

# GOVERNMENTAL ACCOUNTABILITY COMMISSION

## DRAFT MINUTES OF SPECIAL MEETING

Tuesday, November 1, 2011

**9:30 a.m.**

A special meeting of the Governmental Accountability Commission (GAC) was held Tuesday, November 1, 2011, 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 9:40 A.M. The following Commission members were present: Stephen F. Cashman, Colleen Murphy, Jeanne Milstein, Karen Netherton and Joseph Corradino.

1. Approval of the Minutes of the August 1, 2011 Meeting

It was moved by Commissioner Cashman and seconded by Commissioner Corradino to approve the minutes of the August 1, 2011 meeting. So voted.

2. Report of the Executive Administrator David Guay regarding Status of Consolidation.

Executive Administrator Guay raised cautions and concerns regarding the role of the GAC and the interpretation of Public Act 11-48. He stated that he believes the Public Act does not provide clarity regarding the GAC's authority to evaluate of the Executive Administrator.

Executive Administrator Guay provided a brief report on the consolidation status including updates in the areas of fiscal, IT, payroll and personnel. His first priorities have been to keep the operation going and to plan for the consolidation of this new office. He provided the following information on his responsibilities and related activities:

- Human Resources – continue to maintain current operations; initiate moving the payroll system to a self-serve model; facilitate the filing of an October re-fill plan; work to resolve other outstanding HR issues.
- Affirmative Action - the first CHRO report is due March 2012; OGA staff has gathered prior action plans from all nine agencies.
- Fiscal – work very closely with CORE-CT people; OGA will be the only agency consolidated in CORE-CT prior to the end of this fiscal year; meet with the SmART unit and the comptroller's office regarding the OGA divisions currently serviced by them. OGA staff drafting new fiscal policies and procedures.

- IT – status assessment is currently underway; backlogs and hardware problems are being addressed as they arise; the consolidated website is up and running; an assessment of facilities is ongoing.
- Asset Management – file required reports in a timely manner; next step will be to consolidate asset reports.

### 3. Discussion and Adoption of Future Evaluation Format – Vote Required

GAC Commissioners and Executive Administrator Guay discussed the authority of the GAC and the format of an evaluation of the Executive Administrator position.

It was moved by Commissioner Corradino to table agenda item #3, seconded by Commissioner Cashman, opposed by Commissioners Murphy and Carson. So voted. The motion was adopted 4 to 2.

Following further discussion, it was moved by Commissioner Corradino that the motion regarding agenda item #3 be removed from tabling, seconded by Commissioner Milstein. So voted. Agenda item #3 was removed and further discussed.

It was moved by Commissioner Corradino that the GAC commission meet no later than January 31, 2012 to prepare an interim evaluation of the Executive Administrator using a narrative format for the evaluation, seconded by Commissioner Cashman. So voted.

### 4. Discussion of Process for Report due January 2, 2012

It was moved by Commissioner Corradino to have a meeting no later than January 1, 2012 to review the report of the Executive Administrator in conjunction with a representative of each division of the OGA, as provided by section 60(b) of P.A. 11-48, to be submitted on January 2, 2012 with a view to providing any additional items or requests for action to the legislature in the report, seconded by Commissioner Milstein. So voted.

### Adjournment

It was moved by Commissioner Cashman and seconded by Commissioner Carson to adjourn the meeting at 10:47 a.m. So voted. Unless otherwise indicated, all votes of the Commission were unanimous.

Respectfully submitted,

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Sheri-Lyn Lagueux  
Clerk of the Commission

Adopted this 20<sup>th</sup> day of December, 2011 at Hartford, Connecticut

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Carol Carson, Chair  
By Order of the Commission

The next special meeting will be held on Tuesday, December 20, 2011 at 2:00 p.m. at 18-20 Trinity Street in the SEEC 5<sup>th</sup> Floor Conference Room.

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