STATE OF CONNECTICUT

OFFICE OF GOVERNMENTAL ACCOUNTABILITY

GOVERNMENTAL ACCOUNTABILITY COMMISSION

DRAFT MINUTES OF SPECIAL MEETING

Tuesday, March 17, 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 Tuesday, March 17, 2015, at 1:00 p.m., in the 5th 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
- Dennis O'Connor, Judicial Review Board
- Stephen Conover, Judicial Selection Commission
- 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 January 13, 2015 Special Meeting were presented to the Commission for approval.

   On the motion of Mr. Eagan, seconded by Mr. Blando, the Board voted seven (7) to zero (0) to approve the minutes of the January 13, 2015 Special Meeting. Commission members Penny and Conover abstained.

DRAFT

2. Acting Chairman Chiusano initiated the discussion by thanking the Commissioners for submitting their evaluation criteria and goals for the OGA Executive Administrator position. Acting Chairman Chiusano presented the Commission with a grid, attached as Exhibit I, summarizing the criteria and goals submitted. The Commission discussed the grid and the submissions. Ms. Brown participated in the discussion.

3. The Commission agreed to conduct the Executive Administrator performance evaluation on an annual basis.

4. The Commission discussed and agreed on the criteria and goals attached as Exhibit II.

5. The Commission agreed to submit to the Clerk of the Commission, by April 6, 2015, their interpretation of the term "personnel" as it is used in § 1-300 (b) of Connecticut General Statutes. The submissions will be discussed at the next GAC meeting.

On the motion of Mr. Eagan, seconded by Ms. Eagan, the Commission voted nine (9) to zero (0) to adjourn the meeting at 3:25 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)

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EXHIBIT I

IN AGREEMENT BY AND LARGE:

1. **SCALE**

Exceeds Expectations
Meets All Expectations
Needs Improvement
Unsatisfactory

2. **CRITERIA**

	Communication – updates, changes; foster trust and respect, routine and frequent, inform of contacts by [outside OGA] agencies, timely; explain, professional and civil, good relationships	1-300(b) . . . provide personnel, payroll, affirmative action and administrative and business office functions and information technology associated with such functions for [9 members]:	Balanced Considerations – customer service	Knowledge /Quality of Work	Dependability – meet commitments, complete requests timely; efficient, thorough, complete	Management skills – re OEA staff, vision,
SEEC	✓	✓	✓	✓	✓	✓
FOIC	✓	✓	✓	✓	✓	✓
OSE	✓	✓	✓		✓	✓
OCA		✓				✓
OVA		✓				
JRC	✓	✓	✓	✓	✓	✓
JSC	✓	✓				
BFPE	✓	✓				
SCSB	✓	✓		✓	✓	✓
OEA	✓		✓	✓	✓	✓
	7	8	5	5	6	7

WITHOUT AGREEMENT OR RECEIVED LESS THAN 4 INSTANCES

Frequency -- Annual or Biennial

Biennial Report

1-302(b) report on status of agency and recommendations -- "No later than January 2, 2012" (Report was submitted)

Adapt PARS (joint planning to ID goals with quarterly updates) or A&R standard (checklist ranking quality of work, quantity of work, dependability, ability to deal with people, supervisory ability; ability to add remarks)

Confidentiality

Maintain independence of 9 members

Advocate with legislature regarding budget

Provide technical/IT support

Shelby -- grid format -- rank by each function listed in 1-300(b)

EXHIBIT II

Governmental Accountability Commission
March 17, 2015 Special Meeting

CRITERION NO. 1: COMMUNICATION

The Executive Administrator shall effectively communicate, as mutually agreed upon, with each division head, and must foster an atmosphere of trust and respect, particularly in relation to division heads and members of the Commission. The Executive Administrator shall gain an understanding of the operations of each board or commission so as to better assess priorities and needs. The Executive Administrator shall maintain routine contact with each division head, particularly with regard to pending matters that the Executive Administrator is handling on behalf of each division; and be timely in informing each division head of any substantive contact he/she may receive from other agencies (for example, the Governor's Office, Office of Policy and Management, the Department of Administrative Services, union and labor relations representatives) that relates to or potentially impacts a particular division, on matters such as budget, personnel transfers, security and grievances.

CRITERION NO. 2: CONNECTICUT GENERAL STATUTES § 1-300 (b) & (d)
THIS ITEM TO BE DISCUSSED AT NEXT GAC MEETING

Executive Administrator shall provide :

a) Personnel
b) Payroll
c) Affirmative Action
d) Administrative and business office functions
e) Information Technology associated with such functions
f) Respect the independence decision-making authority outlined in CGS § 1-300 (d)

CRITERION NO. 3: BALANCED CONSIDERATIONS

The Executive Administrator shall afford each division balanced consideration, in terms of devotion of resources and assistance provided, taking into account all factors, including but not limited to, the division's budget, size, volume of workload and need.

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CRITERION NO. 4: QUALITY/KNOWLEDGE OF WORK

The Executive Administrator shall strive to complete requests for assistance from the divisions efficiently, thoroughly and completely. The Executive Administrator shall possess the requisite knowledge of personnel, payroll, affirmative action, and administrative and business office functions, and the state's policies, rules and procedures with respect to such functions, so as to provide the highest quality of assistance to the divisions. The Executive Administrator shall gain an understanding of the operations of each board or commission so as to better perform these options.

CRITERION NO. 5: DEPENDABILITY

The Executive Administrator shall meet commitments, complete requests timely, efficiently, thoroughly.

CRITERION NO. 6: MANAGEMENT SKILLS

The Executive Administrator shall show adequate skills in the delegation of duties within the Office of the Executive Administrator. The Executive Administrator shall exhibit experience in staff promotions. The Executive Administrator shall maintain appropriate staff in the Office of the Executive Administrator to support the constituent agencies.

CRITERION NO. 7: LEADERSHIP

The Executive Administrator shall effectively motivate, direct and enhance the performance of Office of the Executive Administrator Staff.

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