

STATE CONTRACTING STANDARDS BOARD

MEETING MINUTES

MAY 24, 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, , Lawrence Fox, Charles Casella, Jr., Stuart Mahler, James Racz, Dennis Keenan

Absent: Lewis Hurwitz

The meeting was called to order at 1:30 PM

- I. A motion was made, seconded and carried to approve the minutes of the last meeting, held on April 21, 2010.
- II. Overview of CGS Chapter 62 –Jose O. Salinas, Assistant Attorney General -

Attorney Salinas was introduced to the members of the board. He will be the Board's legal counsel. His work background involves reviewing and approval of all state contracts. His contact information is jose.salinas@ct.gov and phone # is 860-808-5090. Also, he represents DAS, DOIT, Legislative Management, among other agencies. This board can contact him with any issues/questions they have. He discussed the following with the board members at today's meeting:

- He gave a brief overview of the statutes and the board members obligations/duties.
- He also reported that each member has to fill out and file a Statement of Financial Interest with the Office of State Ethics. Further information concerning this form can be obtained from the official website of the Office of State Ethics.
- A board member or family board member cannot be affiliated with any State contractor.
- Committees need to be established, such as privatization and others
- Adoption of regulations to 12 different instances – contract methods, specifications, implementation of training contract, consulting services among other minor information systems, drafting contracts, training and overseeing all procurement employees, among others.
- Designate Central Data Repository
- Board has the authority to do the following:
 - a) Enter into contracts
 - b) Hire employees

c) Same powers of purchasing authority that others have in State agencies

d) Process Statutes and Regulations

e) Restrict/terminates agency's authority to disqualify contractors

Examples of duties that can be conducted without regulations:

- Develop statutory guidelines for agencies
- Training – work with DAS
- Rules governing the bd.
- State recruiting

III. BUDGET ISSUES AND STAFF POSITIONS

The board will have to determine which items need to be addressed. It was suggested that they request assistance from the DAS Procurement Div. Attorney General Salinas offered to put together a list of items that can be done by the board, based on time and budget constraints.

The FY 10/11 budget did not appropriate any personnel funds to this board. Therefore, there is presently no authority to hire employees, but there is a small amount for per diem payments to board members. Mr. Mattison distributed forms for the members to fill out.

IV. COMMITTEE APPOINTMENTS AND RESPONSIBILITIES

The Education & Training & Best Practices – these two committees have been combined to make one committee (Gale – check the sub-committees below because I didn't get all of the members)

- Code & Regulations – Chair: Wendy Scaringe Wendy E. Scaringe - Chair, Stuart Mahler, Albert Ilg, Thomas Harrison.
- Audit Committee – Chair: Geary Maher – Sal Luciano, Lewis Hurwitz, James Racz
- Education and Training/Best Practices – Chair: Al Ilg – Claudia Powers, Alfred Regina, James Racz, Sal Luciano – work with DAS Training Group, Ethics, Elections Enforcement;
- Privatization – Chair – Gale Mattison – Larry Fox, Charles Casella, Tom Harrison, Geary Maher – Need to determine core functions – need to go through formal process if Privatization is to take place – large vs. small- how much is considered privatization
- Personnel - Chair: Wendy E. Scaringe - Lawrence Fox, Gale Mattison

V. Meeting Schedule

The next board meeting will not be until September. Each chair should assume the responsibility of meeting with Gale and setting up meetings among the other committee members during the months of June and July. They are welcome to meet in Room 173 of the State Office Building, Hartford.

VI. NEW BUSINESS

- Public notice of meeting to Secretary of State
- Website – Gale has not addressed this yet – will look into it
- Ethics Disclosure – check Ethics website members must file annual forms
- Letter to all board members from CSEA asking Bd. to consider core governmental functions/privatization
- Letter to be forwarded to the Privatization Sub-Committee

A motion was made, seconded and carried to have the privatization Sub-Committee handle this inquiry.

A motion was made to adjourn and seconded.

Meeting adjourned at 3:05 PM