



STATE OF CONNECTICUT
OFFICE OF GOVERNMENTAL ACCOUNTABILITY
STATE CONTRACTING STANDARDS BOARD

Final & Approved
Minutes

Friday, May 13, 2022 - 10:00 A.M. Meeting of the State Contracting Standards Board
Via Microsoft Teams

Members Present:

Lawrence Fox, Chair
Robert Rinker
Bruce Buff
Stuart Mahler
Al Bertoline
Jean Morningstar
Albert Ilg
Daniel Rovero
Lauren Gauthier
Brenda Sisco

David L. Guay, Executive Director - ex-officio Board member

Ryan Chester, Staff – 2021-2022 UConn Graduate Intern

1. Call to order

Chair Fox called the meeting to order at 10:02 AM.

2. Approve the minutes of the April 8, 2022 meeting

Chair Fox brought up some changes to the April 8 meeting minutes.

Robert Rinker motioned to accept Chair Fox's changes to the minutes. Al Bertoline seconded. All voted in favor.

3. Farewell to Ryan Chester

David Guay stated that he will miss Ryan Chester dearly. He has upheld the highest standards. He is the complete package. He stepped in when needed. He accomplished all that needed to be done and things he thought we could get done. He has been a great colleague.

Chair Fox stated that this Board has high expectations for interns and Ryan Chester stepped up and helped the Board during David Guay's absence.

Ryan Chester thanked respectfully the Board for their comments and explained he accepted a full-time analyst position with PFM, a financial consulting firm for state and local governments.

Robert Rinker thanked Ryan Chester for his work on the Connecticut Port Authority.

Jean Morningstar wished Ryan Chester luck.

Albert Ilg thanked Ryan Chester for his work and that we have been very lucky with interns.

Albert Ilg has reached out to UConn to secure another intern.

Lauren Gauthier thanked Ryan Chester for his work.

4. FY23 Budget Update

Chair Fox commented that the budget has passed, and the Board has received full funding for the Chief Procurement Officer and all new positions. We are very grateful to the legislature and the Governor for steering us on this course.

David Guay expressed thanks for Chair Fox and Robert Rinker for their effort in getting this legislation passed.

Lauren Gauthier asked about the next executive director.

Chair Fox stated that he does not know who will be appointed but has spoken with the Governor and his staff who are working on this. There will have to be some overlap with David Guay and the next executive director to ensure a smooth transition.

Chair Fox stated that he thought doing a strategic plan without the new positions filled is premature. We should focus on hiring the best people first and then including the new positions in the strategic plan. These positions should have input in our priorities. We may not wait for every position to be filled, but we should focus on hiring before doing a strategic plan.

Jean Morningstar agreed with Chair Fox's comments.

Brenda Sisco agreed with Chair Fox's comments.

5. Hiring Process Overview

David Guay commented that he reached out to a colleague about the hiring process and invited her here to speak to the Board.

Debra Mainville is an HR Generalist with DAS. Many things with recruitment have changed. Debra Mainville stated that first steps are to establish the forms for those positions. Then we can do the recruitment process which includes creating preferred criteria and a brief description for each of the positions. The minimum amount of time to post is for 6 business days, but you can post for longer. Most of these classes are competitive so there is an appeal process. Then we conduct interviews and select a candidate. The forms have been sent to David Guay; you can start the process now.

Robert Rinker asked if the Chief Procurement Officer is treated differently than other classes since it is a statutory position.

Debra Mainville believes it is non-examined and will look at the Chief Procurement class to see how the statutory aspect affects the recruitment process.

Robert Rinker asked about David Guay being a temporary retired employee.

Debra Mainville commented that the temporary worker – retiree position for David Guay is being worked on.

Robert Rinker asked about SEBAC lists for the positions, besides the CPO and temporary worker, the classifications are in the A&R bargaining unit.

Debra Mainville commented that she does not believe there are any SEBAC lists for the classifications, but they always check to see that.

Robert Rinker asked about employment lists of people that are circulated for these positions.

Debra Mainville stated that the process was changed in 2017 that each position is treated as an individual position for which people can apply to.

Daniel Rovero asked if salary information is posted with the job postings.

Debra Mainville confirmed.

Chair Fox asked about the process after applicants apply.

Debra Mainville commented that after people apply, depending on how many applicants apply, there may be a referral process to further filter applicants before interviewing. We can alter the filtering to match the Board's desired criteria.

Chair Fox asked if we need to create an interview panel to conduct interviews.

Debra Mainville noted yes that the Board will need to create a panel for interviews. Typically, that panel will consist of 3-4 people from the Board and interviews will most likely be done virtually on teams.

Chair Fox asked if Debra Mainville will be helping through this process.

Debra Mainville stated that they will be leaving July 1st and will move this to another person at DAS.

Chair Fox stated that we might want to have some new positions filled and involved in the interview process. Filling the positions may move at different speeds, but we should get started on all of them.

Daniel Rovero asked if the full Board could be allowed to listen in on the interviews, but only designate 3 people to ask questions.

Debra Mainville stated that the panel makeup is up to the Board's discretion.

David Guay spoke to his experience with public interviews.

Brenda Sisco stated this is the reason we have a subcommittee to handle the interviewing using their best judgement.

Chair Fox stated that when it comes down to making a recommendation on an applicant for the position, we might want to have different board members involved with different positions based on their background and interest.

Donna Karnes stated that we have to write the qualifications for each position.

David Guay stated that him and Robert Rinker will be drafting the position qualifications/descriptions starting next week.

Bruce Buff stated that our process for selecting an intern worked effectively.

Albert Ilg asked what the State does for job references.

Debra Mainville stated that they can ask for 3 job references of applicants.

Albert Ilg stated he would like to be involved in drafting the position criteria and descriptions.

Ryan Chester suggested to contact the UConn School of Public Policy with these positions to increase the exposure of the applications.

Chair Fox thanked Debra Mainville for her time.

6. Sec. 4e-36 Contested Solicitations and Awards Subcommittee Report

Robert Rinker stated the Subcommittee has no matters to report.

7. Privatization Contract Committee Report

Robert Rinker stated that he is still waiting for a response and has nothing to report.

Brenda Sisco asked for clarification.

Robert Rinker provided clarification on the logistics of communications with 1199.

8. Audit Work Group

Thomas Ahneman reported that the group is continuing to work on the audit. 33 agencies in total are under review, 22 agencies have responded. Of those, about 10 of them have no contracts. We are prepared to elevate 2 compliance reports to the Board in June. There are also 2 agencies that do not meet the definitions of state contracting agencies and are not subject to audit by this Board. We are tabling some follow-up matters due to the loss of Ryan Chester next week and David Guay's retirement.

9. Other business

David Guay reported that on April 28, 2022 he spoke with the Carpenter's Labor Management Project about the citizen advisory committee. They were very interested in what we do. It was a real pleasure.

Lauren Gauthier asked about the Attorney General's Office's response to earlier pending opinions.

David Guay reported they have not responded.

10. Public Comment

No public comment.

11. Adjournment

Chair Fox stated that we have the option to meet in person or virtually for next months' board meeting.

Lauren Gauthier stated she prefers virtual but would like to be able to properly appreciate and thank David Guay for his service to the Board.

Chair Fox commented that we should do an in-person meeting to officially send David Guay off.

Jean Morningstar motioned to adjourn; Lauren Gauthier seconded. All voted in favor. Meeting adjourned at 11:02 AM.

Respectfully submitted: Ryan Chester