

**MINUTES OF THE  
MANAGEMENT ADVISORY COUNCIL  
December 16, 2015**

**Visit the MAC website at <http://www.ct.gov/MAC>**

**Welcome and Introductions**

Ram Aberasturia, MAC Chair, sends his regrets that he is unable to attend today's meeting. Nancy Nicolescu, MAC Vice Chair called the meeting to order at 9:12 a.m.

Two newly elected MAC members introduced themselves: Donna Brilliant, Commission on Human Rights and Opportunities, Representative; and Chris Beloff, Department of Education, Alternate. Chris noted that he is a former Representative from the Department of Veterans' Affairs and a former MAC Vice Chair.

**Approval of Minutes**

The minutes of the November 18, 2015 MAC meeting were approved unanimously, as submitted.

**Treasurer's Report**

Maura Welch, MAC Treasurer, reported that the balance in the treasury is unchanged at \$2,763.76 as of November 30, 2015. The Treasurer's report was distributed to the membership via the list serv and was approved unanimously, as submitted.

**Credentials Report**

John Jaramillo, Credentials Chair, reported that it has been helpful that letters were sent to agencies requiring elections to be held. John has received election reports from the Commission on Human Rights and Opportunities, the Department of Education, and the Office of Policy and Management. John will be stepping down from his role as MAC Representative and Credentials Chair. Nancy thanks John for his service to MAC. Deb Paradis volunteered to serve as Credentials Chair, effective January 1, 2016.

**Old Business**

Speakers and Logistics. Maura has confirmed Commissioner of Economic and Community Development Catherine Smith to present at the January 20, 2016 meeting; the time has yet to be confirmed. Commissioner Smith will be speaking about her initiatives to promote the State of Connecticut and how managers can support that mission. An invitation will be extended to Commissioner of Administrative Services Melody Currey to speak in March, with one topic of interest being training opportunities for state managers. Dave Lynn from the Department of Administrative Services (DAS) will present a brief informational segment on the Managerial Sick Leave Bank today, under New Business. Nancy advised that Prudential will not be making available the PowerPoint presentation delivered at the November 18, 2015 meeting; however, Mr. Shepherd is available to make this presentation at agencies, upon request.

Web Content/Communications/Orientation Committee. Nancy reported that she continues to update the website, and she will be posting the materials on the Managerial Sick Leave Bank shortly. The 2016 meeting dates are posted on the MAC website. It was noted that the Department of Transportation will not have conference space for the July 20, 2016 meeting; this meeting will be held at the State Public Health Laboratory on West Street in Rocky Hill.

Report from Legislative Committee. Elise Kremer reported that a Special Session was held on December 8. The Senate and House concurred in passing Senate Bill 1601. [Note: This has since been enacted as Public Act 15-1 of the December 2015 Special Session, *An Act Making Certain Structural Changes to the State Budget and Adjustments to the State Budget for the Biennium Ending June 30, 2017*.] A member inquired whether the bill included provisions for a retirement incentive, which it did not. Another question arose as to the status of managerial increments. At this time, managerial increments are rescinded. This is a subject that the MAC Chair is seeking to raise with the Office of Policy and Management.

Other Old Business. There was no Other Old Business.

## **New Business**

Communication to Agency Heads regarding MAC Elections. Letters were sent in mid-November to agency heads, with copies to HR designees and MAC Representatives/Alternates in each agency.

Report from Managers Day 2016 Planning Committee. The planning committee met after the November 18 business meeting. The date will be September 30, 2016. The Aqua Turf has been reserved. Outreach to the Office of Policy and Management regarding funding is underway. Suggestions for speakers are being pursued as to potential interest and availability. The planning committee will continue to meet after each monthly business meeting, and new participants are always welcome to join this effort.

