

STATE OF CONNECTICUT
OFFICE OF GOVERNMENTAL ACCOUNTABILITY
GOVERNMENTAL ACCOUNTABILITY COMMISSION

DRAFT MINUTES OF SPECIAL MEETING

Thursday, October 25, 2012

Garfield Room

18-20 Trinity Street, 5th floor

Hartford, CT 06103

10:00 a.m.

A special meeting of the Governmental Accountability Commission was held Thursday, October 25, 2012, in the State Elections Enforcement Commission conference room, 18-20 Trinity Street, Hartford, Connecticut. The meeting was called to order by the Chair, Carol Carson at 10:08 A.M. The following Commission members were present: Michael J. Brandi, Colleen Murphy, Scott Murphy, Joseph Corradino and Karen Netherton. Mickey Kramer was in attendance as the acting Child Advocate.

1. Approval of the Minutes of the February 29, 2012 Meeting

It was moved by Commissioner Brandi and seconded by Commissioner Colleen Murphy to approve the minutes of the February 29, 2012 meeting. Commissioner Corradino abstained from voting. The minutes were approved by a five person vote. So voted.

2. Report of the Executive Administrator.

Mr. Guay was not in attendance. The following e-mail was read into the record:

“Dear Ms. Carson:

Thank you for the invitation to the October 25, 2012 meeting of the Governmental Accountability Commission and by this communication, I am informing you that I will not be in attendance.

The Governmental Accountability Commission may choose to evaluate the work I have performed as the Executive Administrator of the Office of Governmental Accountability in conjunction with the authority granted to it by statute. The Governmental Accountability Commission continues to set and measure its own expectations of the Executive Administrator; however, the authority to supervise or direct the activities of the Executive Administrator was not granted to the Governmental Accountability Commission by the General Assembly.

I look forward to the continued collaborative work of each of our divisions within the Office of Governmental Accountability”.

The report, as provided by Mr. Guay, was reviewed and discussed by the Commissioners.

The Commissioners expressed their disappointment with Mr. Guay not being present for the meeting.

3. Review of the Executive Administrator and of the status of the expectations adopted at the February 29, 2012 meeting

Commissioners discussed expectations connected the Executive Administrator's goal of continuing the creation and setup of the Office of the Executive Administrator.

Commissioners expressed concerns and had comments regarding:

- the necessity of constructing new offices on the first floor
- the submission of the Affirmative Action Report
- providing timely human resources including the filling of the HR manager vacancy
- the timely production of monthly budget reports and the need for additional information
- the completion of the inventory and whether equipment purchased by the divisions is owned by OGA and not by the division that purchased it
- the timely completion of the move to self-service payroll in all divisions
- generally timely payments of bills and completion of purchases, though there are some instances where some purchases are taking a long time
- the lack of written protocols and procedures
- the need for a list identifying the persons in the OEA responsible for tasks

Also discussed was the lack of written needs assessments and comprehensive IT plans for each division. Commissioners noted that the budget was submitted in a timely manner and the support received from the OEA staff was very helpful.

The GAC also addresses the second of the Executive Administrator's goals – continuing to define the relationship of the OEA and the divisions – and the expectations of the divisions. The expectation of establishing joint meetings with the heads of the divisions at least once a month has been met. Commissioners expressed concern that communication regarding proposed relocations of some of the divisions was inadequate, particularly since there was no assessment of the space needs of these divisions.

Commissioners noted that communication is a concern that was discussed at the previous GAC meeting on February 29, 2012; it continues to be a major concern.

Discussion of the expectations related to the final goal of the Executive Administrator – fostering a culture of excellence in the Office of the Executive Administrator and exceeding division expectations of delivery service – also took place. Concerns were raised about the loss of staff and the potential for the culture at the OEA, which is not positive, to affect the delivery of services to the divisions.

4. Establish and update expectations for next year.

The Commission, following discussion of a vote at a previous meeting asserting the authority to evaluate Mr. Guay, agreed that the Chair will create a draft report based on the discussion at this meeting which will be distributed to the Commissioners. Commissioners will submit by Tuesday, November 13, 2012 their amendments to the draft, which the Chair will compile and organize into a final draft report for further discussion and vote at its next meeting to be held Monday, November 19, 2012.

5. Adjournment

It was moved by Commissioner Corradino and seconded by Commissioner Scott Murphy to adjourn the meeting at 11:39 a.m. So voted. Unless otherwise indicated, all votes of the Commission were unanimous.

For further information concerning this meeting, please contact the Governmental Accountability Commission Chair, Carol Carson, at: (860) 263-2400.