

**MINUTES OF THE
MANAGEMENT ADVISORY COUNCIL
June 20, 2007**

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

Guest Presentation

John Forbes from the Office of Policy and Management, Assistant Director of the Criminal Justice Policy and Planning Division, presented on behalf of Brian Austin, Undersecretary at the Office of Policy and Management.

A PowerPoint presentation was given, and a copy is attached to these minutes. Mr. Forbes' remarks focused on: the creation, purpose, and activities of the division and its associated advisory and work groups; the Division's reporting requirements; and recent trends and highlights.

Joe Amend, MAC Chair, called the regular meeting to order at 10:17 a.m.

Approval of Minutes

The minutes of the May 16, 2007 meeting were adopted unanimously, as amended:

Under **Committee Reports**, Web Site, the second sentence was replaced with the following, "A link to the Discussion Center User Guide was added to the Welcome message on the Discussion Center, so that the User Guide no longer has to be e-mailed to each new registrant."

Under **Committee Reports**, Succession Planning, the text was replaced with the following, "Succession planning for the MAC officers will be addressed under New Business, Report of the Nominating Committee."

Treasurer's Report

Peter Bucknall, Treasurer, was not in attendance. Mark Polzella, Secretary, reported that there has been no change in the treasury. The balance in the treasury is \$3018.38. The Treasurer's report was accepted unanimously.

Credentials Report

Ellen Carter, Credentials Chair, stated there were no changes to report, but that the membership list did have some omissions that she will correct. She also requested that

members whose e-mail addressing convention has changed to ct.gov notify her so that e-mail addresses can be updated. Ellen did a roll call of the current list, asking those members in attendance to indicate whether or not the convention has changed.

Old Business

Speakers and Logistics. Our speakers calendar is booked through January of 2008. The following speakers are confirmed:

Deputy Commissioner Wayne Sandford, DEHMS, September 19
Brian Toal and Gary Ginsberg, DPH, November 21
David Guay, AMECCS, January 16

Kathleen Anderson, OSC, has been invited to reschedule for July 18, but a confirmation has not yet been received.

Meeting with Administration Officials. No further communication has taken place. Joe will be making contact to set up a meeting to introduce the Executive Committee that is being newly elected.

Managers Day. The Managers Day committee has made substantial progress. Almost all of the speakers have been confirmed for the event. Survey questions are being developed for student invitees. A survey is also being developed that will be distributed to participants at Managers' Day. An inquiry was made about agencies using a transfer invoice to pay for managers to attend. DAS is no longer accepting Transfer Invoicing as an option due to the effort required to recoup the transfer of funds from agencies. Managers whose agency covers the cost of registration are advised to pay and seek reimbursement through their fiscal offices.

Web Site. Anne MacLeod attended the June 13, 2007 Portal User Group meeting held at DOIT by the Portal Management Group (PMG). Important announcements affecting the MAC web site are as follows:

The template is being redesigned, including: resizing based on PC screen resolution (no longer fixed width); Text based left navigation (currently widgets); and more flexibility and choices for layout. The resizing may require some reworking of the MAC website so that the pages render correctly. The other changes present an opportunity to improve the MAC web site. Anne would like to reconvene the Web Committee and the Communications Committee to explore the possibilities. The PMG will send out design concepts by the end of June for feedback from webmasters. Anne will forward this to the new officers and the committees.

The Webtrends software has been upgraded from version 6.0 to 8.0. The user interface is easier to use and there are some new features available such as directly e-mailing reports.

An announcement was posted in the Latest News section of the web site for the Hartford Chapter of the Association of Government Accountants for its one-day seminar on June 15, 2007. This was an educational seminar pertaining to government issues and was open to all state managers. This posting was done at the request of a MAC member.

Two new users registered on the MAC Discussion Center. There are currently 117 state managers registered. Anne is planning to review and validate managerial status of the registrants.

Communications Committee. Tom Crafa stated that there was nothing new to report. Tom did offer a suggestion regarding the Discussion Center. Tom felt that we should post information regarding the ongoing discussions with the administration, updates on Managers Day, and the Distinguished Managerial Service Awards.

There was discussion about developing criteria for material that will be shared via the MAC listserv. Based on the discussion, the council reached consensus that information relevant to MAC agenda items, business meeting discussions, and state managers should be disseminated. As appropriate, a disclaimer can be made that the material is provided For Information Only and is no way reflective of the views of the council or any of its members.

Orientation Committee. Members of the Orientation Committee were unable to attend the meeting and are deferring a report to the July meeting.

Legislative Committee. Elise Kremer mentioned the new supplemental filing requirement for managers who filed a Statement of Financial Interest with the Office of State Ethics (OSE). She indicated that she will forward an explanatory mailing from OSE to the MAC and managerial list serves.

Other Old Business. There was no other Old Business.

New Business

Nominations and Elections. Tom Crafa presented the following slate of nominees for MAC office:

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

Joe Amend opened the floor to other nominations. Hearing none, nominations were closed. On a unanimous motion from the members, Joe asked the Secretary to cast one vote to elect the slate of nominees. The vote was cast and the slate was elected.

Joe took the opportunity to address the group. He stated that he has been very proud to serve MAC. He spoke of the many areas that we have ventured into and offered his thoughts about opportunities for continued successes. He volunteered to continue to contribute to MAC's efforts and also to take pictures at Managers Day.

Mark Polzella thanked Joe for his hard work and dedication and told Joe that he could count on being asked for assistance in the future in continuing to move our endeavors forward. The group acknowledged Joe with a round of applause.

Ellen Carter made a motion to officially thank Joe for his service over the past four years and to express MAC's gratitude for all of his efforts. The motion was seconded and accepted unanimously with another round of applause.

Other New Business. There was no other New Business.

Adjournment

The meeting was adjourned at 11:14 a.m. The next MAC meeting will be held on Wednesday, July 18, 2007, at 9:00 a.m. at the Department of Transportation in Newington, Conference Room B.

The list of those in attendance at the June 20, 2007 MAC meeting and a copy of the guest speaker'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
June 20, 2007

<u>DEPARTMENT</u>	<u>NAME</u>	<u>REP/ALT/GUEST</u>
Children and Families	Barbara Kleefeld	R
Human Rights and Opportunities	Epifanio Carrasquillo	R
Information Technology	Anne MacLeod	R
Information Technology	Lorraine Lombardi	A
Insurance	Allen Elstein	R
Labor	Mark Polzella, Secretary	R
Mental Health and Addiction Services	Bobbi Buckner	R
Mental Health and Addiction Services	Pamela Shea	A
Mental Health and Addiction Services	Amisha Desai	G
Mental Health and Addiction Services	Carl Shields	G
Mental Retardation	Penny Davis	A
Policy and Management	Ellen Carter	R
Policy and Management	Joe Amend, Chair	A
Public Health	Elise Kremer, Vice Chair	R
Public Health	Doris Vieira	A
Public Utility Control	Peter O'Neill	R
Revenue Services	Tom Crafa	R
Secretary of the State	Diane Steir	R
State Comptroller	Brenda Halpin	R
State Comptroller	Sandra Hurrie	A
Veterans' Affairs	Babatunde Green	R
Veterans' Affairs	Nancy Buturga	A