Presentation on Managerial Sick Leave Bank (MSLB). Dave Lynn, Human Resources Administrator for DAS, was welcomed and thanked for making himself available to present information on the MSLB. Dave is a former MAC Representative and Treasurer. He thanked MAC for inviting him, commenting that he cannot stress enough how critical MAC is as a voice for managers with the Administration. Dave provided handouts and discussed the material in detail; the presentation was most informative. In brief, Management Personnel Policy 97-1 governs the establishment and administration of the MSLB. DAS is responsible for the administration of the MSLB; a two-member committee includes an employer representative from DAS and a MAC Representative. With the retirement of Pamela Libby, the DAS representative role has been assumed by Deb Mainville. The structure is based on the Administrative and Residuals contractual benefit. One key difference is that the sick leave bank is a contractual right for the A&R employees, but is voluntary for managers. In other words, managers have to opt into the MSLB, and authorize a deduction of 8 hours from their individual sick leave accrual at the time of electing to participate. This is a one-time election with a defined window for enrollment. The responsibility for enrolling managers lies with each agency's Human Resources office. If the agency has no evidence that the MSLB was ever offered to a specific manager, the agency Human Resources Administration should send a letter to DAS, advising of the oversight, so that this can be rectified. There are currently approximately 11,000 hours in the bank. Should the bank fall below 5,000 hours, the policy authorizes DAS to deduct an additional day of sick leave from participants, but this has never been necessary. Concerns that have been raised with the MSLB are the requirement to exhaust

vacation leave and the 15-day “waiting period” before the MSLB is available. If MAC chooses to do so, they could request a change to the policy to address these concerns and to allow managers to use vacation of personal leave time to bridge the gap. There is also a provision, separate and distinct from the MSLB, which allows a manager to voluntarily donate vacation or personal leave to a fellow manager. The donation constitutes available sick leave for the recipient manager. Unlike the MSLB where a participating manager is subject to a 15-day waiting period but may opt to keep up to 60 days of vacation on the books while receiving MSLB benefits, the donation provision requires the recipient manager to first exhaust all sick, vacation, and personal leave accruals prior to any donations being credited. However, any such donations may be applied immediately to the recipient manager’s time record so that there is no “waiting period” to create a gap in unpaid time. All of the materials that Dave presented will be posted on the MAC website.

Other New Business. There was no other New Business.

### **Adjournment**

The business meeting was adjourned at 10:10 a.m., with members of the planning committee asked to remain for a brief meeting. The list of those in attendance at the December 16, 2015 meeting is attached and is hereby made a part of these minutes.

The next meeting is scheduled for January 20, 2016 at 9:00 a.m. in Conference Room A at the Department of Transportation. The guest speaker will be Commissioner Catherine Smith from the Department of Economic and Community Development.

Respectfully submitted,

Elise Kremer  
MAC Secretary  
MAC Representative for the  
Department of Public Health

Managers Day 2016 Planning Committee. The committee convened at 10:14 a.m., following the business meeting. The following individuals were in attendance: Elise Kremer, Nancy Nicolescu, Deb Paradis, Wanda Seldon, Maura Welch, and Peggy Zabawar. Maura advised the committee that, historically, the Office of Policy and Management has authorized \$7,000 for funding for Managers Day. Historically, MAC has expended between \$3,400 and \$3,600 of the OPM allowance, returning any unused funds. Discussion ensued about possible speakers and a potential award recipient for MAC’s Lifetime Service Award. These options will be explored as to potential interest and availability. Nancy will follow up with Central Connecticut State University, thanking them for their hospitality and advising them that we have decided to remain with the venue at the Aqua Turf. Peggy Zabawar will develop a calendar for coordinating the registration process and the Managerial Service Awards nomination/selection process. The committee meeting adjourned at 10:42 a.m.

**MAC ATTENDANCE ROSTER**  
**December 16, 2015**

<u>Agency</u>	<u>Name</u>	<u>Rep/Alt/Guest</u>
Administrative Services	Peggy Zabawar	R
Administrative Services	Jeff Cyr	G
Administrative Services	Dave Lynn	G
Children and Families	Debi Freund	R
Comptroller	Stephen Perkins	R
Comptroller	Elena Vazquez	A
Consumer Protection	Elisa Nahas	R
Consumer Protection	John Suchy	A
Correction	Joshua Santos	A
Correction	Eric Ellison	G
Developmental Services	Carl Jordan	R
Education	Deb Paradis	R
Education	Jim Polites	A
Education	Chris Beloff	G
Energy and Environmental Protection	Janice Deshais	G
Governmental Accountability	Nancy Nicolescu, Vice Chair	R
Human Rights and Opportunities	Donna Brilliant	R
Insurance	Maura Welch, Treasurer	R
Policy and Management	Jose Catalan	G
Policy and Management	Carolyn Kozak	G
Public Health	Elise Kremer, Secretary	R
Transportation	Wanda Seldon	R
Transportation	Lisa Annis	G
Transportation	Marie Rodrigues	G