



STATE OF CONNECTICUT
OFFICE OF GOVERNMENTAL ACCOUNTABILITY
STATE CONTRACTING STANDARDS BOARD

Final & Approved Minutes
Tuesday, August 30, 2016 Meeting of the State Contracting Standards Board
Investigations and Audits Work Group
999 Asylum Avenue, Hartford, Connecticut
First Floor Conference Room

Members Present:

Thomas Ahneman – via conference telephone
Alfred Bertoline
Stuart Mahler
Robert Rinker
Brenda Sisco
David L. Guay, Executive Director - ex-officio Board member

Staff Present:

Julia Marquis, Chief Procurement Officer

1. Call to order

Meeting called to order by acting Chair David Guay at 10:02 A.M.

2. Select Chair

Thomas Ahneman volunteered to chair the work group.

Robert Rinker led a discussion on what the work group hopes to accomplish noting that while the audit part is clear, the investigation part has been part of the privatization committee and provided recent examples. Julia Marquis noted that investigations is not an authority conferred to the Board but is conferred to her as the Chief Procurement Officer.

Alfred Bertoline directed the group to the Board's triennial audit requirement in the statute and offered that the work group is restricted to that task and function.

Mr. Rinker suggested removing the word investigations from the work group title, all agreed.

By consensus the group chose Thomas Ahneman to chair the work group.

3. Review FY17 Strategic Plan for the work group and determine next steps

Mr. Rinker made clear that the Board does not have the staff to perform audits and suggested a first step would be to set up a meeting with the Auditors of Public Accounts and speak with them about the audits they conduct to discuss cooperation and what areas this group would like to be focused on.

Mr. Rinker expressed a desire to know who they have audited and what is the cycle and is there an agency we would like them to focus on, including auditing whether they have trained staff in contracts and procurement.

Ms. Marquis will set up a meeting with the Auditors of Public Accounts.

Ms. Marquis directed the group to C.G.S. Sec. 4e-6 which is the Board's audit requirement and suggested this work group should create a list of items to be looked at in an audit.

Mr. Bertoline suggested that before meeting with the Auditors the group needs to decide what the key items are we are looking for in the audit, what is the scope of the audit. He further discussed the need for a summary of the type of contracts per agency before speaking with the Auditors and the possibility of creating a self-assessment tool for the agencies to have them perform a self-assessment each year as well as the Board's triennial audit. With the audit and the self-assessment assisting the Board in identifying key problems within the system.

Mr. Rinker suggested that this directs that the audit be aligned with our mission of cost savings, efficiencies and training. Mr. Bertoline suggested that the audit should be a final portion of the Board's effort to codify the contracting standards and train the agencies and then audit for compliance and provide guidance for further training.

Ms. Marquis offered that the first audits should be on the universal basics of contracting and not necessarily on the specific requirements some agencies may have.

Based on the discussion Ms. Marquis offered to provide a list of the type of contracts, the relevant statutes and the procurement standards for purchase of service contracts, check in the National Association of State Procurement Officers (NASPO) to see what they have on auditing and whether there is a model. Mr. Rinker added a request to find what is the standard audit performed by the Auditors of Public Accounts.

4. [Set next meeting date](#)

Next meeting scheduled for Thursday, September 22, 2013 at 10:00 A.M.

5. [Adjournment](#)

Motion made by Brenda Sisco and seconded by Stuart Mahler to adjourn. All voted in favor, the motion passed and the meeting was adjourned at 10:40 A.M.

Respectfully submitted: David Guay