



STATE OF CONNECTICUT
Office of Governmental Accountability
State Contracting Standards Board

Regular Meeting Minutes
Friday, July 14, 2023 - 10:00 A.M.
Location: *Virtual Only*

Members Present:

Lawrence S. Fox, Chair
Alfred W. Bertoline
Bruce H. Buff
Lauren C. Gauthier
Donna M. Karnes
Salvatore C. Luciano
Stuart L. Mahler
Jean M. Morningstar
Robert D. Rinker
Daniel S. Rovero
Brenda L. Sisco
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 10:01 a.m.

2. Approve the Minutes of June 23, 2023 special meeting

Albert Bertoline motioned to approve the June 23, 2023 special meeting minutes, and Bruce Buff seconded the motion. The June 23, 2023 special 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 reported on the recent enactment of Public Act No. 23-194 (S.B. 984), An Act Accelerating the State Hiring Process, which amends Chapter 67 of the State Personnel Act with greater hiring efficiencies. P.A. 23-194 permits, among other things, “appointing authorities” to fill positions with candidates from any Commissioner of Administrative Services certified candidate list.

- b. Statutes, Legislation, Regulations, Policies, and Procedures Workgroup has a meeting scheduled for September 28, 2023, at 11 a.m. to discuss SCSB's legislative agenda for the upcoming legislative session.
 - 2. Regulations, Policies, and Procedures
 - a. Contested Case Hearing Script - Director Daniels reported that he completed a draft of the contested case hearing script that's consistent with Chapter 54.
 - ii. Staffing
 - 1. Staff Vacancy Updates
 - a. Director Daniels reported that the Accounts Examiner and Staff Attorney 1, positions are approved. Brittany Besaw, SCSB's HR representative from the Department of Administrative Services (DAS) SmART Unit, confirmed that the postings for the Accounts Examiner and Staff Attorney positions are with DAS' Talent Solutions group; they anticipate the Staff Attorney position posting will go live at midnight on July 15, 2023. The Accounts Examiner posting will go live next week. 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. Director Daniels will announce search Committee members for each position at SCSB's August 11, 2023 meeting.
 - b. Director Daniels shared that the administrative assistant position is pending final approval in Core-CT. It will move forward to the Talent Solutions group once approved in Core-CT and to final posting by DAS.
 - 2. Temporary Worker Retiree
 - a. Director Daniels reported that David Guay's Temporary Worker Retiree extension was approved on July 11, 2023. David is assisting the staff on the following projects:
 - i. Pending Respler Matter
 - ii. 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.
 - iii. Operations
 - 1. Fiscal
 - a. Director Daniels reported that our furniture supplier, OFI, delivered and installed furniture and accessories for the new admin workspace on July 19, 2023.
 - b. Chief Procurement Officer Report – Jonathan M. Longman
 - i. CT Port Authority
 - 1. Mr. Longman reported that the CPA had contacted the SCSB staff for procurement training and guidance for an upcoming procurement for audit services.
 - ii. 4e-16 Privatization

1. Mr. Longman reported that OPM had provided the additional details that support the Cost Benefit Analysis fringe calculation for employee medical and dental rates.
 - iii. Audit Program
 1. Mr. Longman provided an overview of the SCSB’s efforts to create a yearly audit plan and a contract compliance checklist. Chairman Fox recommended requesting a review from OPM and DAS when complete.
 - iv. UCONN CEUI Privatization Matter
 1. Mr. Longman stated that UCONN has not yet replied to the Board’s request for additional information. The original request was sent on 5/26.
 - v. Training
 1. Mr. Longman provided an overview of the team’s progress in developing training courses with DAS and OPM. The team is still on track for an initial launch at the end of the calendar year.
4. Audit/Data Analysis Work Group – Alfred W. Bertoline
 - a. Proposed Audit Plan
 - i. Al Bertoline provided an update on the proposed audit plan and adjustments to the process which incorporates continual audit process improvement.
 - ii. Mr. Bertoline also stated that he would be on the interview team for the Accounts Examiner position.
 5. Sec. 4e-36 Contested Solicitations and Awards Committee Report – Robert D. Rinker
 - a. Robert Rinker reported that on June 14, 2023, the 4e-36 committee received a contest letter on behalf of A&A Associated Monitoring Services, Inc., a Talitrix Company, related to pending awards under DAS Request for Proposals (“RFP”) for Electronic Monitoring Products and Services, RFP# 22PSX0021. Mr. Rinker stated that the 4e-36 committee held a July 26, 2023 proceeding during which the committee facilitated a mediated settlement of the matter with the parties. The settlement terms were reflected in the committee's minutes of the proceeding.
 6. Privatization Contract Committee Report – Chairman Lawrence S. Fox
 - a. Chairman Fox reported that there are no new matters before the committee.
 7. Other Business
 - a. Pending Respler Matter
 - i. David Guay provided an update on the ongoing Respler matter. Mr. Guay reported that SCSB staff will meet with David Guay regarding the matter in the following weeks and will update the SCSB at its August meeting.
 8. Public Comment
 - a. There was no public comment.

9. Adjournment

- a. Robert Rinker motioned to adjourn, and Bruce Buff seconded the motion. All members voted in favor and the meeting was adjourned at 10:46 a.m.

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