



## Regular Meeting Minutes

Friday, August 11, 2023 - 10:00 A.M.

Location: *Virtual Only*

### 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  
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 10:02 a.m.

### 2. Approve the Minutes of July 14, 2023 special meeting

Robert Rinker motioned to approve the July 14, 2023, meeting minutes, and Salvatore Luciano seconded the motion. The July 14, 2023, meeting minutes were approved and adopted unanimously.

### 3. Staff Reports

- a. Executive Director Report – Gregory F. Daniels, Esq.
  - i. Legislation, Regulations, Policies, and Procedures Report
    - There were no updates to report.
  - ii. Staffing Report
    - Director Daniels reported that the SCSB postings for the Staff Attorney 1 and the Accounts Examiner positions closed on July 31, 2023. He also shared that the Staff received the certification list for the Staff Attorney 1 position on August 10, 2023. There were 65 applicants for the Staff Attorney 1, which were narrowed down to 44 applicants by DAS referral questions. However, the Department of

Administrative Services (DAS) Talent Solutions unit issued referral questions to narrow the pool of applicants for the Accounts Examiner position. The referral questions are due on August 17, 2023, after which we should receive a certification list with interview applicants. As to the Administrative Assistant position, our HR representative submitted a request for active certification lists with applicants that we can begin interviewing. Director Daniels thanked all Board members who volunteered to participate in the interviews. He stated that Carmen Hufcut will be coordinating search committee meetings on behalf of the Board.

- Intern from UConn’s School of Public Policy Graduate Internship Program
    - Director Daniels reported that the staff conducted additional interviews this week and made another offer to a prospective intern for the 2023-2024 academic calendar. He stated that Jonathan Longman would report on this item in more detail.
- iii. Operations Report
- Director Daniels reported that SCSB has a new agency logo and related digital stationery (e.g., logo, letterhead, envelopes, email footer, etc.).
  - Director Daniels reported that the SCSB received approval to create agency social media accounts from the DAS’ Bureau of Information Technology Solutions on August 4, 2023. He also shared that the SCSB now has a Facebook page, LinkedIn page, and YouTube channel. Video recordings of SCSB meetings beginning from March 2023 are available to the public on the SCSB YouTube channel. A note at the top of the SCSB meeting agendas/minutes webpage notifies the public of the meeting videos on the SCSB YouTube Channel.
- b. Chief Procurement Officer Report – Jonathan M. Longman
- i. Auditing
- Mr. Longman reported that a formal Audit Plan has been drafted and sent to working group members for comment and feedback. Mr. Longman explained the significance of the plan and outlined the different steps of the audit process that were documented in the plan. Mr. Longman proposed that after the plan was approved, the next step would be to draft a letter to the first four agencies & start collecting data for audits.
- ii. FOIA Training
- Mr. Longman reported that the staff and several board members attended a recent FOIA class provided by the Connecticut Freedom of Information Commission. The staff would be making some slight adjustments to our recordkeeping, including posting meetings on the SCSB’s YouTube channel and providing draft meeting minutes within seven days on the SCSB’s website.
- iii. CT Port Authority
- Mr. Longman provided an update on recent communications for an upcoming CPA procurement. The staff provided the CPA with guidance on leveraging existing state contracts placed by DAS. DAS provided the same advice, and the CPA reported that they are able to move the procurement forward, given the recommended direction and support from DAS and the SCSB.
- iv. UCONN CEUI Privatization Matter

