

**MINUTES OF THE
MANAGEMENT ADVISORY COUNCIL
March 15, 2006**

Visit the MAC website at ct.gov/MAC

Linda Yelmini, Commissioner of Administrative Services, was the guest speaker. Commissioner Yelmini spoke at 9:10 a.m., prior to the regular business meeting. A synopsis of her presentation is below.

Commissioner Yelmini stated that training is imperative to planning for the state employee workforce, especially in succession planning for the managerial workforce. DAS has instituted a New Manager Orientation Program (this program was outlined at the December MAC meeting by Dr. Martin Anderson). Given the aging of the state workforce, the Commissioner recognizes that there will be a substantial loss of institutional knowledge as more senior state employees retire.

Commissioner Yelmini stressed that DAS needs to get back to its original mission: providing services to state agencies and overseeing the application of state business rules.

DAS is revamping its website to make it more user-friendly. Improvements will be made to allow the public to more easily apply for state jobs, including an on-line video explaining the application process.

The Commissioner responded to numerous questions.

In response to a question related to provisional positions, the Commissioner indicated that they should not be used. While she understands the need to fill positions expeditiously, she stressed that positions needing to be filled should be done through the merit system using a fair and competitive process. The Commissioner recommended that continuous recruitment be used to expedite recruitment for positions that become vacant with some regularity.

In regards to succession planning, a question was asked about the Connecticut Executive Management (CEM) program that ceased about 8 to 10 years ago and if there was any replacement. The CEM program is being replaced by the New Managers Orientation program, with the hope that all new managers will complete this program. DAS chose to implement this with a cohort of recently hired managers, because resources are limited and they needed to set priorities in deploying the program.

Succession planning assistance is available to all agency heads. They can access it by contacting Dr. Martin Anderson.

DAS is working on the salary compression issue with OPM and recognizes it as a very serious issue. There are "hot spots" that are being looked at closely.

An observation was made about perceptions that hiring practices are not always based on merit and qualifications. The Commissioner stressed that it is imperative to use the examination process for just that reason. She recognizes that the process takes time and that there needs to be a balance between filling a position quickly and keeping the process of filling it fair and credible.

A question was raised about managers transferring between agencies for potential career enrichment opportunities. The Commissioner indicated that it depended on the job classification. This would be easier for managers in generic classifications than for those in single-incumbent classes.

The Commissioner was asked about positions, such as nursing, that are hard to fill and if there was a plan to reach out to academia and to prepare current state employees for these positions. Currently the state is partnering with community colleges to make slots available for state employees (for example, to give a mental health worker the opportunity to become a nurse). The funds for the academic programs come from union dollars set aside for training. DAS is also requesting an appropriation for 20 cooperative education internships, which would be administered centrally. The positions would be paid and the duration would be 6 months in length. The pay rate would be between \$14 and \$15 per hour.

There was more discussion and inquiries on filling vacancies. The Commissioner made several points on this subject:

- Vacancies that are approved to fill must exist in order to initiate an exam
- Anticipated openings can be announced
- Only individuals on examination lists should be interviewed
- Hiring should be based on merit (i.e., make sure there is a bona fide vacancy, recruit, give everyone a fair chance, and do not circumvent the process by reclassifying an incumbent)

A question was asked about having exam lists be extended past a one-year period. The response was that, although it is time consuming, having individuals re-apply ensures that applications are reviewed and qualifications are met, especially if the job description has changed. It also helps to alleviate contacting individuals who are no longer interested in the position.

The Commissioner also noted that SEBAC hiring requirements have been changed. Individuals who are on the list and refuse three offers are placed on an inactive list. It is imperative that agencies contact DAS with the name of the individual immediately so that DAS can inactivate candidates when appropriate. While the individual is removed from the active SEBAC list, they still have re-employment rights for up to three years for any classification for which they held permanent status.

Elise Kremer, MAC Vice-Chair, called the regular meeting to order at 10:05am.

Approval of Minutes

The minutes of the February 15, 2006 meeting were adopted unanimously.

Treasurer's Report

Peter Bucknall reported that there was no change in the account, for which the balance is \$2402.81. The Treasurer's report was accepted.

