

**MINUTES OF THE  
MANAGEMENT ADVISORY COUNCIL  
MARCH 16, 2005**

As approved April 20, 2005

Joe Amend, MAC Chair, called the meeting to order at 9:05 a.m.

**Approval of Minutes**

The minutes of the February 16, 2005 meeting were adopted unanimously after the section on Legislative Matters was changed to read as follows: Following discussion of legislative matters, a decision was made to form a subcommittee. Tom Crafa, joined by Sheila Hummel, will chair this subcommittee. The subcommittee needs to develop a proposal to enhance communication.

**Treasurer's Report**

The balance in the account as of February 28, 2005 was \$1,988.52.

**Committee Reports**

Credentials. Elise Kremer reported that elections were held at the Department of Children and Families (DCF) and at the Department of Public Health (DPH). Gary Zera is the MAC Representative and Barbara Kleefeld is the MAC Alternate for DCF. Elise Kremer is the MAC Representative and Michael Purcaro is the MAC Alternate for DPH.

Elise Kremer requested an updated roster of MAC membership.

Outreach. Elise Kremer reported that the Commission on Culture and Tourism will be scheduling an election for a MAC Representative and a MAC Alternate.

Martin Anderson will be the guest speaker at the April 2005 MAC meeting. His topic will be the 2004 Employee-of-Choice/Balance Work and Life Survey. Commissioner Thomas of the Department of Emergency Management and Homeland Security will speak at the May 2005 MAC meeting. A staff person from the Retirement Commission will be the guest speaker at the June 2005 MAC meeting.

Meeting with DAS and OPM. Joe Amend reported on the February 17, 2005 meeting with Secretary Genuario, Deputy Secretary Anne Gnazzo and Dr. Martin Anderson. A review of notes from that meeting is detailed below:

**Salary Compression** – There was discussion of increasing managerial salary ranges. An increase of 15% in the upper range was identified as a potential target. This will be taken under consideration. The goal that was stated by Deputy Commissioner Mazzola at the last meeting was reiterated, i.e., an 8% differential between managers and their highest paid collective bargaining staff.

**Tier II Erosion** - Secretary Genuario was very interested and asked many questions about this issue. He seemed surprised at the impact of an accelerating breakpoint and promised to study this issue closely.

**Managerial raises in proposed budget** – It was confirmed that the proposed budget included a 3% COLA in July 2005, a 3% PARS for 2005, a 3% COLA in July 2006 and a 2% PARS in 2006. The PARS payout would be deferred from July 1 to January 1.

**Quality Control Committee** – At this time it was agreed that this committee, which is referenced in section 5-237b of the Connecticut State Statutes, does not exist. Dr. Anderson will research what has happened to this committee and will let us know what his findings are at the next meeting.

**MAC Assistance** - Joe Amend offered the assistance of MAC with respect to participation on task forces and expressed our willingness to assist on budget matters.

**Governor's Quality Council** - MAC was recognized as a resource and its availability as a participant.

**Sick Leave Bank** – Some managers with no documented record of their decision regarding participation have been allowed to enroll.

**Future meetings** – Secretary Genuario agreed to have monthly MAC/OPM/DAS meetings.

**Guest Speaker** – Secretary Genuario agreed to be a guest speaker at a MAC meeting after the legislative session.

**MAC Liaison** – No decision was made on a request to have a DAS employee act as a MAC liaison.

Report from Web Content Committee. Anne MacLeod indicated that the committee would critique the proposed web page within the next month. Elise shared a prototype of the MAC officer biography. MAC officers will complete their biography before next month's meeting. It was agreed to include a picture of each MAC officer on the web page.

New Subcommittee. Discussion on the role of this committee resulted in agreement that it needed to be called the Communications subcommittee. Tom Crafa agreed to draft question(s) that would solicit feedback from state managers on ways for MAC to communicate to all state managers.

Discussion on a suggestion that the MAC officers reach out to the leadership in the House and Senate to explain the role of MAC was tabled until next month's meeting.

Guest Speaker. Our guest speaker was Gareth Bye, Director of Legal Services, Office of Policy and Management.

Mr. Bye gave an overview of contract reform developments and Public Act 04-245. He also reviewed pending legislation, which proposes numerous changes to the state ethics code, an expansion of the gift restrictions, an expansion of those officials required to disclose financial interests, and an expansion of prohibited activities. He also provided an overview of OPM's "*PERSONAL SERVICE AGREEMENTS, Standards and Procedures*" Manual. This manual is updated continuously and he suggested that the manual which is on OPM's website be used, as that is the most updated version. He recommended pages 13 and 14 of the manual as a checklist for understanding the contracting process. He indicated that time-only extensions to contracts should not be a problem; however, he encouraged managers not to let contracts expire.

The next MAC meeting will be held on April 20, 2005, at 9:00 a.m., at the Department of Public Safety, Division of Homeland Security, Hartford, CT.

The meeting was adjourned at 11:25 a.m.

Respectfully Submitted,

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

**MAC ATTENDANCE  
MARCH 16, 2005**

<u>DEPARTMENT</u>	<u>NAME</u>	<u>REP/ALT/GUEST</u>
Administrative Services	Abbie Wotkyns	R
Administrative Services	David Lynn	A
Administrative Services	Jim Passier	Guest
Agriculture	Frank Intino	R
Corrections	Don Currey	R
Economic and Community Development	Anthony Brescia	A
Environmental Protection	Angella Levy	A
Information Technology	Anne MacLeod	R
Information Technology	Ken Holyst	A
Labor	Mark Polzella	R
Labor	Carl Guzzardi	A
Mental Health	Tom Tokarz	R
Motor Vehicles	Joseph Lembo	R
Policy and Management	Joe Amend	A
Policy and Management	Terry Schnure	Guest
Policy and Management	Brian West	Guest
Public Health	Elise Kremer	R
Public Health	Michael Purcaro	R
Public Health	Dick Edmonds	Secretary
Public Utility Control	Vivian McWatt	R
Public Utility Control	Sonja Shuford	Guest
Public Works	Jerry Glassman	R
Revenue Services	Tom Crafa	R
Social Services	Cheryl Parsons	A
Social Services	Louis Polzella	Guest
State Library	Bonnie Delaney	Guest
Transportation	Wanda Seldon	R