

CONNECTICUT STATE EMPLOYEES' CAMPAIGN COMMITTEE MEETING MINUTES

Tuesday, Sept 11, 2012

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

55 Elm Street, Hartford

1:33 p.m. – 2:54 p.m.

Members Present

Cindy Cannata (*OGA/FOI*)

Joseph Duberek (*Emergency Services & Public Protection*)

Martha Gallagher (*Admin. Services*)

Kathleen Gensheimer (*Judicial*)

Peggy Gray, *VICE CHAIR (Comptroller)*

Claudia Helfgott (*Banking*)

Charles Kistler (*State Retiree*)

Christina Taylor (*Legislative Management*)

Ina Wilson (*Education*)

Members Absent/Excused

Bryan Gunning (*DEEP*)

Jacqueline Henry-Rafiq (*Transportation*)

Tim Newton *CHAIR (Correction)*

Federation Representatives

Errol Bartley (*Community Health Charities*)

Steve Kirck (*Community Health Charities*)

Gary Kozak (*Community Health Charities*)

Debra Hutchins (*EarthShare*)

Laura McLelland (*Greater Hartford Arts*)

Ann Pean (*United Way*)

Campaign Staff

Jan Gwudz (*Director*)

Joyce LeBaron (*Coordinator*)

Meeting Called to Order – Peggy Gray

Peggy Gray called the meeting to order at 1:33p.m. A quorum was reached.

Review of June 2012 Meeting Summary – Peggy Gray

A motion was presented and unanimously passed to accept the June 12, 2012 minutes as presented.

PowerPoint – Errol Bartley

In response to the Committee's request, Errol Bartley of Community Health Charities of New England prepared and presented a PowerPoint presentation about the distribution process of campaign funds to federations and to answer the question of how much money does a charity end up with.

Claudia Helfgott asked the amount pledged that ends up as uncollectable. Errol answered: "2.2%." Joe Duberek asked about the timing of actual distribution. Errol presented a chart that shows that money from the 2011 Campaign, for example, does not come out until January. However, the PCFO actually fronts the monies needed to run the campaign. Chris Taylor asked about the first time CHC had to front the money. This was in 2005/2006 for that year and yes, CHC did use its own money for the first part of the Campaign. As a historical note, when the first campaign was underway, the first year was funded by the Federations.

Survey of Federations– Steve Kirck

Steve Kirck discussed the Committee's request to conduct a survey of the Federations regarding the distribution of monies within 30 days as described in Exhibit A of the contract. He states that the PCFO has no control over that, so that part was taken out of the contract. However Steve asked the Committee what questions need to be asked on this survey that will be compiled by March 31, 2013.

Peggy recalled that one Federation who is no longer in the campaign did not properly distribute funds and the committee wants to be able to answer the question. In addition committee members would like to know if there are any fees for a charity to join a Federation. Peggy said that when the campaign was formed no one foresaw the

scope of what exists now. Steve asked that the questions be drafted and sent to Jan.

Steve also explained that upon receipt from the State, if monies are held, the interest accrued should be put back into the campaign. Steve suggested that the distribution within 30 days, for instance, be stated in the application process.

Further discussions – Peggy Gray

A discussion ensued regarding distribution costs; i.e.: monthly, quarterly, cost-efficiency for writing small checks often, as well as ACH/EFT methods vs. paper check.

Claudia Helfgott wanted to know if CHC gets the names of donors and if yes are they passed on to charities. The answer from several committee members was “No, as regulations do not allow it.” Also, she asked if the Committee could get a break-down for each charity. Jan said she would send the report that the campaign staff prepared for the Comptroller.

Campaign Update – Jan Gwudz

Jan reviewed her visit with Lt. Governor Wyman, including visiting State agencies and the Commissioner/union breakfast. A discussion regarding the Statewide Kick-Off determined that the event was proposed to be held in Bushnell Park on October 4 and that Jan would confirm this with Ms. Wyman’s office as well as to secure the necessary permits with the City of Hartford’s Parks & Recreation Office.

Jan presented the topic of statewide agency goals, stating that certain agencies have already established their own goals. Peggy says it is not the right thing to do to a volunteer as setting a goal is a bit lofty. Jan then asked what the contract means by setting agency goals. Does that just mean the statewide goal? Peggy answered “Yes.”

Jan mentioned that an LE is needed for the New Britain and Newington areas and asked if Martha could ask Martin? Joe Duberek said that he’d look into it being divided up and that he’d get back with Jan on this matter.

Report on the DOT Commissioner visit: Jan stated that the commissioner was supportive and was willing to do some events in his agency.

The UCONN Work Life Expo event will be on October 11 with Jan and Joyce attending.

Steve Kirck asked if the opportunity to solicit retirees has been lost; Peggy responded “No,” and that she is trying to work something out for October.

Round Table discussion – Peggy Gray

Kathy Gensheimer revisited the topic of the campaign setting up its own Facebook page. The Committee assigned Joyce to make a Photoshop mock-up of what a Facebook page could look like.

Peggy announced Burt Gold’s retirement, and that perhaps an award could be named in his honor. Cindy Cannata has been appointed to the campaign committee, as well as Sheila Hummel from DECD.

Meeting Adjournment –Peggy Gray

Peggy asked for a motion to adjourn, with a reminder that the next meeting would be held on **Tuesday, October 9, 2012 at 55 Elm Street, Hartford.** [NOTE: THE MEETING HAS BEEN RESCHEDULED TO TUESDAY, OCOBER 16, 2012]

The meeting concluded at 2:45p.m.

(Respectfully submitted by Joyce LeBaron)