Committee Reports

Credentials. Abbie Watkins resigned from her position as MAC Representative for DAS. David Lynn will continue as the Alternate and an election will be held to fill Abbie's slot. Peter Bucknall and Louis Polzella were elected Representative and Alternate, respectively, from DSS. DOT and DOL have not yet reported.

Old Business

Speakers and Logistics. The State Librarian, Kendall Wiggins, will be the May speaker. There has been an inquiry to the State Victim Advocate, James Papillo, about speaking in the fall. There was a suggestion to have someone speak from the State Retirement Commission, possibly Thomas Woodruff.

Meeting with Administration Officials. In Joe Amend's absence, Elise has sent an e-mail to schedule a meeting and has not heard back as of yet.

Managers Day. A committee meeting was held on March 1. The Aqua Turf has been confirmed. Guest speakers and a theme for the day are being discussed. The committee was asked to stay after the meeting to schedule another meeting date.

Web Site. Anne MacLeod distributed excerpted reports of web site activity. The full report is 234 pages and Anne recommended that we decide on a few of the most meaningful reports. Anne also provided a draft issues brief that had been shared with the listserv for comment. Comments were favorable and Anne has asked that the Executive Committee work on other issues to be posted on the web site.

Communications Committee. Tom Crafa indicated that registration will be necessary to access the discussion site and a report of state managers is needed from CORE-CT.

Legislative Committee. Abbie Watkins has resigned from MAC membership and there was no report from this committee. Elise provided an update from AMECSS on the bill regarding retirement benefits for spouses of deceased state employees.

New Business

Elise reported that Joe Amend is on medical leave following surgery and some complications that are now resolving well. He is expected to return to work early in April. Peter asked for the group's support in sending a fruit basket to Joe. The group agreed that we would send a basket to Joe to wish him well.

Adjournment

The meeting was adjourned at 10:45 a.m. The next MAC meeting will be held on Wednesday, April 19, 2006 at 9:00 a.m. in Conference Room A at the Department of Transportation in Newington

The list of those in attendance at the March 15, 2006 MAC meeting is attached and is hereby made a part of these minutes.

Respectfully Submitted,

Mark Polzella
MAC Secretary
MAC Representative for the
Department of Labor

MAC ATTENDANCE ROSTER
March 15, 2006

<u>DEPARTMENT</u>	<u>NAME</u>	<u>REP/ALT/GUEST</u>
Administrative Services	Martin Anderson	Guest
Children and Families	Gary Zera	R
Children and Families	Barbara Kleefeld	A
Correction	Donald Currey	R
Economic and Community Development	Sheila Hummel	R
Economic and Community Development	Larry Lusardi	Guest
Environmental Protection	Angella Levy	R
Human Rights and Opportunities	Michael Fryer	A
Human Rights and Opportunities	N.Colon	Guest
Information Technology	Anne MacLeod	R
Information Technology	Karen Wassel	Guest
Insurance	Allen Elstein	R
Labor	Mark Polzella	Secretary
Mental Health and Addiction Services	Thomas Tokarz	R
Mental Health and Addiction Services	Priscilla Scherger	A
Mental Health and Addiction Services	Tom Griffin	Guest
Mental Health and Addiction Services	Angela Armstrong	Guest
Mental Health and Addiction Services	Robert Donovan	Guest
Mental Retardation	Jadwiga Gocłowski	R
Mental Retardation	Penny Davis	A
Motor Vehicles	Joseph Lembo	R
Policy and Management	Ellen Carter	R
Policy and Management	Brian West	Guest
Public Health	Elise Kremer	Vice-Chair
Public Health	Donna Brewer	Guest
Public Safety	Ron Savitski	Guest
Public Safety	Kristine Greco	Guest
Public Utility Control	Vivian McWatt	R
Public Works	Jerry Glassman	R
Revenue Services	Tom Crafa	R
Social Services	Peter Bucknall	Treasurer
Social Services	Louis Polzella	A
Social Services	Ken Derrick	Guest
Special Revenue	Michael Janusko	A
State Library	Bonnie Delaney	R
Transportation	Wanda Seldon	R
Transportation	Kathleen Karwick	Guest
Transportation	Ivo Santini	Guest
Transportation	Joann Devine	Guest
Transportation	Nancy Malinguaggio	Guest
Transportation	Kathleen Germain	Guest
Veterans' Affairs	Babatunde Green	R