

**MINUTES OF THE
MANAGEMENT ADVISORY COUNCIL
November 21, 2007**

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Mark Polzella, MAC Chair, called the business meeting to order at 9:20 a.m.

Approval of Minutes

The minutes of the September 19 and October 17, 2007 meetings were adopted unanimously, as submitted.

Treasurer's Report

Peter Bucknall, Treasurer, reported that OPM's reimbursement for Managers Day expenses was received and all bills have been paid. The balance in the treasury is \$3062.81. The Treasurer's reports for October and November 2007 were accepted unanimously.

Committee Reports

Credentials. Ellen Carter, Credentials Chair, reported that there have been no changes to the membership.

Old Business

Speakers and Logistics. Elise Kremer reported that she has received a confirmation from Mark Reynolds from DOIT for his presentation at the March 2008 meeting. Mark has begun to develop a PowerPoint which he shared with Elise. There was further discussion on proposed May 2008 speakers, Brian Toal and Joan Simpson from DPH. A pilot program, Tools for Offices, is underway at DPH which has been adapted from EPA's Tools for Schools program. The toolkit allows for the assessment of indoor environmental quality in office buildings. If environmental concerns are identified, targeted improvements could be made in collaboration with DPW's facilities management program. DPH will complete the pilot next spring and then conduct outreach to other state agencies, seeking their participation in the program. As part of that outreach, key DPH personnel have asked to present the program to MAC. The membership asked that this presentation be confirmed.

Dialogue with Administration Officials. Mark reported that Secretary Genuario is not available to meet with the MAC executive team until the state's budget issues are settled. Extensive discussion ensued about pending managerial issues (e.g., succession planning, salary compression) and the most appropriate approach to take so that these concerns

are satisfactorily addressed. As a point of related information, it was also reported that AMECSS is moving forward with a legislative proposal on salary compression issues and that David Guay will be speaking about the proposal during his guest presentation in January 2008.

Mark will follow up with Joe Amend on the position statement he is completing for presentation to Secretary Genuario and Dr. Martin Anderson. It was suggested that all MAC reps gather pertinent information concerning salary compression in their agency and forward to Mark and Joe. Other suggestions that were discussed included: inviting legislative leaders to a MAC meeting, as has been done in the past; suggesting to OPM that MAC have the opportunity to contribute to the OPM/DAS review of salary compression; and following up on the status of the legislatively mandated Quality Control Committee.

The remainder of the agenda was tabled due to the guest presentation.

Guest Speaker

Brian Toal of the Department of Public Health was the guest speaker. Brian is a 20-year veteran of DPH, and is currently the program manager of Environmental and Occupational Health Assessment, which oversees all risk assessment activities and environmental epidemiology studies within DPH. His activities have included: developing the state's radon program; conducting health assessments around Superfund sites; investigating numerous public buildings suspected of causing "sick building syndrome"; and evaluating possible disease clusters such as cancer and birth defects. A copy of his PowerPoint presentation is attached to these minutes. This highly informative presentation was well received and generated numerous questions. Brian will return in May 2008 to discuss the DPH Tools for Offices pilot and DPH's effort to roll this indoor environmental quality program out to other state agencies.

Adjournment

The meeting was adjourned at 11:15 a.m. The next MAC meeting will be held on Wednesday, December 19, 2007 at 9:00 a.m. in Conference Room 1002A at the Department of Information Technology, 101 East River Drive in East Hartford.

The list of those in attendance at the November 21, 2007 MAC meeting and the PowerPoint presentation made by Brian Toal are attached and are hereby made a part of these minutes.

Respectfully submitted,

Peter Bucknall
MAC Treasurer
MAC Representative for the
Department of Social Services

MAC ATTENDANCE ROSTER
November 21, 2007

<u>Agency</u>	<u>Name</u>	<u>Rep/Alt/Guest</u>
Administrative Services	David Lynn	R
Correction	Don Currey	R
Correction	Linda Rubin	A
Children and Families	Barbara Kleefeld	A
Economic and Community Development	Sheila Hummel	R
Labor	Mark Polzella, Chair	R
Mental Health and Addiction Services	Carl Shields	G
Mental Health and Addiction Services	Amisha Desai	G
Motor Vehicles	Joe Lembo	R
Policy and Management	Ellen Carter	R
Public Health	Elise Kremer, Vice Chair	R
Public Utility Control	Peter O'Neil	R
Revenue Services	Tom Crafa	R
Social Services	Peter Bucknall, Treasurer	R
Social Services	Dennis Barry	G
State Comptroller	Brenda Halpin	R
State Comptroller	Sandra Hurrie	A
State Library	Bonnie Delaney	R