



DAS Employees Successfully complete New Manager Training



Commissioner DeFronzo is new ADA Coordinator



Representative Rick Lopes



DAS is Sharing and Caring



DAS Holiday Party a huge success

JANUARY 2012

DAS TIMES

Commissioner DeFronzo Addresses the Lions' Club of New Britain *by John McKay*

Commissioner Donald DeFronzo spoke at the New Britain Lions club meeting January 17 at the YMCA in New Britain. Commissioner DeFronzo was invited to speak about the recent consolidation of DAS, DOIT and parts of DPW to explain some of the cost savings being realized to the agency and the State of Connecticut.

“As a former mayor and state senator representing New Britain it’s always great to come back and speak at these types of functions,” said Commissioner DeFronzo. “Of all the jobs I’ve had, mayor of New Britain was definitely the most demanding, but being Commissioner of DAS comes in a close second place.” Commissioner DeFronzo discussed the streamlining effect of centralizing the human resources, procurement and technology characteristics of three agencies into one and pointed out areas of savings. He also covered the core functions of each bureau and some upcoming goals for the agency. During the presentation DeFronzo highlighted that DAS’ clients are other state agencies and not necessarily the general public. With that in mind he

spoke to the fact that DAS is focusing on service, technology advancements and innovations that continue to achieve state agency operational efficiencies and productivity gains. All of this is intended to reduce the overhead of providing central administrative services resulting in better and more cost effective ways of serving DAS’ customers and the taxpayers of Connecticut.

DeFronzo went on to say that with these consolidations, DAS is on target to save \$7.8 million in cost reductions for fiscal year 2012. The savings will be realized through the economies of consolidation such as reduced operational costs; management services such as security improvements and reductions in leases; and other areas including decreased reliance on consultants, deferred purchasing and improved management. At the end of the presentation Commissioner DeFronzo answered questions from the audience ranging from how savings can be achieved, detailing how state government works and even questions surrounding the New Britain bus line.



The DAS Times is a publication of the State of Connecticut Department of Administrative Services
165 Capitol Avenue
Hartford, CT 06106

Dannel P. Malloy
Governor

Donald J. DeFronzo
Commissioner

Jeffrey Beckham
Staff Counsel/
Director of Communications

Holiday Breakfast with the Commissioner

Commissioner DeFronzo and the staff of the Office of the Commissioner hosted an open house for all DAS employees on Wednesday, December 21.



Ethics Training in Procurement by John McKay

On November 4, DAS Procurement staff sat down for their annual review of the state of Connecticut ethics policies. Hosted by the Office of State Ethics staff member, Peter Lewandowski, the meeting went over the ever-challenging landscape of contractor and vendor relationships.

With this year's agency consolidations of DOIT and DPW into DAS, staff had to take training a step further by ensuring all contracting personnel received Ethics training. To that end, DAS organized two days of training at the Legislative office building for DPW and DOIT contracting employees.

The training reviewed the most important rules in the Code of Ethics that affect state employees involved in contracting. While state employees should all be aware that it is illegal and inappropriate to accept gifts that may influence their official judgment, it is often unclear what is considered a "gift" under the Code. The training explained that an important part of the analysis is who gives the "gift." The Ethics rules are much more stringent if a "regulated donor" gives an item or other benefit to a state official or employee. "Regulated donors" are people or companies (1) doing

business with DAS, (2) seeking to do business with DAS, (3) regulated by DAS; or (4) on the DAS-prequalification list.

Other topics of interest were the Revolving Door policy, which can restrict some employment after state service. For example, a state employee involved in the award or administration of a state contract with a company cannot leave state service to go work for the company for a certain period of time as outlined in the statutes.

"In a public procurement role, there is a lot to know and protocols to be adhered to, beyond the nuts and bolts of the contracting processes," said Procurement Director Carol Wilson. "Being aware of the influences, and ensuring our procurement staff and agency purchasing staff comply with a common set of principles and values is a critical part of our job and this Ethics course goes a long way in refreshing us of those requirements. Ethics rules and policies change from year to year, and we all learned a few new things today. Doing this annually also engrains the concepts so that we're never in a position to say that we weren't aware of the policies. The DAS Procurement office will continue to have these courses annually, and monitor our own office to stay above board on all contracting issues."

