

**MINUTES OF THE
MANAGEMENT ADVISORY COUNCIL
August 15, 2007**

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

Mark Polzella, MAC Chair, called the regular meeting to order at 9:07 a.m.

Approval of Minutes

Minutes of the July 18, 2007 meeting were approved unanimously, as submitted.

Treasurer's Report

Peter Bucknall reported that a check was issued for \$250.00 for our guest speaker Diane Smith that served as a deposit for Managers Day. The balance in the treasury is \$2787.25. The Treasurer's report was accepted unanimously.

Committee Reports

Credentials. There was an e-mail sent by Mitch Drabik from DECD informing MAC that Tony Brescia would no longer serve as the Alternate for DECD. Elise Kremer requested that DECD hold an election for a new Alternate. Elise announced that Jerry Glassman, MAC Representative from DPW, would be retiring effective October 1. The Council thanked Jerry for his contributions to MAC and wished him a happy and healthy retirement. Jerry Glassman thanked MAC for the time he served as DPW's Representative and for all that MAC has accomplished.

Old Business

Speakers and Logistics. Elise noted that, for the September 19 meeting, guest speaker Deputy Commissioner Wayne Sandford from DEMHS will need AV support. Wanda Seldon was asked to follow up with this and with room reservations for the 2008 meetings. E-mail was sent to Kathleen Anderson to reschedule her presentation but there has been no confirmation of an alternate date. Wanda indicated that Mark Reynolds from DOIT is interested in speaking about computer usage/security at the March 19, 2008 meeting and is requesting approval through his chain-of-command. Don Currey reported that Dan Callahan, HR Director from DOC, is confirmed to speak on DOC's succession planning efforts at the April 16, 2008 meeting

Dialogue with Administration Officials. Mark Polzella reported that, on August 14, the Executive Board met with Secretary Genuario to introduce themselves and to express MAC's continued interest in dialogue on priority issues. There was no formal agenda set

for this meeting, since it was intended as more of a "meet and greet" session. There was discussion on the subject of managerial salary compression. Secretary Genuario indicated that this issue is receiving increasing attention and he was cautiously encouraging that there may be an opportunity to make some progress in the next budget cycle. DAS is updating their proposal at the Secretary's request. There was discussion on the need for some education about the distinction between career civil service managers and political appointees. The Executive Committee was invited to contact the Secretary's office to schedule a follow-up meeting in October with the Secretary and Dr. Martin Anderson. Mark thanked Joe Amend for scheduling the meeting.

Managers Day Committee. Mark reported that everything is moving along well. There are approximately 100 managers that have registered for the event so far. The deadline for registration is September 14, 2007.

Web Site. Anne MacLeod reported that, due to a security exploit that was discovered in the Discussion Center, DOIT has disabled the feature for the entire portal installation. The portal software vendor has a new version of the Discussion Center that the Portal Management Group is testing. A link was added for Managers Day on-line registration. The 2007 nomination form was added to the DMSA page. The MAC calendar was updated with the August 15 meeting notice, and contact information was corrected on all calendar events through December 2007. The August meeting notice was published on the Meeting Notices and Minutes page. Updates to the Meet the MAC Officers page have been done. However, bios and photos are needed for the Secretary and Treasurer. Discussion Center registration information was sent to Elise for use in updating the managerial list serv. Three new managers have registered, bringing the total to 131. Anne is still looking for information on the recipients of the DMSA for the time period from 1999 to 2002, so this can be posted to the website.

Communications Committee. Tom Crafa asked that Mark draft a letter that would be sent via interoffice mail to all managers to introduce MAC and various MAC resources. The MAC brochure would be included in this mailing. Mark will prepare a draft letter of introduction.

MAC Representatives have been sent copies of the MAC brochure via the list serv, so that they can distribute it to new agency managers. Elise reported that she did a great deal of housekeeping with e-mail addresses and reminded everyone to please inform her of any changes.

Peggy Zabawar at DAS is compiling a list of all state managers and generating a "probabilistic" e-mail address. She will be sending out an e-mail to all managers to verify and correct their e-mail information. Anne MacLeod informed the Council that she had a master list of all the state managers as a CORE extract.

Orientation Committee. Dave Lynn, Committee Chair, reported that results of the surveys received from agency HR departments were provided at last month's meeting. The committee is sending an e-mail/cover letter to the respective MAC Representatives

at each of those agencies, along with a copy of their agency's completed survey form. Based on the survey, the cover letter recommends that MAC Representatives work with their agency's HR department to improve the process of acquainting newly hired or promoted managers with MAC. The MAC Representatives are asked to report their progress to a member on the Orientation Committee. The next phase of the project is for the Orientation Committee to contact the MAC Representatives in those agencies where the HR departments did not respond to the MAC survey. The committee still needs to determine how best to handle the few agencies that currently do not have a MAC representative.

Legislative Committee. There was not much activity to report. Elise mentioned that there is still no consensus on a bonding package.

Other Old Business. Joe Amend suggested that MAC Representatives remind their agency managers that the deadline for nomination for DSMA is August 31. As of today, the committee has received only one nomination.

New Business

There was no New Business.

Adjournment

The meeting was adjourned at 10:05 a.m. The next MAC meeting will be held on Wednesday, September 19 at 9:00 a.m. in Conference Room B at the Department of Transportation.

The list of those in attendance at the August 15, 2007 MAC meeting is attached and is hereby made a part of these minutes.

Respectfully submitted,

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

MAC ATTENDANCE ROSTER
August 15, 2007

| <u>Agency</u> | <u>Name</u> | <u>Rep/Alt/Guest</u> |
|--------------------------------------|---------------------------|----------------------|
| Administrative Services | David Lynn | R |
| Correction | Don Currey | R |
| Correction | Linda Rubin | A |
| Environmental Protection | Angella Levy | R |
| Human Rights and Opportunities | Epifanio Carrasquillo | R |
| Information Technology | Anne MacLeod | R |
| Insurance | Allen Elstein | R |
| Labor | Mark Polzella, Chair | R |
| Mental Health and Addiction Services | Bobbi Buckner | R |
| Mental Retardation | Jadwiga Gocłowski | A |
| Policy and Management | Joe Amend | A |
| Public Health | Elise Kremer, Vice Chair | R |
| Public Health | Doris Vieira, Secretary | A |
| Public Works | Jerry Glassman | R |
| Revenue Services | Tom Crafa | R |
| Social Services | Peter Bucknall, Treasurer | R |
| State Comptroller | Brenda Halpin | R |
| Transportation | Wanda Seldon | R |
| Transportation | Diane Donato | G |