



STATE OF CONNECTICUT
OFFICE OF GOVERNMENTAL ACCOUNTABILITY
STATE CONTRACTING STANDARDS BOARD

Final & Approved
Minutes
Friday, April 9, 2021 Meeting of the State Contracting Standards Board
Audit Work Group
Via Microsoft Teams Video Conference

Members Present:

Thomas Ahneman, Chair – Via Microsoft Teams Video Conference
Robert Rinker – Via Microsoft Teams Video Conference
Alfred Bertoline – 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 Chair Thomas Ahneman at 9:05 A.M.

2. Approve minutes of February 5, 2021

Motion made by Alfred Bertoline and seconded by Robert Rinker to approve the minutes of the February 5, 2021 Audit Work Group meeting. In favor votes from Robert Rinker and Alfred Bertoline. None voted no. There was an abstention from Thomas Ahneman.

3. Review FY 2019 audit status & response

Discussion regarding FY 2019 Audits:

Chair Thomas Ahneman reported that the **Connecticut Agricultural Experiment Station** report previously presented and approved by the Board has been formatted and now ready to be sent out to the agency.

Executive Director, David Guay reported that the four previously approved audit compliance reports (Office of Health Strategy, Division of Criminal Justice, Office of Policy and Management, and Workers' Compensation Commission) have been sent to the agencies (*note: agencies have 60 days to respond*).

Question made by Robert Rinker regarding the formatting of the Department of Labor and Connecticut Insurance Department corrective measures question.

Response made by Executive Director, David Guay to Mr. Rinker's question is that they were assigned to Jean Morningstar and Xholina completed draft version for the Board to review and finalize corrective measures.

Comment made by Robert Rinker regarding being conscious of combining the numbers of PSA and POS contracts in the compliance reports. The work group can discuss if it wants to be clearer on that point in the future reports.

Comment made by Executive Director, David Guay that Miss Nano is looking at some of the areas for improvement in the questionnaire and that the work group will identify even more issues with the questionnaire in the next meeting.

Robert Rinker motioned, and Alfred Bertoline seconded to present the **Department of Labor** compliance report to the full Board with the amendment that the corrective measures be statements and not phrased as a question. All voted in favor.

Robert Rinker motioned, and Alfred Bertoline seconded to present the **Connecticut Insurance Department** compliance report to the full Board with the amendment that the corrective measures be statements and not phrased as a question. All voted in favor.

Comment made by Executive Director, David Guay that **Department of Public Health** was granted an indefinite extension to responding to the FY19 audit questionnaire.

Discussion Regarding Responses:

Comment made by Executive Director, David Guay that a follow-up email will be sent out to FY2017 agencies. Four agencies have responded so far. Additionally, Miss Nano has working on the consolidated summary report of FY19 agency responses.

Question made by Chair Ahneman regarding the satisfactoriness of FY17 responses.

Response made by Mr. Guay to Chair Ahneman that a follow up will be sent to FY2017 audited agencies.

Comments made by Chair Ahneman to have the work group request an update from the agencies.

Comments made by Robert Rinker regarding the triannual nature of the audits and asked a question if the same agencies will be cycling back through.

Response made by Mr. Guay to Mr. Rinker that the work group will not cycle back through the FY17 agencies within the three years because we have more agencies to audit.

Comments made by Chair Ahneman that the group has done about 37 audits out of the roughly 60 main state agencies. The triannual cycle for this current working group is not realistic.

Question made by Robert Rinker if the work group has touched on most of the main state agencies.

Response made by Mr. Guay to Mr. Rinker that that is fair to say and Miss Nano will identify any main agencies not covered yet for the next meeting. Part of the May meeting will be deciding what is left to do.

Comments made by Alfred Bertoline that the work group should reach back out regarding recommendations that we made rather than waiting until next cycle to hold the agencies accountable.

Comments made by Chair Ahneman that he agrees about the follow up for two reasons, the first being to remind the agency that they have an obligation, and second to see how effective the work group is.

Comments made by Robert Rinker withdrawing previous comment since there remain a number of agencies left to audit and cycling through in three years will not be possible.

Chair Ahneman directed Executive Director, David Guay and Miss Nano to complete follow up with FY18 and FY17 audited agencies.

Response made by Mr. Guay to Chair Ahneman that it will be done so upon Miss Nano's return and to be reported on in the June meeting.

Question made by Robert Rinker regarding getting a list of the agencies that need to still be audited prior to the May meeting.

Response made by Mr. Guay to Mr. Rinker that a list will be sent out ahead of time.

Discussion regarding FY 2019 Audits Part II:

The Work Group reviewed the FY2019 Audit Response for the **Department of Revenue Services** by Xholina Nano. Alfred Bertoline identified a few changes and areas for further clarification. Miss Nano will request a copy of the 3 year procurement report from the agency. Additional edits will be made by Mr. Bertoline before presenting report again in next meeting.

Comments made by Executive Director, David Guay that the Work Group will work on improving the questionnaire in the next meeting and make adjustments before the next round.

Comments made by Robert Rinker that ideally we would pretest the questionnaire with a small group of agencies, which is something more staff of a Chief Procurement Officer would allow the work group to accomplish.

Response made by Executive Director, David Guay to Mr. Rinker's comments that the Work Group will need to give the questionnaire serious thought about the types of questions it is including.

Comments made by Robert Rinker regarding the use of intermittent employees by Department of Revenue Services (DRS) during tax season to process high workloads and how it is similar to the Department of Labor when there is a rush of unemployment insurance claims to process. Mr. Rinker asked if DRS is using an outside agency to hire the supplemental workforce in place of using intermittent employees.

Comments made by Chair Ahneman that the remaining FY2019 audits will be reviewed by the Work Group in May and afterward by the full board in June.

4. Adjournment

Motion made by Alfred Bertoline and seconded by Robert Rinker to adjourn. All voted in favor, the meeting was adjourned at 9:48 A.M.

Respectfully submitted: Xholina Nano