In-state Contracting Policy Study Completed

by Jeffrey Beckham

In response to legislative concerns about state procurement business going to out-of-state companies, Public Act 11-229 required DAS, in consultation with the Labor Commissioner, the president of the University of Connecticut and the Commissioners of Construction Services and Transportation, or their designees, to study in-state contracting preferences and to submit a report to the Governor and the legislature's Labor Committee.

Throughout the fall of 2011, Commissioner DeFronzo convened a Working Group and held public meetings to accomplish this mandate. In addition to DAS, leaders from the University of Connecticut, the State University Systems, the Connecticut Community Colleges, Legislative Management, the Judicial Branch, and the Departments of Construction Services, Labor, and Transportation participated in the Working Group.

The final report is available on the DAS website at <http://das.ct.gov/images/1090/In%20state%20Preference%20report%202012.pdf>. The report discusses the state's current procurement preferences policies and provides information about what other states are doing in this area. While the report takes no definitive position on the issue, it does suggest some policy alternatives that the General Assembly might consider. A perennial issue, especially in difficult economic times, is it likely that this topic will be considered in the 2012 session.



Recent Graduates of the New Manager's Orientation Program



Laureen Morrin, Stephen Link, Heather Cascio and Brian Dillon pose with Peggy Zabawar, Diane Mazar-Roberts and Dr. Martin Anderson after receiving certificates of successful completion of the New Manager's Orientation Program.

Congratulations to DAS' recent graduates of the New Manager's Orientation Program!



Rick Lopes (formerly of DAS Strategic Services and now Representative Lopes of New Britain) received his certificate of completion from Dr. Martin Anderson.

Commissioner DeFronzo Named State ADA Coordinator

by Jeffrey Beckham

In December, Governor Malloy named Commissioner DeFronzo as the state Americans with Disabilities Act (ADA) coordinator, continuing a policy first established under Governor Weicker shortly after the Act was passed in the early 1990's. Federal regulations require "public entities" with more than 50 employees to have a coordinator for ADA issues.



Commissioner Donald DeFronzo

While most Connecticut state agencies have their own coordinator, the statewide coordinator's role is to provide for consistency and communication among agencies about these issues, as well as provide a point of contact for state employees, clients of state agencies and advocacy groups to bring forward ADA issues as they relate to state government generally. Jeffrey Beckham of the DAS Communications office has been assigned to work on these issues with the commissioner.

In the coming months, the commissioner expects to develop the ADA coordination role more fully and to facilitate discussion and communications within state government on these issues. The goal is to assist in resolving ADA issues that may arise in the context of state employment or services to state clients with disabilities.

DAS' ADA policy can be found on the agency website at <http://das.ct.gov/HR/Regs/Current/ADA%20Policy.pdf>.

Save the Date THE 11TH ANNUAL BLACK HISTORY CELEBRATION

Friday, February 17, 2012

11:30 am - 1:00 pm

Fifth Floor Mechanical Room

Join us as agencies in the State Office Building unite once again to celebrate Black History in our nation. This year's presentation features keynote Speaker Frank Harris III, Chair of the Journalism Department at Southern Connecticut State University and columnist for the Hartford Courant.

This year the 35th Black Heritage series forever stamp will be unveiled honoring John H. Johnson, the trailblazing publisher of Ebony, Jet, and other magazines. Johnson overcame poverty and racism to build a business empire embracing magazines, radio stations, cosmetics, and more. His magazines portrayed African-Americans positively at a time when such representation was rare, and played an important role in the civil rights movement.



Join us for an hour of interesting facts, history and spirituality that has transcended continents and generations. Take a moment to visit the vendors who will be in Room 126 on the first floor from 8:30 a.m. – 2:30 p.m. Refreshments will follow on the first floor.

State Office Building Blood Drive could save 102 lives!

The State Office Building blood drive started off in typical fashion. The donors schedule was full with 55 appointments scheduled along with eight people on a waiting list.

The drive didn't quite reach the quota of 40 pints this time, but the amount donated will save 102 lives.

Thank you to the "regulars" who faithfully sign up for each drive, and thanks to the following people for their support and contributions of time and/or canteen food for our January Drive:

Crystal Bryant, Quincy Cole, Martha Gallagher, Eva Green, Will Hauschulz, Suzanne Hawkins, Lisa Kalach, Marisol Rivera, Olga Shicko, Madeline Vargas, Fred Yopp, Peggy Zabawar and Dina Ziolkowski.

