

**MINUTES OF THE  
MANAGEMENT ADVISORY COUNCIL  
May 20, 2009**

**Visit the MAC website at [ct.gov/MAC](http://ct.gov/MAC)**

Peter Bucknall, MAC Chair, called the meeting to order at 9:05 a.m.

**Guest Presentation**

Peter welcomed and introduced Colonel William Shea of the Connecticut Army National Guard. Colonel Shea spoke about leadership in stressful times. Colonel Shea gave a very timely, relevant, and informative presentation on leadership skills needed to navigate in these difficult times. While his experience has been primarily with the military, Colonel Shea described how the lessons he has learned through the years can easily be applied to the non-military sector. Some of the highlights of his presentation were as follows:

- Leaders have both positive and negative characteristics. Observe and determine each, and strive to incorporate the good and eliminate the bad.
- Determine the relevance of information and process what is important. Not everything is a priority.
- Practice "leadership from the cockpit":
  - ✓ Be on top of things.
  - ✓ Talk to your staff and thank them.
  - ✓ When in charge, be in charge.
  - ✓ Everyone is important and part of the team. Say hello to all.
  - ✓ Mentoring is key.
  - ✓ Admit mistakes
  - ✓ Live by a set of values.
  - ✓ Training and education are key. Allow others to develop.
  - ✓ Set the example.
  - ✓ Stop rumors.
  - ✓ Don't let frustration show; be positive.
  - ✓ Motivate subordinates. Give constant feedback.

The guest presentation concluded at 10:00 a.m. Colonel Shea was thanked for his time and his very informative and timely remarks.

The business meeting convened at 10:09 a.m.

**Approval of Minutes**

The minutes of the April 15, 2009 meeting were approved unanimously, as submitted.

**Treasurer's Report**

Dave Lynn, Treasurer, reported that the balance in the treasury is \$3,414.97. There has been no activity since the last report. The Treasurer's report was accepted unanimously. Dave indicated

that, beginning in June meeting, all reports will be sent electronically to avoid costs for copying and office supplies.

## **Committee Reports**

Credentials. Ellen Carter, MAC Credential Chair, was not present to make a report.

## **Old Business**

Speakers and Logistics. Suggestions regarding speakers for the Fall meetings are needed and should be sent to Elise Kremer.

Managers Day 2009 Committee. The committee is actively meeting. The majority of the agenda for the event is completed. There was discussion concerning a potential decrease in the registration fee for this year, including possibly subsidizing the cost from the MAC treasury. Joyce Saltman, the speaker for the morning keynote address, has reduced her fee to \$1200.00.

Web Site. Anne MacLeod, MAC Web Mistress, presented a report on the web site. Claudette Carveth (DCP) is the new backup web content administrator. A request has been submitted to give Claudette administrator access rights. Claudette will be able to maintain the calendar and publish meeting notices and minutes. The Meeting Notices and Minutes are current, and events for the remainder of 2009 have been added to the Calendar. The MAC Agency Representatives/Alternates page has been updated. There are currently 183 managers registered in the State Manager role who thereby have access to the MAC Discussion Center. Work to be done includes: verifying any changes to the MAC Agency Representatives/Alternates page; developing a new Discussion Center User Guide; publishing photos from Managers Day 2008; and generating the Quarterly Report of Managers Registered on the MAC Website.

Communications Committee. There was no report.

Orientation Committee. There has been no activity to report.

Legislative Committee. There was no report.

Other Old Business. There was no other Old Business.

## **New Business**

Meeting with Administration Officials. There was no further discussion.

Other New Business. There was no other New Business.

**Adjournment of Business Meeting**

The business meeting was adjourned at 10:41 a.m.

The list of those in attendance at the May 20, 2009 meeting is attached and is hereby made a part of these minutes.

The next meeting is scheduled for Wednesday, June 10, 2009 in Conference Room B at the Department of Transportation. There will be no guest speaker.

Respectfully submitted,

Mark Polzella  
MAC Vice-Chair  
MAC Representative for the  
Department of Labor

**MAC ATTENDANCE ROSTER**  
**May 20, 2009**

<u>Agency</u>	<u>Name</u>	<u>Rep/Alt/Guest</u>
Administrative Services	Dave Lynn, Treasurer	R
Agricultural Experiment Station	Jeff Ward	A
Banking	Percy Cave	R
Banking	Claudia Helfgott	A
Board of Firearms Permit Examiners	Susan Mazzoccoli	G
Children and Families	Barbara Kleefeld	A
Comptroller	Brenda Halpin	R
Consumer Protection	Elisa Nahas	A
Correction	Don Currey	R
Economic and Community Development	Sheila Hummel	R
Fire Academy	Adam Piskura	G
Human Rights and Opportunities	Epifanio Carrasquillo	R
Information Technology	Anne MacLeod	R
Insurance	Allen Elstein	R
Insurance	Barbara Spear	A
Labor	Mark Polzella	R
Mental Health and Addiction Services	Tom Zaprzalka	G
Motor Vehicles	Nancy McCorkle	A
Public Works	Robert Cody	R
Social Services	Peter Bucknall, Chair	R
Veterans' Affairs	Chris Beloff	R