



STATE OF CONNECTICUT
OFFICE OF GOVERNMENTAL ACCOUNTABILITY
STATE CONTRACTING STANDARDS BOARD

Final & Approved
Minutes

Friday, October 9, 2020 Meeting of the State Contracting Standards Board
Audit Work Group
Via Microsoft Teams Video Conference

Members Present:

Robert Rinker, Acting Chair – Via Microsoft Teams Video Conference
Alfred Bertoline – Via Microsoft Teams Video Conference
Lauren Gauthier – Via Microsoft Teams Video Conference
Stuart Mahler – Via Microsoft Teams Video Conference
Jean Morningstar – Via Microsoft Teams Video Conference

David L. Guay, Executive Director - ex-officio Board member – Via Microsoft Teams Video Conference
Xholina Nano, Staff – 2020-2021 UConn Graduate Intern – Via Microsoft Teams Video Conference

1. [Call to order](#)

Meeting called to order by Acting Chair Robert Rinker at 9:33 A.M.

2. [Approve minutes of July 10, 2020](#)

Motion made by Stuart Mahler and seconded by Alfred Bertoline to approve the minutes of the July 10, 2020 Audit Work Group meeting. All voted in favor.

3. [FY 2019 Audit progress review and update](#)

Executive Director David Guay reported the purpose of the meeting was to put the Work Group members all on the same page. Fiscal year 2019 reports are due on Tuesday, October 13, 2020, with review of the reports beginning at the November 13, 2020 meeting.

Executive Director Guay reported on his conversations with the audited agencies and the work he conducted since the July 10, 2020 meeting.

Executive Director Guay reported on the items from the Fiscal year 2018 Audit that need to be completed due to his medical leaves.

- Wrap-up sending the compliance reports to the Office of Early Childhood and the Department of Motor Vehicles
- Sending copies of the Fiscal year 2018 Audit Compliance reports to the Legislative Committees of cognizance, the Government Administration and Elections Committee and the Committee on Appropriations.
- Sending a communication to the Fiscal year 2017 Audited Agencies for a response on the Board's recommendations contained within the Compliance report.

Executive Director Guay reported that with the assistance and effort of Xholina Nano, the Board's University of Connecticut Graduate Intern, these backlogged items are finally beginning to be addressed.

Executive Director Guay highlighted the need to create a new compliance report based upon the new audit questionnaire created by Lauren Gauthier.

Executive Director Guay explained that the Agencies that were originally assigned to former Board member Bob Sember need to be reassigned.

Alfred Bertoline reminded Executive Director Guay of the need to send out our findings to all agency heads. Chair Rinker asked for clarification of the task. Mr. Bertoline stated there were two items to make agencies aware of, cost effectiveness evaluations and the results-based accountability review of contracts. Mr. Mahler spoke of the addition of the need and improvement of in-house training.

Chair Rinker asked Executive Director Guay to comment on the training and efforts to initiate a certification program. Executive Director Guay responded that in preparation for the FY22 and FY23 budget submissions he had extensive discussion with an IT group about creating an on-line certification program as required by C.G.S. Section 4e-5. Unfortunately, he was unable to reach a sufficient cost estimate to include with the FY22 and FY23 budget submission. But Executive Director Guay is continuing discussion with a hope to include in the FY23 biennium budget adjustment.

Executive Director Guay responded to Mr. Mahler's request, by stating he could craft a communication to the agencies to address his concerns. Chair Rinker added that getting feedback from the agency head will be critical because he expects the agencies to be in the

same bind that the Board finds itself, with tighter budgets the procurement needs to be sharper, have more competitive procurement, more results based accountability review, more training and cost effectiveness evaluations to determine whether it is less or more expensive to seek outside sources rather than accomplishing the tasks in-house.

Executive Director Guay added that the primary projects that Xholina has been assigned is the drafting and passing of regulations, with results-based accountability regulations being number two on her list.

4. Adjournment

Motion made by Jean Morningstar and seconded by Alfred Bertoline to adjourn. All voted in favor, the meeting was adjourned at 9:56 A.M.

Respectfully submitted: David Guay