Children & Families	Gary	Zera	Rep.	203-281-8305	gary.zera@po.state.ct.us
Children & Families	Barbara	Kleefeld	Alt.	550-6419	barbara.kleefeld@po.state.ct.us
Comptroller	Brenda	Halpin	Rep.	702-3443	brenda.halpin@po.state.ct.us
Comptroller	Sandra	Hurrie	Alt.	622-2514	sandra.hurrie@po.state.ct.us
Correction	Donald	Currey	Rep.	692-6838	donald.currey@po.state.ct.us
Correction	Linda	Rubin	Alt.	203-271-5130	linda.rubin@po.state.ct.us
Econ. & Com. Dev.	Sheila	Hummel	Rep.	270-8105	sheila.hummel@po.state.ct.us
Econ. & Com. Dev.	Anthony	Brescia	Alt.	270-8047	tony.brescia@po.state.ct.us
Environ. Protection	Angella	Levy	Rep..	424-3159	angella.levy@po.state.ct.us
Environ. Protection	Denise	Ruzicka	Alt.	424-3853	denise.ruzicka@po.state.ct.us
Human Rts. & Opp.	Epifanio	Carrasquillo	Rep.	566-1770	epifanio.carrasquillo@ct.gov
Human Rts. & Opp.	James	Flynn	Alt.	886-5703	james.flynn@ct.gov
Info. Technology	Anne	MacLeod	Rep.	622-2402	anne.macleod@ct.gov
Info. Technology	Lorraine	Lombardi	Alt.	622-2411	lorraine.lombardi@ct.gov
Insurance	Allen	Elstein	Rep.	297-3826	allen.elstein@ct.gov
Insurance	Richard	Owens	Alt.	297-3933	richard.owens@ct.gov
Labor	Mark	Polzella	Rep.	203-859-3302	mark.polzella@ct.gov
Labor	Carl	Guzzardi	Alt.	263-6369	carl.guzzardi@ct.gov
Ment. Health & AS	Bobbi	Buckner	Rep.	418-6929	bobbi.buckner@po.state.ct.us
Ment. Health & AS	Pamela	Shea	Alt.	293-6402	pamela.b.shea@po.state.ct.us
Mental Retardation	Jadwiga	Gocłowski	Rep.	203-294-5048	jadwiga.gocłowski@po.state.ct.us
Mental Retardation	Penny	Davis	Alt.	263-2560	penny.davis@po.state.ct.usi
Military	Anthony	Lewis	Rep..	548-3248	anthony.lewis@po.state.ct.us
Military	Thomas	Thomas	Alt.	548-3246	thomas.thomas@po.state.ct.us
Motor Vehicles	Joseph	Lembo	Rep.	203-805-6227	joseph.lembo@dmvct.org
Motor Vehicles	Nancy	McCorkle	Alt.	263-5225	nancy.mccorkle@dmvct.org
OPM	Ellen	Carter	Rep.	418-6218	ellen.carter@ct.gov
OPM	Joseph	Amend	Alt.	418-6204	joseph.amend@dmvct.org
Public Health	Elise	Kremer	Rep..	509-7218	elise.kremer@ct.gov
Public Health	Doris	Vieira	Alt.	509-7129	doris.vieira@ct.gov
Public Safety	Barbara	Lynch	Rep.	685-8010	barbara.lynch@po.state.ct.us
Public Util. Control	Peter	O'Neill	Rep.	827-2657	peter.oneil@po.state.ct.us
Public Util. Control	Dana	Kubachka	Alt.	827-2679	dana.kubachka@po.state.ct.us
Public Works	Gerald	Glassman	Rep.	713-5709	gerald.glassman@po.state.ct.us
Public Works	Bruce	Cornish	Alt.	713-5760	bruce.cornish@po.state.ct.us
Revenue Services	Thomas	Crafa	Rep.	203-287-5428	thomas.crafa@po.state.ct.us
Revenue Services	James	Norton	Alt.	297-5608	james.norton@po.state.ct.us
Social Services	Peter	Bucknall	Rep.	203-974-8418	peter.bucknall@po.state.ct.us
Social Services	Louis	Polzella	Alt.	424-5508	louis.polzella@po.state.ct.us
Special Revenue	Bette	Jenak	Rep.	594-0514	bette.jenak@po.state.ct.us
Special Revenue	Michael	Janusko	Alt.	594-0531	michael.janusko@po.state.ct.us
State Library	Bonnie	Delaney	Rep.	424-3641	bdelaney@cslib.org
Transportation	Wanda	Seldon	Rep.	594-3119	wanda.seldon@po.state.ct.us
Transportation	Jackie	Ouellette	Alt.	594-3107	jackie.ouellette@po.state.ct.us
Veterans' Affairs	Babatunde	Green	Rep.	721-5882	babatunde.green@po.state.ct.us
Veterans' Affairs	Nancy	Buturuga	Alt.	721-5821	nancy.buturuga@po.state.ct.us