

Signed: _____

Date: _____

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

Tuesday, February 11, 2014

Office of the State Comptroller, 3rd floor, Conference Room F

55 Elm Street, Hartford

1:30p.m. – 2:45 p.m.

Members Present

Jason Crisco (*Admin. Services*)

Kathleen Gensheimer (*Judicial*)

Peggy Gray, *VICE CHAIR (Comptroller)*

Sheila Hummel (*DECD*)

Jacqueline Henry-Rafiq (*Transportation*)

Patrick Kilby (*CHRO*)

Charles Kistler (*State Retiree*)

Tim Newton *CHAIR (Correction)*

Ina Wilson (*Education*)

Members Excused/Absent

Cindy Cannata (*OGA/FOI*)

Valerie Clark (*OPM*)

Joseph Duberek (*Emergency Ser. & Public Protection*)

Chris Taylor (*Legislative Management*)

Federation Representatives

Errol Bartley (*CHC*)

Gary Kozak (*CHC*)

Ann Pean (*UW*)

Lorna Sager (*CHC*)

Campaign Staff

Jan Gwudz (*Director*)

Joyce LeBaron (*Coordinator*)

Meeting Called to Order & Review of December 16 Meeting Summary – Tim Newton

Committee Chair Tim Newton called the meeting to order at 1:30 p.m. A quorum was reached. A motion was presented and unanimously passed to accept the December 16, 2013 minutes as presented.

PCFO (Principal Combined Fundraising Organization) Budget Proposal – E. Bartley & G. Kozak

Introduction of Community Health Charities representatives: Gary Kozak, President and Errol Bartley, Accountant. Gary expressed his appreciation of CHC to serve as the PCFO and yielded to Errol who reviewed the proposed budget. He reminded those assembled that the fiscal year actually ends on March 31, 2014 so the 2013/14 budget was his best estimate. He noted that the proposed budget was the same as last year with the exception of three items, the campaign materials, the fee for local campaign managers and changes to the materials delivery have all resulted in a lesser cost. For instance, by using the State's Courier system, the savings to the Campaign is about \$9,000.

- Tim asked about a budget for the equipment (computers, etc.) which is owned by the Campaign but would need to be periodically updated. This question has been tabled until next year's budget review.
- A question arose about provisions for paying for banked time, time earned by staff under the previous system, wherein unused time was carried over, a practice no longer allowed. This banked time, if not used, would be paid at staff members' salaried rate at time of separation from the company. This potential payment should be budgeted for over a couple of years.
- The \$10,000 set aside for a potential audit of a federation was discussed. Kathleen Gensheimer said that it should be in an interest-bearing account. Errol stated the administrative costs outweighed any interest benefit. Placing it in a CD subjects it to penalties. Kathleen will do further research on this question.

A motion to accept the budget was passed, seconded and accepted unanimously.

Campaign Update – Jan Gwudz

Jan reported that the Campaign balance as of February 11 was 1,347,366.

Recognition Luncheon and Other Possible Events – Jan Gwudz

- Secretary of the State will be asked to speak, as well as the Lt. Governor.
- As the “MockTail” hour was a success last year, the Committee would like that to be featured again.
- CT Tigers offered to do another fundraiser but since there are no Friday Red Sox or Yankee games, the Committee decided not to pursue this, since State workers would likely not attend on a work week night..
- Jan will find out about a Rock Cats fundraiser.

Division of Criminal Justice – Peggy Gray

Peggy and Jan were invited as speakers during a recent Chief State’s Attorney staff meeting. It was suggested to help improve the Agency’s participation that a designated person might be assigned in each area. Mike Regan from the New London office was supportive. All in attendance were receptive. Jan noted that she’d made appointments to speak with lesser-performing agencies and Peggy felt this was good use of time as improvements were noted after visitations. Tim agreed, citing as an example that State Police participation has increased. He felt that this would continue as the new commissioner is a former Correction officer herself.

Smartphone Campaign Application Update – Patrick Kilby

Patrick reported that the issue with a SmartPhone application is that of bandwidth. Ann Pean noted that United Way does not use an application because of that very reason. Patrick thought that the BEST Unit of DAS might be able to host the application with the idea that the Campaign could pioneer this use, like the way the Governor is pushing for mobile applications for other State agencies. This will require more research and Patrick said he will pursue it. Jason asked if the application could at least be used for one-time gifts. Tim said this topic should be on the agenda for the March meeting.

Round Table Opportunity to Speak – Tim Newton

Kathleen was concerned about the process whereby pledges are actually collected from donors, because an employee informed her that that person’s money was never deducted from the paycheck after a year. Jan explained the process from the time an employee fills out the pledge form until the time the information is submitted to CORE. The checks and balances are that the coordinator, the bookkeeper, the auditor and the two staff members’ figures all must agree. A report of any information that “falls out” will now be given to Jan. However, ultimately the donor would be the final check to note that the funds are actually deducted from their advice statement each payday. Kathleen expressed concern that a pledge does not “follow” transfers and state retirees. Peggy informed the Committee that retirees, as well as regular employees are now in CORE but that the retiree portion is not running well yet. She stated that retiree Federal Tax paperwork 1099s and Cost of Living Increases in July are the only times that retirees get mailings anymore. It was suggested that these mailings could be used for Retiree solicitation. Also, instructions for making monthly donations could be provided, explaining how to use Bill Pay from a retiree checking account. Peggy said that the campaign could submit a one-time gift retiree solicitation form this spring for distribution in a July mailing by the Comptroller’s office.

Selection of Random Federation Audit & Dates for Application Review— Peggy Gray & Jan Gwudz

A federation was selected by secret drawing and will be announced April 1, 2014. Application review date is April 22, 2014 from 9a.m. to 4p.m. A pre-application procedure review date will be announced.

Additional Round Table Discussion — Tim Newton

- Jackie announced Dept. of Transportation Bike To Work fundraiser; Tom Vaughan will be asked to collect donations.
- Jason described the overwhelming success of Penny Wars; over \$2,500 was made by interoffice competitions.
- Ina offered to meet with some of the Tech School coordinators.
- Charlie asked about the goal for 2014. It was decided it would be kept at \$1.4M for the 2014 Campaign.
- Peggy discussed the problem wherein Campaign monies were left in a desk by a coordinator who left State Service. Two people from Comptroller’s Auditors are developing a cash-handling procedure and are writing a manual.

Meeting Adjournment — Tim Newton

Tim Newton asked for a motion to adjourn, with a reminder that the next meeting will be held on:

REMINDER: NEXT MEETING IS TUESDAY March 11, 2014 at 1:30pm

The meeting concluded at 2:45 p.m.
(Respectfully submitted by Joyce LeBaron)