

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

**CONNECTICUT STATE EMPLOYEES' CAMPAIGN**  
**COMMITTEE MEETING MINUTES**  
**Tuesday, May 13, 2014**

Office of the State Comptroller, 3rd floor, Conference Room F  
55 Elm Street, Hartford  
1:38p.m. – 2:41 p.m.

**Members Present**

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

**Guest**

Brenda K. Halpin (*Office of the State Comptroller*)

**Federation Representatives**

Ann Pean ( <i>UW</i> )	Lorna Sager ( <i>CHC</i> )
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**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 1:38pm but suspended the agenda and yielded the floor to guest Brenda K. Halpin from the Office of the State Comptroller to accommodate her schedule.

**Retirees discussion – Brenda Halpin**

Tim introduced Brenda Halpin as a director of the Retiree Division within the State Comptroller's Office. Discussion ensued regarding State retirees ability to utilize payroll deduction for charitable giving. This had been suspended for 2½ years while the payroll had been converted to CoreCT. Now this program can be put back into play. Its kickoff is to be in August with the campaign office supplying a "stuffer" (information and form to activate a payroll deduction that is to be included in a mailing to all retirees). Brenda asked if there was a contact, a time frame and a specific type of file. Jan Gwudz responded by explaining that the campaign's consultant provides the file after the CSEC staff enters employee numbers and dollar amounts. Additionally, she asked if a stuffer could be used in May instead, or even July? Brenda was concerned with a deadline and Jan stated that this could occur on September 5, 2014. Jan will make sure that the pertinent file could be emailed and then Brenda could expect to receive it by September 12, 2014. Brenda will make sure to find out when payroll would close during that time. Brenda asked if individuals could cancel a deduction. This can be done through Brenda's office. Jan requested that the CSEC staff office receive a report from Brenda's office after the deductions are processed so that the staff could compare the requests to assure all deductions actually take effect. Jan will work with Brenda on making arrangements to determine when the stuffers would have to be dropped off to the Comptroller's mailroom.

As Brenda prepared to leave, Peggy Gray expressed the Committee's appreciation that Brenda and her office have been huge supporters of the Campaign. Further, Jan praised their staff.

**Return to Agenda--Meeting Summary – Tim Newton**

A motion was passed unanimously to accept the March 11, 2014 Meeting Minutes as presented. At this time, Peggy made a motion that the committee go into executive session.

### Return to Meeting – Tim Newton

Back in session, Tim stated that there was to be an amendment to the motion to delay voting on the 2014 federation applications, which he said would be handled by email vote.

### Campaign Update – Jan Gwudz

Jan reminded all that the annual Kick-Off event would be on Tuesday, August 19, again on the grounds of the State Capitol, with a 60's rock & roll theme and a display of classic cars. Scot Haney has agreed to again be emcee, and Kevin Hogan has agreed to display his classic car. Conversation then took place offering various suggestions, ideas and contacts.

Jan reported that BJs application drive was very slow. She also informed the Committee that after sending out a questionnaire only 25 people were interested in a Rock Cats game fund-raising event. Peggy instructed Jan to conduct this survey again and Tim said to inquire about a Wolf Pack fundraiser in the winter. Jason offered that he has a contact in that organization.

Jan reminded all of the Recognition Luncheon and ran down the agenda and expected guests. She reported that she was able to obtain the Proclamation for Chris Taylor who is unable to attend the luncheon. Cindy Cannata agreed to deliver the proclamation to Chris, at her office, on behalf of the committee.

### Round Table Opportunity to Speak – Tim Newton

- Ann Pean thanked everyone for the condolence card.
- Peggy acknowledged the organization of the United Way application that was audited this year and thanked the woman who put it together.

### Meeting Adjournment – Tim Newton

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

**REMINDER: NEXT MEETING IS TUESDAY Sept 16, 2014 at 1:30pm**

The meeting concluded at 2:41 p.m.  
(Respectfully submitted by Joyce LeBaron)