- Mr. Longman stated that UCONN had provided their response to the SCSB's request for information for additional details and supporting documentation for their cost-benefit analysis submitted under the CEUI petition. The documentation has been forwarded to the sub-committee members for review. Mr. Longman recommended that the subcommittee hold a meeting on Sept 6<sup>th</sup>, with both CEUI and UCONN representatives in attendance.
- v. Training
- Mr. Longman provided an update on the training plan development. The staff held several meetings this month with the Director of Education and Communications at the Office of State Ethics to co-develop procurement-specific coursework. Mr. Longman also reported that the staff will be meeting with DAS on the Set-Aside Program, which assists Connecticut Small and Minority Businesses (SBE/MBE) in an effort to create training content for SCSB classes. Finally, the staff provided an update on the Introduction to State Procurement Rules and Governance Course.
4. Audit/Data Analysis Work Group – Alfred W. Bertoline
- a. Al Bertoline reported on the audit plan and its significance to the board's future auditing operations. Mr. Bertoline suggested an August 18<sup>th</sup> Working Group meeting to discuss the tri-annual audit process and identify member responsibilities for the review and quality control of Agency Audit reports. Mr. Longman was asked to extend a meeting invitation to all committee members.
5. Sec. 4e-36 Contested Solicitations and Awards Committee Report – Robert D. Rinker
- a. Robert Rinker reported that there were no matters before the committee.
6. Privatization Contract Committee Report – Chairman Lawrence S. Fox
- a. Chairman Fox reported that Mr. Longman provided an update regarding the CEUI matter and encouraged all committee members to attend the Sept 6<sup>th</sup> meeting with UCONN and CEUI representatives.
7. Update on Respler Matter – David L. Guay
- a. Mr. Guay provided an overview of the Staff's recommendation for the Respler matter, including an introduction that provided historical background for the law. Following the introduction, Mr. Guay recited the facts in a timeline fashion and provided a set of conclusions and recommendations from the staff
- b. Conclusions
- i. Currently, Respler Homes LLC and Mr. Respler do not meet the statutory definition of a contractor, bidder, or proposer. Consequently, the matter brought to the Board is not ripe for consideration of the CGS Sec 4-34p at this time.
- ii. The matter is moot because of the Department of Administrative Services' decision regarding the Respler Homes LLC lease contract.
- iii. In finding the matter to be moot, I recommend the Board conclude the matter without a decision. Staff suggest the Board find the allegation against Mr. Respler in 2004 to be serious and should be considered by any state contracting agency in

future Request for Proposals or Bid solicitations in which Mr. Respler is a party as defined under the CGS Sec 4e-34.

c. Recommendations

- i. Staff recommends the dissolution of the three-member panel appointed by Chair Fox at the November 12, 2021, meeting of the State Contracting Standards Board.
- ii. Staff recommends that Connecticut's public policy regarding the disqualification of a contractor, bidder, or proposer is outlined in CGS Sec. 4e-34, and state contracting agencies should evaluate any bid or proposal in light of the statute. If not, the Board may be left to make such a decision after a state contracting agency has made an award. This after-the-fact review is not sufficient to protect the public and the taxpayers of Connecticut.
- d. Robert Rinker made a motion to accept the staff's recommendation for the Respler matter, as written at 10:26 a.m.; Salvatore Luciano seconded it. The board members held a discussion, and Salvatore Luciano made the motion to adopt the staff's report; it was seconded, and all board members voted in favor.

8. Other Business

- a. Chairman Fox, who has served as chair since 2018, announced that he would be stepping down from his position as Chair of the SCSB in September. Chairman Fox stated that it had been an honor to serve as the chair of the board, and he complimented the board members' tireless efforts in advancing this board's mission through volunteerism. It was also noted that recent funding and support from the legislature and the governor made significant enhancements to help fulfill the SCSB mission, and he thanked them for their continued support.

9. Public Comment

- a. Keven Blacker voiced his concerns regarding the Respler and CPA matters that have been part of the SCSB's focus over the past months. He voiced his frustration with several topics but took the time to thank the board and recognize the SCSB's efforts.

10. Adjournment

- a. Salvatore C. Luciano motioned to adjourn, and Daniel S. Rovero seconded the motion. All members voted in favor and the meeting was adjourned at 10:58 a.m.

Respectfully Submitted: Jonathan M. Longman, Chief Procurement Officer