

Signed: \_\_\_\_\_  
Date: \_\_\_\_\_

**CONNECTICUT STATE EMPLOYEES' CAMPAIGN  
COMMITTEE MEETING MINUTES  
Tuesday, February 24, 2015**

Office of the State Comptroller, 2nd floor, Training Room  
55 Elm Street, Hartford  
1:31 p.m. – 2:25 p.m.

**Members Present**

Cindy Cannata ( <i>OGA/FOI</i> )	Patrick Kilby ( <i>CHRO</i> )
Jason Crisco ( <i>Admin. Services</i> )	Charles Kistler ( <i>State Retiree</i> )
Joseph Duberek ( <i>Emergency Ser. &amp; Public Protection</i> )	Kristen Miller ( <i>Legislative Mgmt.</i> )
Kathleen Gensheimer ( <i>Judicial</i> )	Tim Newton <i>CHAIR (Correction)</i>
Peggy Gray, <i>VICE CHAIR (Comptroller)</i>	Ina Wilson ( <i>Education</i> )
Jacqueline Henry-Rafiq ( <i>Transportation</i> )	

**Members Excused**

Valerie Clark ( <i>OPM</i> )	Sheila Hummel ( <i>DECD</i> )
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**Federation Representatives**

Errol Bartley ( <i>CHC</i> )	Ann Pean ( <i>UW</i> )
Gary Kozak ( <i>CHC</i> )	Lorna Sager ( <i>CHC</i> )

**Campaign Staff**

Jan Gwudz ( <i>Director</i> )	Joyce LeBaron ( <i>Coordinator</i> )
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**Meeting Called to Order --- Meeting Summary --- Tim Newton**

Chair Tim Newton called the meeting to order at 1:31 p.m. The Minutes from the previous meeting of December 9, 2014 were approved, and were unanimously accepted.

**PCFO Budget Proposal ---Errol Bartley**

The Principle Combined Fundraising Organization (PCFO) representatives, Errol Bartley, Finance Manager & Gary Kozak, President and CEO of Community Health Charities of New England, presented the 2015-2016 proposed budget. Gary explained that despite the switchover from CHC of New England to CHC of America on or after March 31, 2015, the switch will be seamless due to CHC of NE becoming a "DBA" in Connecticut. Kathleen Gensheimer asked for more detail on the indirect costs that were noted in the budget. Errol will provide this information in time for the next committee meeting. The budget was tabled until the next meeting, to be held on March 10, 2015.

**Campaign Update --- Jan Gwudz**

Jan Gwudz informed the Committee that the 2014 Campaign total thus far was \$1,381,674, which is up 1% from last year. Additionally, there are more givers this year than last. Jan credits some of the increase to the promotion of Club 26 (\$1 per pay period promotion). BJs applications are slowly coming in and Jan said that we received fewer applications most likely because of the time of year being right after the holidays.

Jan explained that she was asked by Doug Moore of Dept. of Administrative Services to be the "Gatekeeper" for any vendors who want to sell goods on behalf of the CSEC in DAS-maintained state facilities. The local coordinators will still be checking the insurance and legal portions; Jan will just be maintaining the list of verified vendors.

### **Plaques and Awards --- Jan Gwudz**

Previously, Jan explained that while the various plaques and awards presented at the annual luncheon recognition event were intended to show honor for unusual merit and to create friendly competition, the opposite has happened in the case of some agencies. Therefore, a list showing the number of employees in each agency was created and subjectively divided into four tiers: Small, medium, large and extra large, similar to the way high school sports teams are ranked to encourage fair competition. This item will be discussed further at the Committee's next meeting.

Jan will do a survey of interest among coordinators at Norwich state agencies regarding tickets for a CT Tigers fundraiser game.

### **SmartPhone Application --- Patrick Kilby**

Patrick requested tabling of this subject as he is still gathering information.

### **Annual Federation Random Audit --- Tim Newton & Peggy Gray**

Peggy Gray randomly selected a federation name out of an envelope. It was not announced, in accordance to the rules.

### **Recognition Event --- Jan Gwudz**

Jan offered some potential dates for the annual Recognition Luncheon. The Committee agreed on either May 7 or May 14. Jan will proceed with checking availability of the CT Valley Hospital Solarium and Vinal Tech for catering.

### **Annual Application Review --- Jan Gwudz**

Peggy proposed April 28 & 29 for the Annual Federation/Charity application review and random audit. Location to be announced.

### **Executive Session --- Peggy Gray**

At 2:01 p.m., Peggy Gray requested that the Committee go into Executive Session; Jan Gwudz was asked to stay for informational purposes.

### **Meeting Adjournment — Tim Newton**

At 2:25 p.m., the Committee came out of Executive Session. Tim asked for a motion to adjourn, with a reminder that the next meeting will be held on:

**REMINDER: NEXT MEETING IS TUESDAY March 10, 2015 at 1:30pm**

The meeting concluded at 2:25pm.  
(Respectfully submitted by Joyce LeBaron)