

**MINUTES OF THE
MANAGEMENT ADVISORY COUNCIL
December 20, 2006**

Visit the MAC website at www.ct.gov/MAC

Joe Amend, MAC Chair, called the regular meeting to order at 9:06 a.m.

Approval of Minutes

The minutes of the November 15, 2006 meeting were adopted unanimously, as submitted.

Treasurer's Report

Peter Bucknall reported that there has been no change to the previous balance of \$2977.82. The Treasurer's report was accepted unanimously.

Committee Reports

Credentials. Ellen Carter gave a reminder that elections for MAC Representatives and Alternates must be held in those agencies in which new terms begin on January 1, 2007. Affected agencies include: Administrative Services, Agriculture, Children and Families, Correction, Economic and Community Development, Education and Services for the Blind, Information Technology, Insurance, Mental Health and Addiction Services, Public Health, Public Safety, Public Utility Control, Revenue Services, Secretary of the State, and Veterans' Affairs. It is requested that the Representatives communicate the need to initiate the election process with their agency heads.

Old Business

Speakers and Logistics. Suggestions for future speakers for 2007 were discussed. Meg Hooper, Chief of the Planning Branch at Department of Public Health, will be the guest speaker for the January, 2007 meeting and will discuss Pandemic Flu planning as well as a multi-agency Pan Flu exercise scheduled for February, 2007. Kathleen Anderson of the Department of Information Technology has agreed to speak at the May, 2007 meeting and will discuss website accessibility. Martin Anderson has been invited to speak on succession planning and we are awaiting word on his availability. Other potential speakers, topics, and/or agencies include: Kathryn Tracy (Comptrollers Office) on workplace wellness; Brian Austin (Office of Policy and Management) on the new criminal justice data system; the State Contracting Standards Board; and Homeland Security.

Dialogue with Administration Officials. On December 6, 2006, the MAC Executive Committee met with Secretary Genuario of the Office of Policy and Management and Dr. Martin

Anderson of Administrative Services. Discussion topics included: sick leave allowances for family funeral; salary compression; Quality Control Committee; centralized training/tuition reimbursement; and OPM support for Managers Day. **Family funeral leave**, currently 3 days per occasion for managers, will be reviewed by appropriate OPM and DAS officials for the purpose of increasing the leave to 5 days per occasion, as was done in the A & R contract. **Salary compression** is under review by OPM and the MAC chair will follow-up on any progress by mid-January, 2007. DAS has submitted a very thorough report to the Secretary and he has forwarded it for internal review by the appropriate members of his staff. It is anticipated that, given the demands of the budget and the legislative session, further information concerning this topic may not be available until March, 2007, at the earliest. The **Quality Control Committee**, established by statute (C.G.S, Section 5-237b), will be revived. OPM will approach the Governor's office to begin the appointment process. The re-establishment of funding for **centralized training/tuition reimbursement** will be reviewed by OPM and DAS. Secretary Genuario has again communicated and committed OPM financial support for **Managers Day**. This commitment has allowed us to retain the services of excellent keynote speakers as well as to defray some of the equipment and awards costs associated with the event.

Managers Day. Planning for the 2007 event will begin shortly. Any MAC Representative or Alternate interested in participating on the planning committee is welcome. One suggestion was to move from the Friday before Columbus Day to a later date, in order to allow managers more time to register in the event that one of their agency peers is being honored with the Distinguished Managerial Service Award.

Web Site /Communications Committee. Anne MacLeod requested that those wanting material on the website develop the content and provide it to her in uploadable format. She also requested that identifying information be provided when photographs are submitted. Work completed since the November meeting includes: posting of news item concerning the DAS Management Briefing series; continuing registration of managers (87 managers now have access to the Discussion Center); meeting notices and minutes being made current; and updating the calendar.

Orientation Committee. Dave Lynn submitted a copy of the December 12, 2006 committee meeting minutes. In addition, Dave submitted a draft orientation pamphlet to be used at the New Manager Orientation training scheduled for January 17, 2007. A special thank you was extended to DAS staff who provided their time and expertise to produce the pamphlet. The next project will focus on information for new MAC Representatives.

Succession Planning for MAC Executive Committee. Joe Amend reported that he is still seeking volunteers who wish to take a leadership role in MAC.

Conference Room for 2007 Meetings. Elise Kremer is in the process of confirming the availability of the Department of Transportation conference rooms for the 2007 meeting schedule. The schedule must be filed with the Secretary of the State.

Other Old Business. There was no Other Old Business.

New Business

Legislative Committee. Joe Amend asked for volunteers for this committee whose charge will be to monitor proposed legislation of interest to managers. Joe Lembo and Babatunde Green expressed interest. Susan Mazzoccoli (not present) had expressed interest in joining this committee at a prior meeting. Any other volunteers may contact Joe Amend.

Adjournment

The meeting was adjourned at 10:15 a.m. The next MAC meeting will be held on Wednesday, January 17, 2007, at 9:00 a.m. in Conference Room 4214 at the Department of Information Technology in East Hartford.

The list of those in attendance at the December 20, 2006 MAC meeting is attached and is hereby made a part of these minutes.

Respectfully Submitted,

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

MAC ATTENDANCE ROSTER
December 20, 2006

<u>DEPARTMENT</u>	<u>NAME</u>	<u>REP/ALT/GUEST</u>
Administrative Services	David Lynn	R
Banking	Percy Cave	R
Correction	Don Currey	R
Information Technology	Anne MacLeod	R
Motor Vehicles	Joe Lembo	R
Policy and Management	Ellen Carter	R
Policy and Management	Joe Amend, Chair	A
Public Health	Elise Kremer, Vice Chair	R
Public Works	Jerry Glassman	R
Social Services	Peter Bucknall, Treasurer	R
Transportation	Wanda Seldon	R
Veterans' Affairs	Babatunde Green	R
Veterans' Affairs	Nancy Buturuga	A