We are always looking for "new blood." If you can donate your blood, volunteer the day of the drive or provide refreshments, please contact **Teresa Dupont** at teresa.dupont@ct.gov or **860-713-5073** and see how good it feels to make a difference!

Reminder

We are updating our photo directories and now is the time to take or retake that photo professionally!!

So take a moment and make your way to Tony Calabrese' studio on the basement level of the State Office Building, Room B43. Take the southeast elevator and turn right off the elevator. It is best to contact Tony in advance at **860-713-5626** or email him at anthony.calabrese@ct.gov.

COMINGS and GOINGS

Tara DuPont has joined the Office of the Claims Commissioner

Mayme Casady of Collection Services, Retired
January 1, 2012



Speaking of Comings and Goings...

DAS said good bye to Rick Lopes of Strategic Services who came to DAS as a long time aide to then-Senator Donald DeFronzo.

But on Friday, January 13, Former Alderman (and DAS employee) Rick Lopes took the oath of office as the 24th District State Representative in ceremonies in the House Chamber of the State Capitol with Secretary of the State Denise Merrill presiding. The ceremony was attended by approximately 60 elected officials, friends and supporters of Lopes who succeeds Tim O'Brien in the legislative seat. O'Brien vacated the office when he was elected New Britain Mayor last November.

Lopes bid farewell to his coworkers in an email, "I truly have learned a great deal about the administrative side of state government and gained an appreciation for all the hard and quality work done here in this agency. I hope to cross paths with you in the future and wish you all success in the new year."

We wish him well with his new position!

People are talking..... by Cindy Rusczyk

Sandy Martinez from GLV Cabinets praised **Linda Huntley** for her assistance with their company's Supplier Diversity certification. "Again, an employee of DAS went the extra mile to help me out. Linda, I very much appreciate all of your help! Mission accomplished! There happened to have been a State Legislator in my office as I was gushing about the wonderful people of DAS – I expressed to this Legislator all of my good experiences with the employees of DAS. Thank you!"

Procurement Director Carol Wilson thanked several **Procurement staff** who went above and beyond by volunteering their personal time over evenings and weekends for the October storm-related activities at the Emergency Operations Center. Their efforts certainly don't go unnoticed and their contributions played an important role in recovering from the storm. Thank you very much to: **Linda Hubeny, Joann Bellamo, Janet DelGreco, Liz Basso, Kris Wohlgemuth** and **Joanne Cusano**."

Deputy Commissioner Martin Anderson also commended the **Procurement staff** saying "there is no question that the contributions of these individuals were enormously important; critical in fact, to the relief and recovery effort...that, unfortunately, is still ongoing, and no fault to us. Procurement is an integral part of effective emergency response for the whole state. The State Library did research on this storm and the history of an event like this. The basic conclusion was that going back as far as 1650 (because that's when good records ran out of supply), nothing like this has happened before at this magnitude at this time of year. Hopefully, this will be the high watermark of 'bad' and we won't see its kind again."

Shari Grzyb and Pauline Mahoney applauded **Anna Tara** for installing Visio 2007 on their laptop computers. "Thank you so much Anna. We all appreciate this very much! If your ears were ringing yesterday, it was because we were singing the praises of our DAS MIS staff – and that was even before we knew you did this for us!"

Carolyn Kozak sent the following words of praise to Mary Gugliemino regarding **Mary Daly**: "I just wanted to pass along to you my appreciation for the work of Ms. Daly. On

Each issue we publish letters of praise that we have received about DAS employees going above and beyond. If you have received great service or would like to write about a DAS employee going the extra mile, email Cindy.Rusczyk@ct.gov Don't be shy - good work deserves a good word- DAS employees are the best!

several occasions Mary has been incredibly helpful, courteous, and friendly in processing payroll issues for DCP, every time I have come to her. With the recent consolidation and changing of HR and payroll staff for the agency, it has not been an easy task to figure out all of the ins and outs of both agencies, but Mary has been doing an extremely excellent job, and it is truly a pleasure to work with her. I also wanted you to be aware that because of Ms. Daly's ability to be a team player and her strong work ethic, she has enabled us to resolve a grievance at the Step I level. Mary had been given an incomplete list for NP-5 shoe allowance recipients, and when the agency grieved this, she acted quickly to get the issue resolved and had their payments processed immediately. Another example of her excellent customer service and work knowledge is how she is taking the time to work with Core-CT and DCP staff (who were formerly with DSR) to coach them to enter their timesheets correctly so that future issues with shift differentials and project codings are resolved. She takes the time with patience and friendliness to make sure the job gets done correctly, which is more work for her, but makes less work for everyone else. She really is a pleasure to work with, and her calm, kind demeanor makes her an excellent addition to our group. Often times people only take the time to contact supervisors when they are dissatisfied with the service of an employee, so I thought it was especially important to make you aware of the incredible work your staff member is performing."

