



STATE OF CONNECTICUT
OFFICE OF GOVERNMENTAL ACCOUNTABILITY
State Contracting Standards Board

Minutes

**Friday, October 25, 2013 Meeting of the State Contracting Standards Board
Office of the Child Advocate Conference Room, 999 Asylum Ave., Hartford, CT**

Members Present:

Claudia Baio, Chair
Charles W. Casella, Jr.
Albert Ilg
Geary E. Maher
Stuart Mahler
Robert Rinker
Brenda Sisco

David L. Guay, Executive Director - ex-officio

Meeting called to order by Chair Baio at 10:12 A.M.

Chair Baio welcomed the Board members and offered congratulations to David Guay as the newly appointed Executive Director of the State Contracting Standards Board.

Chair Baio entertained a motion to add to the agenda the approval of the September 13, 2013 Board minutes.

Motion made by Robert Rinker and seconded by Geary Maher to add the approval of the September 13, 2013 Board minutes to the agenda. All voted in favor.

Motion made by Robert Rinker and seconded by Geary Maher to approve the minutes of the September 13, 2013 Board meeting. All voted in favor.

Chair Baio welcomed from the Department of Administrative Services Attorney Andrea Keilty, Carol Wilson, CPM, Director of Procurement, and Devin Marquez, Assistant Director of Procurement. Carol Wilson led a presentation and discussion on the procurement role of the Department of Administrative Services. A copy of the Department of Administrative Services State Procurement Marketplace Briefing Book for 2012 was provided to the Board members and reviewed with the Board members. Ms. Keilty, Ms. Wilson and Mr. Marquez offered cooperation and assistance to the Board as it begins to organize and move forward.

As a follow-up Brenda Sisco requested the DAS representatives return and meet with the Board again to discuss in more detail the DAS procurement organizational structure. Ms. Sisco suggested two educational presentations; one, a day in the life of the DAS Procurement Division

and a demonstration of the DAS Procurement Portal. Robert Rinker suggested the Department of Transportation as another agency to be invited to discuss procurement and contracting with the Board.

The previous mission statement of the Board was reviewed and critiqued.

Our mission is to ensure that state contracting and procurement processes reflect the highest standards of integrity, are clean and consistent and are conducted in the most efficient manner possible.

Suggestions for amending the statement included adding the words cost effective. The appropriateness of the word clean in the statement was discussed, including substituting transparent for clean.

The Board by consensus directed David Guay draft a statement for review by the Board at the next meeting based upon the discussion and suggestions provided.

The Board reviewed with Executive Director Guay the Class Specification for the Chief Procurement Officer. Concerns were raised as to the appropriateness of the specification. Executive Director Guay was directed by the Board to review the Class Specification for consistency with the Statute and to explore the possibility of revision of the specification and concurrently prepare a job posting for the opening with a goal of hiring a Chief Procurement Officer by March 1, 2014.

The Board by consensus set the next meeting date for Monday, November 25, 2013 at 10:00 A.M. in the Office of the Child Advocate at 999 Asylum Avenue, Hartford, CT 06105. The second Friday of the month was proposed by Executive Director Guay as a possible meeting schedule for 2014, no action was taken.

Motion made by Robert Rinker and seconded by Albert Ilg to adjourn. All voted in favor and the meeting was adjourned at 11:53 A.M.

Respectfully submitted: David L. Guay