

STATE CONTRACTING STANDARDS BOARD

MEETING MINUTES

APRIL 21, 2010

Room 401 – State Office Building, Hartford

Members Present: Gale Mattison, Chairman; Albert Ilg, Alfred Regina, Thomas Harrison, Wendy E. Scaringe, Claudia Powers, Salvatore Luciano, Lewis Hurwitz, Lawrence Fox, Charles Casella, Jr., Stuart Mahler.

Absent: James Racz, Dennis Keenan

The meeting was called to order at 10 AM

Introductions - Mr. Mattison, Chairman of the Board, thanked everyone for attending this meeting and gave a brief background of his career. The Board members introduced themselves and gave a brief summary of where they were from and their past work experiences. Mr. Mattison reported that he had spoken with James Racz who was unavailable for today's meeting but had not heard from Dennis Keenan. It was also reported that Mr. Gary Dilk had resigned from the Board.

Overview of the Board - Mr. Ilg reported on the previous contracting board established by Executive Order in 2005 and what their accomplishments were.

Binder Review – each member was given a binder which the contents were reviewed, as follows:

- Pouch to include member's names and contact information
- Copy of the State Contracting Standards Board Statute
- Listing of Executive Branch Agencies
- High Level Organizational Charts
- Copy of the SCSB Website
- Brief Overview of how to navigate the website
- Legislative Process - appropriations

- DAS Job Classifications – job specifications for the Executive Director and Chief Procurement Officer
- Draft Flow chart of privatization of State Contracts

Committee Structure – The following Sub-committees will be formed consisting of members of this board. A brief overview of what each committee does was given by Mr. Mattison. He distributed a form to each of the board members requesting that they fill it out indicating which subcommittee(s) they would be interested in serving on.

- Code and Regulations – Oversee, draft and review regulations and procurement codes that are the responsibility of the Board
- Audit Committee – Define, oversee, and review Audit requirements of the Board
- Education & Training – Define, direct, and evaluate training and certification of State Agency purchasing and procurement staff
- Privatization- CGS 4e-16 (f) (1)
- Personnel Committee – short term guide the selection of the Chief Procurement Officer. Assess and evaluate the functioning of the Executive Director and the Chief Procurement Officer
- Best Practices Committee – Define and ensuring best practices are used by State Agencies for procurement and contract management

Staff Positions - A budget is not yet in place for the board. It is anticipated that the following positions will be requested. They will have to go through the DAS Hiring Process and OPM for approval.

- Chief Procurement Officer - Appointed by the Board for a 6 year term
- Administrative Assistant -
- Fiscal Administrative Manager
- A Professional to oversee Legislative and Regulation Process - Title TBD
- Associate Fiscal Officer –

The Executive Director Position is an appointment by the Governor, any appointment to that position will be at her discretion. Assuming that the Board has sufficient budget funds for SFY 2010-2011, the other positions are anticipated to be filled as soon as the titles and hiring are approved through DAS, OPM and the Governors Office.

Regulation & Code Committee - Depending on the budget, as was able to be done by the Board appointed by Executive Order, Legal Counsel may be to be hired to assist the Regulation & Code Sub Committee. In the meantime, Jose Salinas, Assistant Attorney General can be consulted by the Board as necessary.

New Business:

Contact information for all the board members will be forwarded to everyone on the board.

If you haven't already done so, DPW Security will be issuing picture ID's to board members to eliminate having to stop at the security desk each time they enter this building. Board members can fill out the security form and go to room G-4 for their ID photo and card.

Meeting Schedule – A long term meeting schedule will be established at the next meeting. It is anticipated the Board will meet on a monthly basis, with some months skipped due to vacation schedules and holidays. Sub-Committees are expected to meet at between regular meetings and report to the full board.

Next Meeting – May 24 – 1:30 pm – Room 401, State Office Building, 165 Capitol Avenue, Hartford.

Meeting adjourned at 11:47 am