Deputy Commissioner Martin Anderson applauded **Carol Wilson** and the **Procurement Holiday Party planning committee** for the DAS Holiday Party. "Although I think I was able to get my compliments around directly on Friday, I just wanted to make sure I conveyed what a great job I think you and your staff did on the party. It was wonderful!"

Commissioner Donald DeFronzo also praised **Carol Wilson** and the **Procurement Holiday Party planning committee**. "Following up on Martin's note, I want to add my thanks to you and your committee for planning and conducting a great party. I've been to a lot of these over the years, but this was especially well done."

'Tis the Season of Generosity!

by John McKay

It was a busy and successful season of giving with DAS employees this holiday season. Although it seemed like there was a new fundraiser every week during this busy time of year, somehow, state employees know how to make a difference for others.

For the State Office Building Turkey drive, the collection gathered 90 turkeys and \$5,288 in monetary donations. It's important to note that the collection went beyond just the State Office Building to Office of the State Comptroller, the Freedom of Information Commission and the Department of Agriculture. Thanks to everyone who donated.

This year's Governor's Care & Share program was also well received by state employees. Linda Sandiaes from Governor Malloy's office wrote in an email "We raised a total of **\$38,410** and **7,853 pounds of food!** You all did a great job! Thank you all for your dedication and support of Care & Share. You made a real difference in the lives of so many people in need." DAS contributed 16 boxes worth of canned goods and non-perishable items to Care & Share.



Pictured outside the State Office Building are (from l to r) John Weedon (Foodshare Volunteer Coordinator), Jerry Lynn, Mike "Turkey" Felix, and Paul Moreau (Foodshare Truck Driver)

Also, since July 2011, various vendors who came to the State Office Building donated a portion of their sales, adding \$844.60 towards the Campaign for Charitable Giving.

Special thanks to DAS/BEST's Ray Picard who coordinated the Care & Share Volleyball tournament for all state agencies where over a dozen DAS employees participated.



DAS Employees made Holiday dinners possible for so many families in need. Thank you everyone!



The Digest



The 2011 Digest of Administrative Reports was online and on time once again this year. Why is this publication so important? Dating back to 1946 this report is mandated by state statute to deliver the latest information from state agencies - an annual report of facts and figures and statistics that are used by many throughout the year. This year's digest is dedicated to the 75th anniversary of landmarks statewide.

Here is the link to the Digest on the DAS Press Room site. We hope you find this report useful and are proud of your own accomplishments in the DAS section! Enjoy!

<http://das.ct.gov/fp1.aspx?page=387>

DAS Affirmative Action Plan Approved *by John McKay*

DAS is pleased to announce that the Commission on Human Rights and Opportunities has approved the 2011 DAS Affirmative Action Plan at its December 14, 2011 meeting.

A full hard copy of the plan is available for your review in the Human Resources Office, Commissioner's Office and/or by contacting the agency's Equal Employment Opportunity Specialist, Alicia Nuñez.

The Affirmative Action Plan is a comprehensive look at DAS and its employment processes and opportunities, and illustrates the department's workforce diversity, hiring and promotion procedures, and career mobility services offered by DAS.

Alicia expresses her thanks to Meg Yetishefsky, Eileen Morin, Sue Turko, Dave Lynn and Peggy Zabawar for their time and contributions to the plan.

“It's an incredibly informative document and it takes many hands from throughout DAS to put it together. Thank you again for your time and efforts in assembling another successful Affirmative Action plan,” said Nuñez.

All employees and managers are encouraged to review the plan and submit any comments, suggestions, or questions to **Alicia Nuñez**, Equal Employment Opportunity Specialist at **(860) 713-5317** or email **alicia.nunez@ct.gov**.

The "New" DAS Celebrates the Holidays



The festive and first Holiday party for the "new" DAS was held on Friday, December 16, 2011 at the New Farmington Garden Banquet Facility in Farmington, CT. Organized with flair by the hardworking team of DAS Procurement, the event was a huge success!





