



Special Meeting Minutes
State Contracting Standards Board - Audit/Data Analysis Work Group
Friday, August 18, 2023 - 10:00 A.M.
165 Capitol Ave, Conf Room G004B

Members Present:

Alfred W. Bertoline
Bruce H. Buff
Lauren C. Gauthier
Donna M. Karnes
Robert D. Rinker

Staff Present:

Jonathan M. Longman, Chief Procurement Officer
Samson F. Anderson, Research Analyst
Carmen Hufcut, Trainer Specialist

1. Call to Order

Work Group Lead Bertoline called the first meeting of the Audit/Data Analysis Work Group Meeting to order at 10:32 a.m.

2. Discuss the tri-annual audit process and identify member responsibilities for the review and quality control of agency audit reports

Work Group Lead Bertoline provided an overview of each of the audit documents and expressed his preferred path forward in starting the SCSB's tri-annual audits for FY24. The team discussed the goals, objectives, and methods that would be used during the evaluation process, including workload assignments, data collection, compliance verification, and reporting. Mr. Bertoline assigned a review schedule for board members.

3. Other Business

No items were discussed.

4. Adjournment

A motion was made to adjourn, and all voted to support the motion to adjourn. The meeting ended at 11:20 a.m.

Respectfully Submitted: Jonathan M. Longman, Chief Procurement Officer