



STATE OF CONNECTICUT
OFFICE OF GOVERNMENTAL ACCOUNTABILITY
STATE CONTRACTING STANDARDS BOARD

Draft Minutes

Tuesday, August 30, 2016 Meeting of the State Contracting Standards Board
Training and External Communications Work Group
999 Asylum Avenue, Hartford, Connecticut
First Floor Conference Room

Members Present:

Claudia Baio
Julia Marquis
Jean Morningstar
Brenda Sisco
David L. Guay, Executive Director - ex-officio Board member

1. Call to order

Meeting called to order at 11:10 A.M.

2. Select Chair

By consensus, the group asked David Guay to be the Chair of the Training and External Communication Work Group and he agreed.

3. Review FY 17 Strategic Plan to set and prioritize work group activities

Group members reviewed the FY17 Strategic plan section on training and external communication. A discussion of the Board's statutory mandate for training was discussed and reviewed. Chief Procurement Officer Julia Marquis reviewed with the group the seven different training events she has already coordinated and provided in the last nine months; training over 400 registrants. Ms. Marquis also shared her opinion that there appears to be a great desire and need for the training provided by the State Contracting Standards Board.

Ms. Marquis shared her plans for on-line training. Creating foundation training that everyone required to be trained would take and next level training which is more specialized. Ms. Marquis suggested that she could develop a more detailed plan for training and bring it back to the work group.

Ms. Marquis offered that we have the content and subject matter experts to create the training, but we need someone to produce the on-line training, such as the distance learning consortium. She further added that she needs to speak again with the State's Chief Information Officer (CIO), Mark Raymond, about the IT Capital Bond Fund as a possible funding source.

Executive Director Guay recommended for the external communication component that each member come back to the next meeting with their recommendation of what is the story we want to tell about the State Contracting Standards Board. He expressed frustration about every story about the Board starts with the Board has been in existence since 2009, which is not accurate.

Brenda Sisco asked what we are saying in response to items that arise from media coverage. She suggested we make sure we have all the facts in place before responding. She further agreed we need a plan about communications. Ms. Sisco also agreed coming up with a standard explanation of the history and successes of the Board is worthy of discussion. Ms. Sisco urged the work group to include in the narrative about the Board a list of accomplishments and noted the work of the work groups will be of tremendous help.

Jean Morningstar summarized the discussion as coming back to the next meeting with ideas to develop our message.

4. [Set next meeting date](#)

By consensus the work group set the next meeting for September 22, 2016 at 11:00 A.M.

5. [Adjournment](#)

Motion made by Jean Morningstar and seconded by Brenda Sisco to adjourn. All voted in favor, the motion passed and the meeting was adjourned at 11:50 A.M.

Respectfully submitted: David Guay