

**MINUTES OF THE
MANAGEMENT ADVISORY COUNCIL
MAY 18, 2005**

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

Approval of Minutes

The minutes of the April 20, 2005 meeting were adopted unanimously.

Treasurer's Report

Doris Vieira reported that there was revenue of \$1.67 from refreshments served at the April MAC meeting. The ending balance as April 30, 2005 is \$1,996.06. The Treasurer's report was accepted.

Committee Reports

Credentials. Ellen Carter reported that the Department of Veterans' Affairs held an election. Their new agency representative is Babatunde Green and the alternate is Nancy Buturuga. The Department of Mental Retardation has elected Penny Davis as their new agency alternate. DMHAS has re-elected Tom Tokarz as their agency representative. Ms. Carter is still waiting to hear from the Departments of Agriculture, Corrections and Public Safety, the Secretary of the State, and the Comptroller's Office. Ms. Carter asked Barbara Lynch from Public Safety to please have the human resources director notify her in writing of their elected representative and alternate.

Old Business

Speakers and Logistics. A designee from the Retirement Services Division will be the guest speaker at the June 2005 MAC meeting to discuss upcoming changes to the Deferred Compensation Plan. It was agreed that we would not schedule any speakers over the summer months. Elise Kremer reported that an invitation was made to Commissioner Linda Yelmini for the September MAC meeting but she has not received a response as yet. If Commissioner Yelmini cannot attend, then MAC will extend the invitation to the DAS Deputy Commissioner. A suggestion was made to invite the Chief Information Officer, Diane Wallace, sometime in the fall. Anne MacLeod will facilitate the invitation.

It was mentioned that the Executive Committee was aware of the concerns regarding the location of the MAC meeting when having guest speakers. Due to prior commitments and logistics with the guest speakers, it was best not to change the location for the May and June meetings. There was agreement to pursue new meeting locations when we have guest speakers in the fall.

Meetings with Administration Officials. Joe Amend reported that the meeting with OPM and DAS is still on hold. He will try to schedule a meeting during the coming month.

Managers Day. The committee reported that they are still waiting for a response from Coach Calhoun. Suggestions were made to invite Governor Rell as one of the guest speakers and to have a panel of Commissioners. The committee is very interested in holding this year's event at the new Convention Center at Adriaen's Landing. They are working on negotiating a reasonable rate for the event. Dr. Ted Taigen, Academic Advisor of the UConn Men's basketball team, was mentioned as a possible resource for the speakers' engagements.

Web Content Committee. Anne MacLeod reported that progress is being made on the website. Ms. McLeod requested the MAC logo image file, an updated members list, biographies and photos of the officers, and a list of the committees and their membership (i.e., Managers Day, Credentials, etc.). Ms. MacLeod presented a challenge to the members to submit photographs displaying managers at work in different agencies. Every month, a different photo would be displayed on the website. The Council was very pleased with Ms. MacLeod's progress and her excellent ideas on website design and content.

New Subcommittee. The Committee's is being called the Communications Committee. Tom Crafa and Sheila Hummel are the committee members. Managers should feel free to contact them with any concerns they may have regarding legislation or other issues. The Committee will submit a draft of a first communication to the managers' listserv. The Executive Committee will review the draft before it is distributed to managers.

Managerial ListServ. Elise Kremer reported that the listserv has been established and she continues to add new managers/members to the listserv.

Other Old Business. There were no other items of Old Business.

New Business

Election of Nominating Committee. A Nominating Committee was elected to develop a proposed slate of officers. The Nominating Committee members are Ellen Carter, Nancy McCorkle, and Jerry Glassman. The slate of officers will be presented at the June meeting and elections will be held at the July meeting. Nominations from the floor can be made at the June meeting. Anyone interested in serving as an officer should contact a Nominating Committee member. New officers are needed for Secretary and Treasurer, at a minimum.

House Bill 6866. Elise Kremer thanked Abbie Wotkyns for bringing this bill to the Council's attention. As drafted, the bill would have affected managers' ability to purchase more than one insurance policy. As a result of the Council's concern, the Comptroller submitted amended language, which was adopted. Ms. Kremer shared via the listserv a very gracious and responsive letter from the Comptroller, addressing the Council's concerns.

Other New Business. A suggestion was made for MAC to consider having a member who could track legislation of interest to managers. Abbie Wotkyns volunteered to perform this function.

