

# STATE OF CONNECTICUT

## OFFICE OF GOVERNMENTAL ACCOUNTABILITY GOVERNMENTAL ACCOUNTABILITY COMMISSION

### DRAFT MINUTES OF SPECIAL MEETING

Wednesday, April 29, 2015, at 1:00 p.m.  
Fifth Floor Conference Room  
18-20 Trinity Street, Hartford, CT 061086

The Governmental Accountability Commission (“Commission”) of the Office of Governmental Accountability (“OGA”) held a special meeting on Wednesday, April 29, 2015, at 1:00 p.m., in the 5<sup>th</sup> Floor Conference Room, 18-20 Trinity Street, Hartford, CT.

Acting Chairman Charles Chiusano called the meeting to order at 1:00 p.m.

The following Commission members were present:

- Charles F. Chiusano, Citizen’s Ethics Advisory Board
- Owen Eagan, Freedom of Information Commission
- Stephen Penny, State Elections Enforcement Commission
- Claudia Baio, State Contracting Standards Board
- Sara Eagan, Office of Child Advocate (Joined the meeting at 1:20 p.m.)
- Dennis O’Connor, Judicial Review Board
- Frank Blando, Board of Firearms Permit Examiners
- Natasha Pierre, Office of Victim Advocate

Ms. Shelby Brown, Executive Administrator of OGA, was present at the meeting.

The following topics were addressed during the meeting:

1. The minutes of the March 17, 2015 Special Meeting were presented to the Commission for approval.

**On the motion of Mr. Blando, seconded by Mr. Penny, the Board voted seven (7) to zero (0) to approve the minutes of the March 17, 2015 Special Meeting.**

2. The Commission agreed to nominate and vote for a new Chairman and Vice-Chairman at the next Commission meeting.
3. Acting Chairman Chiusano presented a Memorandum of Understanding (MOU) between the Department of Administrative Services and the Commission on Human Rights and Opportunities (CHRO), as a potential framework of the functions intended for Office of the Executive Administrator (OEA). Following brief discussion, Acting Chairman Chiusano agreed to email the commissioners an edited copy of the MOU to be considered at the next meeting.

4. The Commission discussed their submissions with regard to the term “personnel”, as it is used in Connecticut General Statutes § 1-300 (b). The Commission agreed on the criteria attached as Exhibit I.
5. The Commission briefly discussed the guidelines to conduct the performance evaluation of the Executive Administrator of OGA, and concurred to consider the process of evaluation at the next meeting.
6. After a brief discussion, the Commission agreed to add to the agenda for the next meeting a discussion on recent IT issues and on testimony provided to the Connecticut General Assembly by Executive Administrator Shelby Brown. Materials related to these issues will be provided to Commission members prior to the next meeting.

**On the motion of Mr. Eagan, seconded by Mr. O’Connor, the Commission voted eight (8) to zero (0) to adjourn the meeting at 2:35 p.m.**

Respectfully submitted by,

Iris E. D’Oleo-Edwin, Clerk  
Governmental Accountability Commission

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Date approved  
(By the Governmental Accountability Commission)

# **EXHIBIT I**

## **Governmental Accountability Commission April 29, 2015 Special Meeting**

AS NEEDED AND/OR REQUESTED, THE OFFICE OF THE EXECUTIVE ADMINISTRATOR SHALL:

- Assist the member agencies in ensuring, before and while interviewing and/or hiring, or discharging, an employee, that the agency complies with all federal and state rules, laws, regulations and/or requirements including, but not limited to, affirmative action and payroll, as well as any other personnel related activity, necessitated by such action(s);
- Develop, review and/or manage policies and procedures pertaining to recruitment, selection, employee counseling, benefits, retention, time and attendance, performance management, workers' compensation, staff development and training, safety and workplace violence prevention;
- Process human resources transactions;
- Maintain employee records (not including supervisory records);
- Investigate complaints of employee misconduct or violation of agency and/or state policies;
- Advise administrative officials, managers and supervisors on labor relations, human resources policy and procedure, organizational structure and use of job classifications;
- Advise administrative officials, managers and supervisors and employees regarding federal and state personnel statutes, rules, regulations, policies, guidelines, and collective bargaining contract provisions;
- Establish and serve on [agency]'s Threat Assessment Team;
- Provide [agency] with employment-related posters/notices required by state and federal law;
- Establish protocols for the separation of employees from employment with [agency], including exit interviews;
- Advise managers and supervisors regarding performance issues and appropriate disciplinary actions;
- Partner with administrative officials in strategic planning to ensure alignment of human resources activities with organizational goals and strategies;
- Process personnel transactions in CORE-CT, as required by law or contract and as directed by division or agency leaders, in accordance with applicable rules and regulations;
- Act as an advocate for the needs of division or agency leaders in all personnel-related matters, relative to interactions with the legislature, Department of Administrative Services, Office of Policy and Management, Labor Relations, CHRO and other government officials or bodies.
- If requested by the agency head, represent the agency at labor relations proceedings from step one meetings through and including arbitration.

THE AGENCY HEAD MAY CHOOSE TO ACCEPT OR REJECT THE ADVICE.