



STATE OF CONNECTICUT
OFFICE OF GOVERNMENTAL ACCOUNTABILITY
STATE CONTRACTING STANDARDS BOARD

Draft
Minutes
Friday, May 14, 2021 Meeting of the State Contracting Standards Board
Audit Work Group
Via Microsoft Teams Video Conference

Members Present:

Thomas Ahneman, Chair
Alfred Bertoline
Lauren Gauthier
Stuart Mahler
Jean Morningstar
Robert Rinker

David L. Guay, Executive Director - ex-officio Board Member
Xholina Nano, Staff – 2020-2021 UConn Graduate Intern

1. Call to order

Meeting called to order by Chair Thomas Ahneman at 9:05 A.M.

2. Approve minutes of April 9, 2021

Motion made by Alfred Bertoline and seconded by Robert Rinker to approve the minutes of the April 9, 2021 Audit Work Group meeting. In favor votes from Chair Thomas Ahneman, Alfred Bertoline, and Robert Rinker. None voted no. There were abstentions from Lauren Gauthier, Stuart Mahler, and Jean Morningstar.

3. Response from the Office of Health Strategy

Discussion regarding response of the Office of Health Strategy:

Comments made by David Guay regarding the response by the Office of Health Strategy to the approved audit compliance and corrective measures report by the work group to be attached to that report.

Comments made by Robert Rinke regarding the response by Office of Health Strategy in which the agency agreed to do the cost effectiveness evaluation and clarified the position of the Health Care Advocate as a separate operation from their agency.

Comments made by Chair Thomas Ahneman that responses by agencies to the audit work group reports are considered for report amendments to the work groups reports as new information is shared by the agency with the work group.

4. Review FY 2019 audit status & response

Discussion regarding FY 2019 Audits:

Comments made by Alfred Bertoline regarding the Department of Revenue Services draft compliance report suggesting edits to corrective measures draft including that DRS should perform competitive bidding on Department of Administrative Services (DAS) Personal Service Agreements (PSA) having more than one qualified vender to identify cost savings.

Comments made by Chair Thomas Ahneman regarding the potential challenges the Department of Revenue Services might face with the suggested corrective measure.

Comments made by Alfred Bertoline regarding the process of choosing between already qualified vendors by DAS for a PSA should compare prices.

Comments made by Robert Rinker regarding DRS practice of hiring intermittent employees through a privatization contract. Additionally, Mr. Rinker stated he would be interested in looking at the Cost Effectiveness Evaluation (CEE) conducted for this contract from 2014 to see if the agency applied it correctly.

Comments made by Alfred Bertoline regarding including CEEs in the corrective measures of the DRS report.

Comments made by Robert Rinker seeking a copy of the 2014 CEE conducted on the one privatization contract by DRS.

Comments made by Chair Thomas Ahneman about asking for the CEE on the privatization contract in the corrective measures section of the DRS audit report.

Comments made by Robert Rinker supporting the work group taking a look at the CEE since the privatization contract will need additional review when it is time to renew and ensure that the previous one was conducted in accordance to the Board's and OPM's standards.

Comments made by Executive Director David Guay to include in the corrective measures the request to see the CEE on the privatization contract.

Jean Morningstar motioned, and Lauren Gauthier seconded to present the **Department of Revenue Services** compliance report to the full Board with the amendments from the work group from the meeting. All voted in favor.

Comments made by Stuart Mahler introducing the Department of Emergency Services and Public Protection draft report. No discussion by Board.

Lauren Gauthier motioned, and Alfred Bertoline seconded to present the **Department of Emergency Services and Public Protection** compliance report to the full Board. All voted in favor.

Comments made by Chair Thomas Ahneman introducing the Department of Energy and Environmental Protection.

Alfred Bertoline motioned, and Stuart Mahler seconded to present the **Department of Energy and Environmental Protection** compliance report to the full Board with amendments to the corrective measures to include preparing 3-year procurement plan, and preparing a checklist of specific controls used to verify quality of contracts, and that all procurement staff attend training through the Board, OPM, or DAS. All voted in favor.

Comments made by Chair Thomas Ahneman introducing the Department of Administrative Service Bureau of Enterprise Systems and Technology (DAS-BEST).

Question made by Stuart Mahler seeking clarification between the difference of an MOU (Memorandum of Understanding) and MOA (Memorandum of Agreement).

Response by Laruen Gauthier regarding the MOA and MOU terms as described by the Department of Education.

Comments made by Robert Rinker regarding seeking more information on DAS-BEST contract types and verifying through OPMs PSA annual report list that DAS-BEST does not show up there.

Jean Morningstar motioned, and Stuart Mahler seconded to present the **Department of Administrative Service Bureau of Enterprise Systems and Technology** compliance report to the full Board with amendments to the corrective measures to include preparing 3-year procurement plan, and preparing a checklist of specific controls used to verify quality of contracts, provide process why which agency enters a Memorandum of Understanding (MOU), confirm that there are no PSAs, and provide agency criteria for entering a PSA. All voted in favor.

5. [2017 Audit Response Updates](#)

Comment made by Xholina Nano updating the information that had been sent to the Board previously to include two new agency response.

6. [2020 Audits and Next Steps](#)

Comments made by Executive Director, David Guay regarding the questionnaire instrument and seeking feedback from the Board members in the June meeting after members review some of the comments from agencies.

Comments made by Robert Rinker regarding pretesting the instrument after feedback has been incorporated in the questionnaire with procurement staff in state agencies for comprehension.

Comments made by Chair Ahneman seeking a list of the remaining agencies weighted by procurement rate for the June meeting.

7. Adjournment

Motion made by Robert Rinker and seconded by Jean Morningstar to adjourn. All voted in favor, the meeting was adjourned at 9:50 A.M.

Respectfully submitted: Xholina Nano