

**MINUTES OF THE  
MANAGEMENT ADVISORY COUNCIL  
September 19, 2007**

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

**Guest Speaker**

Deputy Commissioner Wayne Sandford of the Department of Emergency Management and Homeland Security was the guest speaker. Prior to the business meeting, Commissioner Sandford made a presentation on the Incident Command System and emergency response. A copy of his PowerPoint presentation is attached to these minutes. The presentation was very informative and elicited many questions and discussion points.

Mark Polzella, MAC Chair, called the business meeting to order at 10:40 a.m.

**Approval of Minutes**

A correction on the registration deadline for Managers Day is needed. The correct deadline is September 28, not September 14 as had been noted in the draft minutes. With that amendment, the minutes of the August 15, 2007 meeting were approved unanimously.

**Treasurer's Report**

Peter Bucknall reported that the balance in the treasury is \$2787.25. The Treasurer's report was accepted unanimously.

**Committee Reports**

Credentials. Ellen Carter reported that Jerry Glassman is retiring effective October 1. Shane Mallory is the new Representative for DPW. Bruce Cornish is continuing as the Alternate for DPW.

Doris Vieira reported that she is leaving DPH, having accepted a Human Resources Manager position at the Comptroller's. Although Doris will no longer be eligible to serve as the DPH Alternate, she will continue to serve her term as MAC Secretary under the by-laws.

There was a request that MAC amend the current by-laws in order to allow small agencies to have representation. Ellen mentioned that this request has come up in the past and that MAC is looking into this issue as part of their outreach to small agencies.

Minutes of the Management Advisory Council  
September 19, 2007

## **Old Business**

Speakers and Logistics. Elise Kremer indicated that there was not much new to report. Although Mark Reynolds had expressed interest in making a presentation at the March 2008 meeting, this presentation has not yet been confirmed. Wanda Seldon will follow up with Mark to see if he has had this cleared through his chain-of-command.

Elise thanked Wanda and her Administrative Assistant, Kim Gibilisco, for arranging for conference space at DOT for all of the 2008 MAC meetings.

Dialogue with Administration Officials. Mark Polzella reported that, after Managers Day, he will contact Secretary Genuario and Dr. Martin Anderson to schedule the next meeting. There was a suggestion from the membership that MAC invite the DAS and OPM agency heads to a MAC meeting at least once a year. This will provide managers a broader opportunity to share their concerns on issues that affect managers. Other suggestions that were made were to meet with legislator leaders and send letters to agency commissioners to promote a broader awareness of MAC and its mission.

Managers Day Committee. Mark reported that all arrangements for Managers Day 2007 are in order. Three managers were selected for the Distinguished Managerial Service Award: Richard Edmonds from DPH; Valerie Light from DOC; and Ralph Lambiase from DOB. There was a reminder that there will be no registration at the door. The deadline for registration is September 28.

Web Site. Mark indicated that Anne MacLeod submitted a report on web activities. The Discussion Center will have to be migrated to a new software product, due to a security exploit in the old product. The Discussion Center will remain disabled until it can be relaunched in the new software. Content for Managerial Issues is in need of an update.

Newly completed work includes: updating of the News Item for Managers Day 2007; publication of the September Meeting Notice on the Calendar as well as on the Meeting Notices and Minutes page; updating of the Meet the MAC Officers page; and registration of seven new managers on the Discussion Center. There are currently 138 state managers registered for access to the Discussion Center

Communications Committee. Tom Crafa reported that approximately 2300 letters of introduction are being sent to all state managers from the MAC Chair. Enclosed with each letter is the MAC brochure. Tom also mentioned that Commissioner Law from DRS was generous in providing the services for the printing and copying of the materials. Mark thanked Tom as the DRS Representative, and he will send a thank you letter to Commissioner Law on behalf of the MAC Officers.

Orientation Committee. Dave Lynn, Committee Chair, reported that he is waiting for responses from MAC Representatives on the surveys that were sent out. Dave also mentioned that Mark Polzella made a presentation on MAC at the New Manager Minutes of the Management Advisory Council  
September 19, 2007

Orientation Program.

Legislative Committee. There was not much activity to report. Elise mentioned that there is as yet no compromise on the negotiation of a bonding package. There has not been a Special Act to authorize bonding for this session, nor was there one last session.

Other Old Business. There was no other Old Business.

### **New Business**

Public Meetings. A question was raised if MAC meetings are considered public meetings. They are considered public meetings, and an annual notice of the meeting calendar is made to the Secretary of the State.

Other New Business. There was no other New Business.

### **Adjournment**

The business meeting was adjourned at 11:21 a.m. The next MAC meeting will be held on Wednesday, October 17 at 9:00 a.m. in Conference Room B at the Department of Transportation.

The list of those in attendance at the September 19, 2007 MAC meeting and the PowerPoint presentation by Commissioner Sandford are attached and are hereby made a part of these minutes.

Respectfully submitted,

Doris Vieira  
MAC Secretary  
MAC Representative for the  
Department of Public Health

**MAC ATTENDANCE ROSTER**  
**September 19, 2007**

<u>Agency</u>	<u>Name</u>	<u>Rep/Alt/Guest</u>
Administrative Services	David Lynn	R
Banking	Percy Cave	R
Board of Firearms Permit Examiners	Susan Mazzoccoli	G
Correction	Don Currey	R
Correction	Richard Miele	G
Correction	Aimee Philips	G
Correction	Nora Ryan	G
Economic and Community Development	Sheila Hummel	R
Insurance	Allen Elstein	R
Labor	Mark Polzella, Chair	R
Motor Vehicles	Joe Lembo	R
Policy and Management	Ellen Carter	R
Public Health	Elise Kremer, Vice Chair	R
Public Health	Doris Vieira, Secretary	A
Public Utility Control	Peter O'Neil	R
Public Works	Jerry Glassman	G
Public Works	Shane Mallory	R
Public Works	Ann Nichols	G
Revenue Services	Tom Crafa	R
Secretary of the State	Diane Steir	R
Social Services	Peter Bucknall, Treasurer	R
State Comptroller	Sandra Hurrie	A
State Library	Bonnie Delaney	R
Transportation	Wanda Seldon	R
Veterans' Affairs	Babatunde Green	R