

**MINUTES OF THE
MANAGEMENT ADVISORY COUNCIL
May 17, 2006**

Visit the MAC website at ct.gov/MAC

State Librarian, Kendall Wiggin, and the Administrator of ICONN, William Sullivan were the guest speakers. Mr. Wiggin and Mr. Sullivan spoke at 9:00 a.m., prior to the regular business meeting. A synopsis of their presentation is below.

The State Library is the principal public library for the state and is a tremendous resource for all residents. It can be accessed on-line at www.cslibrary.org, by telephone at (860) 344-2475 or toll free at 1(888)-256-1222). It serves as a repository of both state and federal agency reports and documents. It is also a repository for the laws of all states, the legislative histories of laws and bills in Connecticut, and documents related to the public policies of the state. The collection of public agency documents dates from 1700. Collections are kept up to date by working with the Library of Congress and National Archives. Many documents are on-line and many more are available in hard copy. While not the oldest state library in the United States, Connecticut's State Library has been in existence for over 152 years.

Some items of interest include study guides for most civil service exams and a large collection of photographs from a 1934 aerial survey of the State of Connecticut.

The State Archivist is responsible for administering the state and municipal agency record management program. Public records are governed by record retention schedules drafted by the agency and approved by the State Archivist. There is a defined process to dispose of public records, subject to review and approval of the State Archivist. Guidelines for email have been promulgated, as some types of email are considered public records. The program also addresses issues related to custody of records.

Connecticut's digital library, iCONN, is a service offered by the State Library, in conjunction with the Department of Education, since 2001. The service is totally web-based and is available 24/7 at www.iconn.org. Anyone having a state or local library card can access: newspapers; journals (including Spanish only); databases on companies worldwide; information on health and wellness; photo archives; genealogic records; and various research services. The service costs about \$2 million a year and saves about \$18 million at the local level. Attached to these minutes are a set of materials pertaining to iCONN, which were distributed at the meeting.

Joe Amend, MAC Chair, called the business meeting to order at 10:30 a.m.

Approval of Minutes

The minutes of April 19, 2006 were adopted unanimously, as submitted.

Treasurer's Report

Peter Bucknall provided a Treasurer's Report. The balance in the treasury is unchanged at \$2357.20. The report was circulated and accepted.

Credential Report

In the absence of Ellen Carter, the Credentials Chair, there was no report.

Old Business

Speakers and Logistics. An invitation was extended to the Victim Advocate to be a guest speaker at a future meeting. One more speaker needs to be identified, to complete the speakers program for 2006.

Meeting with Administration Officials. The next meeting is scheduled on May 19, 2006.

Report from Manager's Day Committee. The committee met after the April MAC meeting. Gina Barreca will be the keynote speaker. A second keynote speaker is in process of being recruited. The registration fee is still under discussion. Other details are in progress. It was clarified that any manager can nominate a colleague for the Distinguished Managerial Service Awards. Nominations can be accepted from, but are not limited to, agency heads.

Report for Web Content Committee. Technical issues are being addressed. The Executive Committee gave input to Anne MacLeod regarding the types of reports on website activity that will be generated monthly. A link for iCONN has been added to the MAC home page.

Report from Communications Committee. Information on the "Role of the State Manager" was prepared for the MAC home page.

Legislative Committee. The report was tabled.

Other Old Business. There was no other Old Business.

New Business

Appointment of Nominating Committee. Volunteers were identified and any additional volunteers were requested to send their names to Joe Amend. Both Representatives and Alternates are eligible to run for office under the current By-Laws.

Other New Business. There was no other New Business.

Adjournment

The meeting was adjourned at 11:00 a.m. The next MAC meeting will be held on Wednesday, June 21, 2006, at 9:00 a.m. at the Department of Transportation in Newington.

The list of those in attendance at the May 17, 2006 MAC meeting and the materials from the presentation on the State Library are attached and are hereby made a part of these minutes.

Respectfully submitted,

Jadwiga Gocłowski
MAC Representative for the
Department of Mental Retardation

MAC ATTENDANCE ROSTER
May 17, 2006

<u>DEPARTMENT</u>	<u>NAME</u>	
	<u>REP/ALT/GUEST</u>	
Children and Families	Gary Zera	R
Children and Families	Barbara Kleefeld	A
Children and Families	June Wiehn	G
Correction	Donald Currey	R
Economic and Community Development	Sheila Hummel	R
Education	Robert Carrara	G
Environmental Protection	Angella Levy	R
Human Rights and Opportunities	Epifanio Carrasquillo	R
Information Technology	Anne MacLeod	R
Insurance	Allen Elstein	R
Labor	Mark Polzella, Secretary	R
Mental Retardation	Jadwiga Gocłowski	R
Mental Retardation	Penny Davis	A
Motor Vehicles	Joseph Lembo	R
Motor Vehicles	Nancy McCorkle	A
Policy and Management	Joseph Amend, Chair	A
Policy and Management	Brian West	G
Revenue Services	Tom Crafa	R
Social Services	Peter Bucknall, Treasurer	R
Social Services	Louis Polzella	A
State Library	Bonnie Delaney	R
Transportation	Wanda Seldon	R
Transportation	Robert Card	G
Veterans' Affairs	Babatunde Green	R