

**MINUTES OF THE
MANAGEMENT ADVISORY COUNCIL
November 16, 2005**

Visit the MAC website at ct.gov/MAC

The business meeting was convened following a presentation by guest speaker, Diane Wallace, Chief Information Officer of the Department of Information Technology. MAC Chair, Joseph Amend, called the business meeting to order at 10:21 a.m.

Approval of Minutes

The minutes of the October 19, 2005 meeting were adopted unanimously, with the following revision to the item of Old Business concerning Eighty-Hour Pay Period Schedules:

A workweek is defined as 168 consecutive hours.

Treasurer's Report

Peter Bucknall reported that the ending balance as of November 16, 2005 will be \$2,387.52 after all receivables and payables from Managers Day 2005 are reconciled and the final deposit made. The Treasurer's report was accepted.

There was some discussion regarding providing refreshments at MAC meetings. The conclusion was that refreshments would be provided at meetings that took place at remote locations without access to a cafeteria or food vendor at which a guest speaker would be present.

Committee Reports

Credentials. Ellen Carter was not in attendance. Elise reported that OPM was to hold an election shortly.

Old Business

Speakers and Logistics. Babatunde Green, MAC Representative from Veterans' Affairs, will invite his Commissioner, Dr. Linda Schwartz, to speak at the January 2006 meeting. Elise Kremer will invite the Department of Administrative Services Commissioner, Linda Yelmini, to speak at the March 2006 meeting.

Meeting with Administration Officials. Dr. Martin Anderson invited members of the MAC Executive Committee to meet with him regarding a new managers orientation program that is being developed. Elise met with Dr. Anderson on November 4, and Joe is scheduled to meet with him on November 17. Further information is provided below under New Business.

Managers Day. The date has been set for Managers Day 2006. The event is being held on Friday, October 6, 2006. The Aqua Turf Club in Southington has been tentatively reserved. A list of volunteers for the committee has been compiled.

Percy Cave reported that a copy of the Governor's proclamation concerning Managers Day 2005 has been provided to the State Library.

A suggestion was offered to create a checklist detailing all the necessary tasks to prepare for Managers Day. Peter indicated that most of the committee members from previous years will be assisting again for the upcoming year and that a checklist could be drafted. Peter suggested that we set some timelines for completion of specific tasks so that it could be used year after year.

Anne Macleod inquired about still photos, videotaping and streaming video for the MAC website. This is something that should be included on the website, and Joe indicated he has begun to research options for videography.

Web Site. Ann Macleod reported that she is gathering information from Managers Day 2005 for the website. There was discussion regarding whether or not the Issues area of the web site should be password protected. It was concluded that issues relating to discussions in progress with DAS and OPM warrant password protection. The Discussion Board and Issues section will be linked together by way of an index. Each manager accessing the Discussion Board will be required to complete a profile. The MAC minutes will be on the web site.

Communications Committee. Tom Crafa and Sheila Hummel have developed a draft message to managers that should be reviewed by the Executive Committee.

Communication to Managerial Mailing List. Elise continues to receive managerial e-mail addresses and to add managers to the ListServ upon their request. There was a question of why this ListServ is needed when managers can receive information through their MAC representative. Elise responded that not all agencies participate in MAC and that, for those that do, concerns have been raised that some representatives do not consistently distribute minutes and other information to their agency managers.

Eighty-Hour Pay Period Schedules. There is nothing new to report on this issue. This issue will be added to the agenda for discussion with administration officials.

A discussion took place related to the A/R contract language and whether that language could supersede state and/or federal law. Carl Guzzardi, Alternate from the Department of Labor, provided Joe with contact information for Gary Pechie, Director of Wage and Workplace Standards at the Department of Labor, for further clarification on this issue.

New Business

Reimbursement Rates. A travel reimbursement reference chart is available on the web site of the Department of Administrative Services. Managers have not kept pace with increases in reimbursement rates for collective bargaining employees. This issue will be added to the agenda for discussion with administration officials.

New Manager Orientation. Elise reported on her meeting with Dr. Martin Anderson regarding the development of a managerial orientation program. Dr. Anderson convened two focus groups to assist in program design: managers hired in the past 12 months and human resource administrators. The first iteration of the program will begin after January 1, 2006. the objective is for managers to complete the program within 3 to 4 months of being newly hired or promoted to the managerial ranks. The program consists of 11 modules taking place over 10 half-day sessions and 1 full-day session. The series would be presented 3 to 4 times per year. The modules are structured around core managerial competencies and also include mandatory training such as sexual harassment. Dr. Anderson is being invited to the December 21,2005 meeting to speak about the orientation program.

Adjournment

The meeting was adjourned at 11:09 a.m. The next MAC meeting will be held on Wednesday, December 21, 2005 at 9:00 a.m. in Conference Room 1002 A/B at the Department of Information Technology.

The list of those in attendance at the November 16, 2005 MAC meeting and a copy of CIO Wallace's presentation are attached and are hereby made a part of these minutes.

Respectfully Submitted,

Mark Polzella
MAC Secretary
MAC Representative for the
Department of Labor

MAC ATTENDANCE ROSTER
November 16, 2005

<u>DEPARTMENT</u>	<u>NAME</u>	<u>REP/ALT/GUEST</u>
Administrative Services	Abbie Wotkyns	R
Banking	Percy Cave	R
Correction	Don Currey	R
Economic and Community Development	Sheila Hummel	R
Information Technology	Anne Macleod	R
Information Technology	Anne Pomeroy-Dixon	Guest
Information Technology	Steve Casey	Guest
Information Technology	Karen Jo Marcolm	Guest
Information Technology	Sue Biron	Guest
Information Technology	Alan Treiber	Guest
Information Technology	Paul Guerra	Guest
Insurance	Allan Elstein	R
Insurance	Richard Owens	A
Labor	Mark Polzella	Secretary
Labor	Carl Guzzardi	A
Mental Health and Addiction Services	Evette Hecht	Guest
Mental Health and Addiction Services	Billye Simmers	Guest
Mental Retardation	Jadwiga Goclowski	R
Military	Merrily Moynehan	Guest
Motor Vehicles	Joseph Lembo	R
Policy and Management	Joe Amend	Chair
Public Health	Elise Kremer	Vice-Chair
Public Health	James O'Connell	Guest
Public Works	Jerry Glassman	R
Public Utility Control	Vivian McWatt	R
Revenue Services	Tom Crafa	R
Social Services	Peter Bucknall	Treasurer
Special Revenue	Bette Jenak	R
Veterans' Affairs	Babatunde Green	R
Veterans' Affairs	Nancy Buturuga	A