



STATE OF CONNECTICUT
OFFICE OF GOVERNMENTAL ACCOUNTABILITY
STATE CONTRACTING STANDARDS BOARD

Final & Approved Minutes
Friday, April 7, 2017 Meeting of the State Contracting Standards Board
Audit Work Group
Fifth Floor Conference Room
18-20 Trinity Street, Hartford, Connecticut

Members Present:

Thomas Ahneman, Chair – Via Conference Telephone
Alfred Bertoline
Stuart Mahler
Jean Morningstar
Robert Rinker
David L. Guay, Executive Director - ex-officio Board member

1. [Call to order](#)

Meeting called to order by Chair Thomas Ahneman at 9:04 A.M.

2. [Approve minutes of March 10, 2017](#)

Motion made by Robert Rinker and seconded by Alfred Bertoline to approve the minutes of the March 10, 2017 Audit Work Group meeting. All voted in favor.

3. [Progress Review](#)

Executive Director David Guay informed the work group that the audit form and the audit letter went out to the following thirteen agencies on March 31, 2017, with a requested return date of April 21, 2017.

Department of Transportation
Department of Social Services
Department of Mental Health and Addiction Services
Department of Children and Families
State Department of Education
Department of Correction
Department of Administrative Services – Division of Construction Services
Freedom of Information Commission
Department of Economic and Community Development

Higher Education

University of Connecticut
University of Connecticut Health Center
Board of Regents

The work group discussed the plan of action going forward, including the tracking of responses, preparation of second inquiries as necessary and the preparation of an audit report. Mr. Bertoline suggested the audit report should include the scope, the findings, and the recommendations. The report will also include responses to the recommendations of the audit. Jean Morningstar indicated that a final compiled report to the State of all the audits conducted is an appropriate final step.

4. CT Technical High School System Contracts – Pita Group & Kozak & Salina

Work Group member Robert Rinker reviewed the genesis of this issue being raised with the work group and the full Board.

Recess of the meeting held between 9:20 A.M. and 9:30 A.M. in order for Executive Director Guay to copy and transmit the documents just received from Attorney Peter M. Haberlandt, Director of Legal Affairs, State Department of Education.

The material received included a copy of the agreements and a letter from Attorney Haberlandt informing the Audits Work Group that the agreements in question are subjects of an ongoing investigation and that the State Department of Education believe it would be inappropriate to discuss the matter in a public forum while the investigation is pending.

Discussion held on the nature of the investigation by the Department of Administrative Services (DAS) and the federal government which appear to be focused on the personnel versus the contracts.

Mr. Rinker discussed the questions he would like asked.

1. Was there an RFP issued for this contract?
 - a. If so, what companies submitted bids and what was the evaluation process and their scores?
 - b. If not, did the CTHSS or SDE receive permission from OPM to single or sole source this contract? What was the basis for single or sole sourcing of this contract?
 - c. Or, was this vendor on an approved vendor list?
2. What is the contract and its terms?
3. Who prepared the contract for the State? And who approved the contract?
4. Were the contract terms consistent with the RFP or request for waiver, if applicable?

5. Were there any amendments or extensions of the contract? If so, what was the approval process for those amendments or extensions?
6. Did the Attorney General's office review and approve this contract?

Work Group member Alfred Bertoline noted that question two and the second part of question three have been answered in the material provided to the CSB on Friday, April 7, 2017 by Attorney Peter Haberlandt, Director of Legal Affairs, for the State Department of Education.

Jean Morningstar motioned seconded by Alfred Bertoline to raise the question of sending a communication with Mr. Rinker's suggested questions to the State Department of Education with the full Board at the next meeting at 10:00 following this Audits Work Group meeting. All voted in favor.

5. [Other Business](#)

No other business raised.

6. [Adjournment](#)

Motion made by Robert Rinker and seconded by Jean Morningstar to adjourn. All voted in favor, the meeting was adjourned at 9:45 A.M.

Respectfully submitted: David Guay