

May 14, 2008

Dear Members of the Management Advisory Council:

This is regarding the Management Advisory Council meeting scheduled for Wednesday, May 21, 2008. The agenda for this meeting is below.

The May 21 meeting will be held in Conference Room B at the Department of Transportation, 2800 Berlin Turnpike, Newington.

We will be continuing our program of bimonthly speakers. The guest speakers for the May 21 meeting are Brian Toal, managing epidemiologist, and Joan Simpson, indoor environmental quality specialist, from the Environmental and Occupational Health Assessment program in the Department of Public Health. Brian and Joan will be speaking about the Tools for Offices pilot program conducted to assess indoor environmental quality in the DPH facility, and will also be discussing next steps in implementing the program in other interested state agencies. Brian and Joan will speak at 9:00 am, and our regular business meeting will be held immediately following at 10:00 a.m. Please share this information with managers in your agency, so that other interested managers have an opportunity to attend the May 21 presentation. Registration in advance is not required.

Thank you in advance for your participation at the May 21 meeting.

Elise Kremer
MAC Vice-Chair
MAC Representative for the
Department of Public Health

MANAGEMENT ADVISORY COUNCIL
Wednesday, May 21, 2008
9:00 a.m.
Department of Transportation
2800 Berlin Turnpike
Newington, CT
Conference Room B

AGENDA

- **WELCOME AND INTRODUCTIONS**

- **GUEST PRESENTATION**
 - ◆ **BRIAN TOAL AND JOAN SIMPSON, DPH (TOOLS FOR OFFICES)**

- **APPROVAL OF MINUTES OF MEETING OF APRIL 16, 2008**

- **TREASURER'S REPORT**

- **CREDENTIALS REPORT**

- **OLD BUSINESS**
 - ◆ **SPEAKERS AND LOGISTICS FOR UPCOMING MONTHS**
 - ✓ **COMMISSIONER HOWARD PITKIN (SUB-PRIME MORTGAGE CRISIS), SEPTEMBER 17**
 - ✓ **CONFIRMATION OF NOVEMBER SPEAKER**
 - ◆ **REPORT FROM MANAGERS DAY COMMITTEE**
 - ◆ **REPORT FROM WEB CONTENT/COMMUNICATIONS COMMITTEE**
 - ◆ **REPORT FROM ORIENTATION COMMITTEE**
 - ◆ **REPORT FROM LEGISLATIVE COMMITTEE**
 - ◆ **DRAFT LETTER REGARDING SICK LEAVE BANK PROVISIONS**
 - ◆ **OTHER OLD BUSINESS, IF ANY**

- **NEW BUSINESS**
 - ◆ **REPORT FROM THE NOMINATING COMMITTEE**
 - ◆ **OTHER NEW BUSINESS, IF ANY**

- **ADJOURNMENT**