



Special Meeting Minutes
State Contracting Standards Board - Audit/Data Analysis Work Group
Thursday, November 9, 2023 - 1:00 P.M.
Virtual Meeting

Members Present:

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

Staff Present:

Gregory F. Daniels Esq., Executive Director
Jonathan M. Longman, Chief Procurement Officer
Samson F. Anderson, Research Analyst

1. Call to Order

Work Group Lead Bertoline called the meeting of the Audit/Data Analysis Work Group to order at 1:05 p.m.

2. Approve the minutes of the August 18, 2023, Audit/Data Analysis Work Group Work Group Special Meeting.

Bruce Buff motioned to approve the August 18, 2023, special meeting minutes, and Donna Karnes seconded the motion. The August 18, 2023, special meeting minutes were approved and adopted unanimously.

3. Review and discuss the tri-annual audit results for Charter Oak State College

Mr. Longman provided an overview of the audit process and explained how the staff measures compliance, reviews documentation, and collects results for each audited contract. The team reviewed Charter Oak's audit report and discussed several topics, and several members made suggestions and recommendations to improve the reporting. The members stated that they were all in favor of adding recommendations that would be included in the report. The staff was directed to develop recommendations to assist agencies in developing corrective actions to address the root cause of the deficiency.

4. Adjournment

A motion made to adjourn was made by Robert Rinker and seconded by Donna Karnes, and all members voted to support the motion to adjourn. The meeting ended at 2:18 p.m.

Respectfully Submitted: Jonathan M. Longman, Chief Procurement Officer