

**MINUTES OF THE
MANAGEMENT ADVISORY COUNCIL
October 18, 2006**

Visit the MAC website at ct.gov/MAC and register to participate in the Discussion Center

Joe Amend, MAC Chair, called the regular meeting to order at 9:10 a.m.

Approval of Minutes

The minutes of the September 20, 2006 meeting were adopted unanimously, as submitted.

Treasurer's Report

Peter Bucknall reported a balance of \$2597.62. There is one outstanding bill, the fee for the Managers Day keynote speaker in the amount of \$2500.00. This payment will be offset with reimbursement from OPM. The new balance after all Managers Day transactions are completed will be \$2942.82. The Treasurer's report was accepted unanimously.

Committee Reports

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

Old Business

Speakers and Logistics. The Victim Advocate, Dr. James Papillo, will speak at the November 15, 2006 MAC meeting. Kathleen Anderson, a DOIT manager who chairs the state's Web Site Accessibility Committee, has been invited to speak in 2007 and has been provided the MAC meeting dates for the months of January, March and May from which to choose.

For meeting space in 2007, Elise will contact Wanda Seldon about reserving Conference Room A or B at DOT in Newington.

Meeting with Administration Officials. Joe sent an e-mail to Secretary Genuario and Dr. Martin Anderson on October 17, with a request to meet for further discussion of salary compression, the Quality Control Committee, and centralized training funds. No response from the Secretary had been received prior to this MAC meeting, but Dr. Anderson had indicated that he would not be available until after November 13. Joe will pursue a meeting date as close to that date as possible. A concern was raised about the strategy of addressing salary compression based on "hot spots". Joe stated that he hoped that, with all of the data that has been gathered so far, the approach would expand to a statewide strategy. Individual agencies have submitted information to Joe, as well as to OPM and DAS, regarding the problem, and it seems that there are enough data to demonstrate a broad-based problem exists and needs significantly more relief than a "hot spots" approach would provide.

Managers Day. Over 200 managers attended Manager Day 2006. The committee has made note of changes that will be implemented for next year's event, specifically around the registration process. A wrap-up meeting for Managers Day 2006 will be scheduled.

Next year's event is scheduled for Friday, October 5, 2007 at the Aqua Turf Club in Southington. Planning meetings will begin sometime after the holidays. Anyone interested in serving on the planning committee can contact Mark Polzella or Peter Bucknall.

Web Site/Communications Committee. There are 33 managers registered on the Discussion Center. Of those two-thirds are not Council members. There is only one posting currently listed on the site. The Chair was requested to send a message to encourage participation by agency Representatives and Alternates. A message will also be sent to managers who had signed up for the managerial list serv. Postings will be made that will hopefully elicit discussion.

Anne MacLeod requested that she be sent any material regarding Managers Day 2006, including photographs, which could be used to update the web site.

Tom Crafa suggested that we use e-mail to the listserv as a way to notify managers of postings to the Discussion Center.

A suggestion was made that we have a process to identify newly hired or promoted managers to let them know about MAC and to provide other information related to being a manager in state government. Joe will check with Dr. Anderson to see if we could access the rosters of those attending the New Managers Orientation Program. Elise Kremer suggested we create a task group and further discussion was tabled for new business.

Succession Planning. There was brief discussion concerning succession planning, with Joe indicating that he had done outreach to several individuals who might have an interest in serving as a MAC officer. So far, there has not been an affirmative response, and Joe reiterated the need to plan for a change in leadership.

Other Old Business. There was no other old business.

New Business

New Committee. Discussion resumed regarding the suggestion of a committee charged with creating an orientation package for new MAC Representatives and Alternates, as well as a "welcome package" for new managers. The discussion focused on providing vital information about MAC and the resources MAC can provide to managers in state government. There were several ideas about how to get this information disseminated. One idea was to approach Dr. Anderson about the possibility of presenting information to those attending the New Manager Orientation Program. Another idea was to put streaming video of a presentation on the MAC web site to avoid scheduling issues for those who could present the information. A more personal approach was also suggested, whereby the MAC Representative would reach out to new managers in his/her agency and meet with them one-on-one to provide the "welcome package".

It was agreed to appoint a committee to study the issues and develop materials. Volunteers for the committee are Peter Bucknall, Jadwiga Gocłowski, David Lynn and Wanda Seldon. According to the MAC By-Laws, the Chair is to provide a written charge to the committee, a committee lead needs to be chosen, and a written record of the work done by the committee needs to be maintained. It was agreed that the latter requirement could be met by the committee submitting a written report with recommendations for action. Joe will draft the written charge, and Elise will send him some ideas regarding materials that should be included in the packets for new managers and new MAC members.

Tuition Reimbursement. Copies of the Office of the State Comptroller's procedures for tuition reimbursement were distributed, for informational purposes. A question was raised regarding the lack of funding for managers required to obtain Continuing Education Units for licensure renewal. While Secretary Genuario was sympathetic to this concern, there is no centralized mechanism in place at this time for funding these

costs and most agencies do not have discretionary funds for this purpose. A suggestion was made to try to obtain information on funding for tuition and training over the past decade.

There was a follow-up question related to guest speaker Benjamin Bycel's presentation. The question was in regards to the Citizen's Ethics Advisory Board's Advisory Opinion No. 2006-3. This Opinion provided interpretation as to how Section 1-84 (q), a recently enacted provision in the Code of Ethics for Public Officials, affects the pre-existing "gift to the state" exception. In some agencies, private organizations doing business with the state have in the past made educational presentations to state agencies, under the "gift to the state" exception. This is no longer permissible, under the Advisory Opinion. Dr. Bycel indicated in his presentation that the Advisory Board was scheduled to reconsider the Opinion. Joe will follow up as to the status and outcome of the reconsideration.

Adjournment

The meeting was adjourned at 10:21 a.m. The next MAC meeting will be held on Wednesday, November 15, 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 October 18, 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
October 18, 2006

<u>DEPARTMENT</u>	<u>NAME</u>	<u>REP/ALT/GUEST</u>
Administrative Services	David Lynn	R
Children and Families	Barbara Kleefeld	A
Correction	Donald Currey	R
Information Technology	Anne MacLeod	R
Labor	Mark Polzella, Secretary	R
Mental Health and Addiction Services	Tom Tokarz	R
Mental Retardation	Jadwiga Gocłowski	R
Mental Retardation	Penny Davis	A
Mental Retardation	Mary Gervais	G
Motor Vehicles	Joe Lembo	R
Policy and Management	Joe Amend, Chair	A
Public Health	Elise Kremer, Vice-Chair	R
Public Works	Jerry Glassman	R
Revenue Services	Tom Crafa	R
State Library	Bonnie Delaney	R
Social Services	Peter Bucknall, Treasurer	R
Transportation	Wanda Seldon	R
Transportation	David Labossiere	G
Transportation	John Randazzo	G