



STATE OF CONNECTICUT  
OFFICE OF GOVERNMENTAL ACCOUNTABILITY  
STATE CONTRACTING STANDARDS BOARD

**Regular Meeting Minutes**

Friday, June 9, 2023 - 10:00 A.M.

Location: 165 Capitol Avenue, Hartford, CT

Conference Room G004B

and

*Virtual*

Members Present:

Lawrence S. Fox, Chair

Alfred W. Bertoline

Bruce H. Buff

Lauren C. Gauthier

Albert W. Ilg

Donna M. Karnes

Salvatore C. Luciano

Stuart L. Mahler

Robert D. Rinker

Daniel S. Rovero

Gregory F. Daniels, Esq., Executive Director, ex-officio

Staff Present:

Jonathan M. Longman, Chief Procurement Officer

Samson F. Anderson, Research Analyst

Carmen Hufcut, Trainer Specialist

David L. Guay, Temporary Worker Retiree

1. Call to Order

Chairman Fox called the meeting to order at 10:02 a.m.

2. Approve the Minutes of May 12, 2023 regular meeting

Alfred Bertoline motioned to approve the May 12, 2023 regular meeting minutes, and Donna Karnes seconded the motion. The May 12, 2023 regular meeting minutes were approved and adopted unanimously.

3. Staff Reports

a. Executive Director Report – Gregory F. Daniels, Esq.

i. Legislation, Regulations, Policies, and Procedures

1. Legislation

- a. Director Daniels provided an update on the final status of bills the SCSB staff tracked during the 2023 legislative session which adjourned on June 7, 2023.
  - 2. Regulations, Policies, and Procedures
    - a. Director Daniels reported that he will be reviewing SCSB operational policies with the goal of completing a comprehensive review of the policies by Fall 2023.
- ii. Staffing
  - 1. Director Daniels reported that he began meeting weekly with Brittany Besaw, SCSB's HR representative from the Department of Administrative Services' SmART Unit, in preparation for upcoming staff searches.
  - 2. Staff Vacancy Updates
    - a. Director Daniels reported that the Position Authorization Request forms for both the Staff Attorney 1 position and the Accounts Examiner position were executed and submitted to HR for final posting. Director Daniels also shared that SCSB could not recruit candidates from the prior staff attorney 1 search because it's been longer than six months since the end of the prior search.
    - b. Director Daniels shared that he began drafting the Position Authorization Request form for an administrative assistant position since the Governor's budget included funding for such. HR assured him that SCSB searches would be made a priority.
    - c. Director Daniels stated that any SCSB Members interested in participating on the search committee for the Staff Attorney 1 position and/or the Accounts Examiners position should contact him.
  - 3. Intern(s) Selection from UConn's School of Public Policy Graduate Internship Program
    - a. Director Daniels reported that the staff conducted interviews earlier in the week and offers were made for prospective interns for the 2023-2024 academic calendar.
  - 4. Temporary Worker Retiree
    - a. Director Daniels reported that David Guay will continue with the SCSB as a Temporary Worker Retiree in the next fiscal year. Director Daniels also reported that Mr. Guay will be providing SCSB staff with support on the following outstanding SCSB projects:
      - i. SCSB's Records Retention Schedule in accordance with the Office of the Public Records Administrator issues this retention schedule under the authority granted by §11-8 and §11-8a of the General Statutes of Connecticut.
      - ii. Pending Respler Matter
      - iii. Operational Policies
- iii. Operations
  - 1. Fiscal
    - a. Director Daniels reported that our furniture supplier, OFI, is on target to deliver and install furniture and accessories previously ordered for the new admin workspace, as early as June 15, 2023.
- b. Chief Procurement Officer Report – Jonathan M. Longman

- i. Budget
    - 1. Jonathan Longman reported that funding for the Administrative Assistant position was approved by the Legislature in the upcoming budget.
    - 2. Mr. Longman also reported that funding is available for a UConn Intern and David Guay's remaining 35 days as a Temporary Worker Retiree.
  - ii. Pending Respler Matter
    - 1. Mr. Longman provided an update on the ongoing Respler matter. Mr. Longman reported that SCSB staff will meet with David Guay regarding the matter in the following week and will then follow up with the SCSB as to the recommended course of action.
  - iii. UCONN CEUI Privatization Matter
    - 1. Mr. Longman provided an update on the communications between the SCSB staff and UConn regarding the CEUI petition. Mr. Longman reported that SCSB received documentation related to the matter from UConn on May 23, 2023. The documentation did not include certain information so SCSB staff followed up with UConn regarding the missing information.
  - iv. Training
    - a. Mr. Longman and Carmen Hufcut provided a status update on the progress of the training development program. They both reviewed the Training Course Survey and outlined the three levels of courses currently in development.
  - v. Privatization –Statewide Cost Allocation Plan (SWCAP) Overview
    - a. Mr. Longman provided a detailed explanation and review of the SWCAP.
4. Audit/Data Analysis Work Group – Alfred W. Bertoline
- a. Proposed Audit Plan
    - i. Al Bertoline provided an overview of the proposed audit plan as amended now that the SCSB is hiring a new Accounts Examiner.
    - ii. Mr. Bertoline shared that the Workgroup selected the agencies the SCSB plans to audit first. He also reported that the Workgroup has modified the audit checklist.
5. Sec. 4e-36 Contested Solicitations and Awards Committee Report – Robert D. Rinker
- a. Robert Rinker reported that there was no new activity before the committee.
  - b. However, Mr. Rinker provided an update on a contest relative to Dylan Stadium that was filed multiple times with SCSB by Civic Mind. Mr. Rinker summarized the case filed by Civic Mind in Superior Court which subsequently led to the appeal of an unfavorable decision to the Appellate Court. Civic Mind then filed a request that the appeal be certified by the Supreme Court for review, but the petition was denied.
6. Privatization Contract Committee Report – Chairman Lawrence S. Fox
- a. Chairman Fox reported that there was no new activity before the committee.
7. Other Business
- a. Mr. Rinker requested that the SCSB set aside time in fall 2023 to discuss the SCSB's legislative agenda.

- b. Mr. Rinker also summarized reporting on modifications to the Harbor Development Agreement related to the State Pier and a related request for \$23 million from the Bond Commission.
  - c. Lauren Gauthier added that Eversource was leaving the agreement and noted that she was not sure how it would impact the tripartite agreement.
8. Public Comment
- a. There was no public comment.
9. Executive Session – Regarding Staff Attorney and Accounts Examiner Vacancies
- a. Alfred Bertoline motioned to go into executive session to discuss the Staff Attorney 1 and Accounts Examiner Vacancies, and Stu Mahler seconded the motion. The SCSB voted unanimously to go into executive session for the stated purpose.
10. Adjournment
- a. Robert Rinker motioned to adjourn, and Bruce Buff seconded the motion. All members voted in favor and the meeting was adjourned at 12:06 p.m.

Respectfully Submitted: Gregory F. Daniels, Esq., Executive Director