

**MINUTES OF THE
MANAGEMENT ADVISORY COUNCIL
SEPTEMBER 21, 2005**

Visit the MAC website at ct.gov/MAC

Joe Amend, MAC Chair, called the meeting to order at 9:03 a.m.

Approval of Minutes

The minutes of the August 17, 2005 meeting were adopted unanimously.

Treasurer's Report

Peter Bucknall reported that the ending balance as of August 31, 2005 was \$1990.02. The Treasurer's report was accepted.

Committee Reports

Credentials. There was no credentials report. The Credentials Chair, Ellen Carter, was not in attendance.

Old Business

Speakers and Logistics. On November 16, 2005, the speaker will be Chief Information Officer Diane Wallace. The meeting will take place at DOIT. Parking will be available at the Pitkin Street overflow lot. Elise Kremer will provide directions and instructions to access this lot in the November meeting announcement.

Elise will invite the DAS Commissioner, Linda Yelmini, to speak at the January, 2006 MAC meeting. It was also suggested that MAC invite Dr. Linda Schwartz, Commissioner of Veterans' Affairs, to be a guest speaker.

Meeting with Administration Officials. Joe Amend is still pursuing a date and time to meet with OPM and DAS officials.

Managers Day. Registration is open and available on-line. The final fee structure is \$31.00 if registered on or before September 28, and \$38.00 in cash payment at the door.

The Climate Change Committee, created by the Governor to coordinate Connecticut's policies and approaches to climate change, requested a table at Managers Day to provide information to state managers regarding the committee's goals and progress towards those goals. It was agreed that they be provided an area in the same location as the Deferred Compensation representatives and the representatives of the State Retirement Commission.

Joe reported that 13 nominations for Distinguished Managerial Service Awards were received. Three candidates were selected to receive awards. Joe will send letters to the award winners, their nominators, and their commissioners. It was requested that the appropriate MAC representatives be notified as well, so that they could advocate for support and attendance at Managers Day. Secretary Genuario of OPM will present the awards.

Web Site. Ann MacLeod reported that the request to go live with the web site has been submitted. The web site is still evolving. Information recently added to site includes all material regarding Managers Day, a link to the registration form for Managers Day, agenda for MAC meetings, membership roster, and a current calendar for October and November. There are some gaps in historical documents that will be resident on the web site.

At present there is no administrator to monitor and maintain the web site, but a volunteer has been identified and is awaiting training from DOIT. The training is a demand-driven course and will be given when there are enough people to attend.

Anne Macleod was thanked for all of her hard work in getting the web site constructed and up and running. Anne acknowledged the support and contributions of the Web Site Committee.

Communications Committee. Tom Crafa indicated that the administrative component of the Bulletin Board is all set. He asked if the Council wanted the policies concerning its usage to be brought up each time a user logged in, or if they should be directed to a link. It was decided that there would be a brief message and a link to the policies. Anyone with suggestions on topics to be featured on the Bulletin Board should send them to Tom.

Communication to Managerial Mailing List. A draft has been sent to Joe Amend by the Communications Committee.

Other Old Business

Eighty-Hour Workweek. There was no further information obtained on this issue and it was tabled until the next meeting.

Managerial Appeals Process. Elise Kremer reported that she has been in correspondence with Dr. Martin Anderson from DAS and has provided him a draft clarification for his review and approval. Further discussion was tabled until the next meeting.

Members did ask for the specific statute that pertains to the remedy that had been discussed at the July meeting. Connecticut General Statutes, Section 5-200, Subsection (i) is the provision that Dr. Anderson had referenced. This provision grants the Commissioner of Administrative Services the discretion to appoint a special tribunal for any matter under the Commissioner's purview, which could potentially include the review of a PARS rating better than "Unsatisfactory".

New Business

There were no items of New Business.

Adjournment

The meeting was adjourned at 10:03 a.m., and was followed by a guest presentation by Secretary Genuario of the Office of Policy and Management. The next MAC meeting will be held on Wednesday, October 19, 2005 at 9:00 a.m. in Conference Room A at the Department of Transportation.

The list of those in attendance at the September 21, 2005 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
SEPTEMBER 21, 2005**

<u>DEPARTMENT</u>	<u>NAME</u>	<u>REP/ALT/GUEST</u>
Administrative Services	Cathy Bysiewicz-Cluen	Guest
Agriculture	Frank Intino	R
Banking	Percy Cave	R
Children and Families	Gary Zera	R
Children and Families	Debi Thompson	Guest
Children and Families	Victoria Niman	Guest
Consumer Protection	John Suchy	Guest
Correction	Larry Morris	Guest
Correction	Nora Ryan	Guest
Economic and Community Development	Sheila Hummel	R
Environmental Protection	Joanne Driver	R
Human Rights and Opportunities	Tanya Hughes	A
Information Technology	Anne Macleod	R
Insurance	Allan Elstein	R
Insurance	Richard Owens	A
Insurance	Peter Zelez	Guest
Labor	Mark Polzella	Secretary
Labor	Lynn Dalla	Guest
Mental Health and Addiction Services	Tom Tokarz	R
Mental Health and Addiction Services	Evette Hecht	Guest
Mental Health and Addiction Services	Stephen Pipietro	Guest
Mental Health and Addiction Services	Angela Armstrong	Guest
Mental Retardation	Jadwiga Goclowski	R
Motor Vehicles	Nancy McCorkle	A
Motor Vehicles	Joseph Lembo	R
Policy and Management	Joe Amend	Chair
Policy and Management	Brian West	Guest
Policy and Management	John Noonan	Guest
Public Health	Elise Kremer	Vice-Chair
Public Health	Donna Brewer	Guest
Public Works	Jerry Glassman	R
Revenue Services	Tom Crafa	R
Secretary of the State	Diane Steir	R
Social Services	Peter Bucknall	Treasurer
Social Services	Louis Polzella	Guest
Social Services	Lori Schroeder	Guest
Special Revenue	Mike Janusko	A
Transportation	Wanda Seldon	R
Transportation	Paula Jean Yukna	Guest
Veterans' Affairs	Nancy Buturuga	A
Veterans' Affairs	Babatunde Green	R