

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

Dated: \_\_\_\_\_

**CONNECTICUT STATE EMPLOYEES' CAMPAIGN  
COMMITTEE MEETING MINUTES**

**Tuesday, September 13, 2016**

Office of the State Comptroller, 3<sup>rd</sup> floor Conference Room F

55 Elm Street, Hartford

1:32 p.m. – 2:31 p.m.

**MEMBERS PRESENT**

Valerie Clark (*OPM*)

Peggy Gray, *VICE CHAIR (Comptroller)*

Charles Kistler (*State Retiree*)

Kristen Miller (*Legislative Mgmt.*)

Tim Newton *CHAIR (Correction)*

Joshua Scollins (*DAS*)

Ina Wilson (*Education*)

**MEMBERS EXCUSED**

Cindy Cannata (*OGA/FOI*)

Joseph Duberek (*DESPP*)

Kathleen Gensheimer (*Judicial*)

Jacqueline Henry-Rafiq (*DOT*)

Sheila Hummel (*DECD*)

**CAMPAIGN STAFF**

Jan Gwudz (*Director*)

Joyce LeBaron (*Coordinator*)

**Meeting Called to Order --- Meeting Summary --- Tim Newton**

Chair Tim Newton called the meeting to order at 1:32 p.m. The Minutes from the previous meeting of May 17, 2016 were approved, and were unanimously accepted.

**Welcome and Introduction of New Committee Member --- Tim Newton**

Tim Newton introduced and welcomed Joshua Scollins from the Dept. of Administrative Services as new committee member.

**Tennis Tournament Wrap up and Discussion---Tim Newton**

This item was tabled until the October 18th meeting.

**Budget Vote and Review of Audit ---Tim Newton, Peggy Gray, Jan Gwudz**

The final official audit was distributed to some committee members. This was the first time that Committee members were seeing the information. A copy of the proposed budget was also distributed. A discussion ensued regarding specific numbers in the budget such as the discrepancy in the projected Campaign Revenue and the section marked "Uncollectable," both of which impact the expense ratio. Additionally, there were questions regarding the Audit, such as who conducted the audit, why the allotted \$10,000 was charged and spent and does the Committee have an itemized bill for this? It was explained that whereas the Comptroller's Office holds the contract and signs it, because the Committee is not its own agency, the Committee did not share in the choosing of the firm that handled the audit. "The Committee should have more control," stated Charlie Kistler. Valerie Clark stated, "We should be autonomous." Therefore, since these questions cannot be answered at this time, a motion was presented to table this item until the October meeting when the Comptroller's attorney and Jacqueline Kozin will be invited to explain the answers to these and other questions. Peggy noted that in the audit, the phrase "SECC" had been changed to "AGENCY" and understood that to mean the Comptroller's Office. Josh said that due to the punctuation, that the term "AGENCY" means the SECC (State Employees' Campaign Committee) and CHC (Community Health Charities as the Principle Fund Raising Organization) as well as the Comptroller's Office. Josh and Valerie asked for a "red-line" comparison document to be provided to compare the previous agreement with this one. The motion was unanimously passed to table this item until the October meeting.

### **Commissioners' Breakfast---Jan Gwudz**

Jan will see if arrangements can be made for Monday, October 24, 2016 for the Annual Commissioners' Breakfast.

Jan has received verbal but not written confirmation that Dept. of Mental Health & Addiction Services Commissioner Dr. Delphin-Rittman has been appointed to serve as 2016 Statewide Campaign Chair.

Jan said that the Kick-Off held in August at the Capitol seemed to be down about 100 attendees due to work schedules, training schedules and that some of the coordinators did not send out the invitations to their colleagues. The leftover food was taken by volunteers to the Armory and to a local homeless shelter.

Jan mentioned how effective the numerous Tennis emails were and suggested that it might boost participation if something similar can be done during the Campaign regarding the Campaign.

As of the date of the meeting, Sept. 13, the online giving program was not up and running due to some missing information that is still needed from central payroll.

Jan said she hopes that the annual retiree form could be scheduled to go out in the December advice mailing.

Jan informed the Committee that she and Joyce have been packing materials from the Dept. of Correction central office and distributing the boxes/bags via the Dept. of Administrative Services courier service.

Josh announced that he has a planned meeting with the head of the courier service to possibly add 24 Stott Avenue Norwich, the Campaign staff office, as a stop on its route.

Jan discussed the possibility of a basketball tournament in the winter as a way to raise awareness and as a fundraiser for the Campaign, as we try to deal with the winter doldrums. Peggy shared her observation that "Pickle Ball" seems to be quite popular. Jan will look into that as well.

John Rasimus called Jan and asked if a \$100 donation could be made to the Closer to Free event that the Director of the CT Open Anne Worchester was volunteering for during the CSEC Tennis Tournament. The committee discussed it and a motion was passed to send the \$100 as a way to thank the CT Open staff for the donated court time used for the Tournament.

### **Around the Table Comments---Tim Newton**

Josh starts distributing materials to DAS on Monday, as will Ina at Dept. of Education. Valerie will get her material out within the next two weeks. Tim will be going to Dept. of Correction, Wethersfield on Thursday to pick up his materials. Kristen said Lavonie, the coordinator, had a meeting scheduled with agency employees to discuss agency participation on Thursday and that Kristin would have more information after that meeting.

### **Meeting Adjournment — Tim**

A reminder was made that the next meeting will be held on October 18, 2016.  
A motion was presented, seconded and accepted to end the meeting 2:31 p.m.

**NEXT MEETING: OCTOBER 18, 2016 at 1:30pm**

*(Respectfully submitted by Joyce LeBaron)*