Guest Speaker

Guest presentation by The Honorable James “Skip” Thomas, Commissioner of the Department of Emergency Management and Homeland Security (DEMHS). Below is a summary of Commissioner Thomas’s remarks.

Commissioner Thomas spoke of the importance of three basic guiding principles for any organization:

- Respect people within and outside the organization
- Provide good customer service
- Have a commitment to excellence

These principles have paid great dividends throughout his 36-year career. Public service is all about helping people. The Commissioner has been very impressed with the caliber of the employees of the state and the work they perform. He has learned so much from the employees he supervises. Although commissioners come and go, the team of employees provide the foundation and stability of the agency.

DEMHS was created at the end of the 2004 legislative session. There was a period of 6 months to plan before the new agency came into effect. DEMHS’s focus is on the best the agency can do for the State of Connecticut. WIFM’s (What’s In It For Me?) are not allowed. Collectively, there has been thinking beyond the borders and beyond individual turfs.

The agency will have 85 employees and a \$4 M state budget. The agency is also funded by federal funds, as well as by private funds through the nuclear fund.

Any type of emergency in Connecticut comes into DEMHS. The work is 24/7. Anthrax threats are frequent, but are virtually always hoaxes. Supervisors and managers are essential to an appropriate response for prompt and adequate containment. The secret is not to panic or overreact, and to protect the area and preserve evidence for criminal investigation.

Commissioner Thomas spoke about the TOPOFF 3 (Top Officials) Exercise, which was designed to stress the emergency response system as it had never been stressed before. This was a very intensive exercise, from the Governor’s participation on down through commissioners and agencies.

A major goal of DEMHS is collaboration and coordination. Their number one goal is prevention. Efforts to create terrorism incidents are still ongoing. Information has to be shared to prevent such incidents. Leaders cannot be out for themselves; they have to be out for the people. A Coordinating Council is collecting evidence and working together to analyze and share information for prevention purposes. The intention is to streamline the amount of information being provided and to make the information credible.

DEMHS is also working to prepare people to respond in the event of an emergency. The state has been divided into five regions, each with a regional team for emergency response.

Training and exercising/drilling are critical. The essential prongs are prevention, preparedness, response, recovery, and improvement. First responders will be equipped with the best equipment DEMHS can be provided. They will be required to complete training, participate in exercises, evaluate the response, and make improvements based on lessons learned.

Adjournment

The meeting was adjourned at 11:10 a.m. The list of those in attendance at the MAC meeting of May 18, 2005 is attached and is hereby made a part of these minutes.

The next MAC meeting will be held on June 15, 2005 at 9:00 a.m., at the Department of Public Safety, Division of Homeland Security in Hartford.

Respectfully Submitted,

Doris Vieira
MAC Treasurer

**MAC ATTENDANCE ROSTER
MAY 18, 2005**

<u>DEPARTMENT</u>	<u>NAME</u>	<u>REP/ALT/GUEST</u>
Administrative Services	Abbie Wotkyns	R
Agriculture	Frank Intino	R
Banking	Percy Cave	R
Banking	Claudia Helfgott	A
Children and Families	Gary Zera	R
Correction	Don Currey	R
Economic and Community Development	Sheila Hummel	R
Environmental Protection	Joanne Driver	R
Information Technology	Anne MacLeod	R
Information Technology	Sue Biron	Guest
Labor	Mark Polzella	R
Mental Health and Addiction Services	Tom Tokarz	R
Mental Health and Addiction Services	Timothy Danier	Guest
Mental Retardation	Penny Davis	A
Motor Vehicles	Nancy McCorkle	A
Policy and Management	Joe Amend	A
Policy and Management	Ellen Carter	R
Policy and Management	Brian West	Guest
Public Health	Elise Kremer	R
Public Health	Michael Purcaro	A
Public Health	Doris Vieira	Treasurer
Public Health	James O'Connell	Guest
Public Utility Control	Vivian McWatt	R
Public Utility Control	Kathy Bruni	A
Public Safety	Barbara Lynch	R
Public Works	Jerry Glassman	R
Revenue Services	Tom Crafa	R
Transportation	Wanda Seldon	R
Veterans' Affairs	Babatunde Green	R
Veterans' Affairs	Nancy Buturuga	A