



Special Meeting Agenda
Budget Sub-Work Group
Thursday, August 29, 2024 - 10:00 A.M.
Virtual Only

MINUTES

In Attendance:

Rochelle Palache, Chair of the State Contracting Standards Board
Brenda Sisco, Chair of the Budget Sub-Work Group
Lauren Gauthier
Stuart Mahler
James Marpe

Greg Daniels, Executive Director
Carmen Hufcut, Training Specialist
Maritza Lopez, Accounts Examiner
Samson Anderson, Research Analyst
Aleshia Hall, Administrative Assistant

1. **Call to Order:** Brenda Sisco called the meeting to order at 10:16 a.m.
 - a. Roll Call of Sub-Work Group Members was completed with all in attendance as noted above.
2. **Review of Biennium FY'26-27 Budget Submission**

Executive Director Daniels opened the meeting by explaining that a lot of work has gone into the formulation of the FY'26-27 biennium budget. He and the staff have worked closely with DAS and OPM over the past weeks and were able to address and correct many issues moving forward. Securing carryover our FY'24 surplus into the current FY'25 year was an important success for our agency.

Director Daniels then turned the presentation over to Research Analyst Samson Anderson and Administrative Assistant Aleshia Hall to present the details.

Analyst Samson opened the meeting with the following introduction:

- As detailed on the agenda, the purpose of this meeting is to share information regarding the FY'26-27 budget process with the Board via this sub-work group.

- We want you to know that the information shared with this committee in preparation for this meeting was completed along with DAS and OPM with input from staff, which is in accordance with the procedures in the State of Connecticut.
- This budget submission represents what our OPM Budget Analyst is willing to present and defend on our behalf during budget negotiations.
- No changes or decisions made during this meeting will affect how our OPM Budget Analysts proceed from this point on.
- Since we are only a couple of weeks into the FY'25 fiscal year, that budget information is not available and was not used in preparation for this submission.
- The submission is based upon agency spending in FY'22-24, and that information was shared on the spreadsheet.
- We will not be discussing the FY'25 fiscal year at this meeting as it is not a part of the budget submission.
- If you have any questions, we are happy to answer them to the best of your ability.
- If anyone has any complex or difficult questions that cannot answer succinctly in this meeting, we ask that you email them to us be sent to us with a copy to Greg (referring to Director Daniels) in writing, so that we clearly understand your request and can bring them to DAS and OPM on your behalf.
- Analyst Samson then turned the meeting presentation over to Assistant Hall to share the documents that were presented to the meeting's attendees and review the details thereof.

Assistant Hall then presented the following information:

- Assistant Hall created and shared a pie chart graph that serves as a visual reference of the percentage allocations for each budget line item in the operational expenses to demonstrate where we are dedicating our resources.
- It was explained that expense histories from FY'22-24 were utilized to arrive at these numbers based upon one-time, recurring, projected, and quoted figures.
- Since all staff salaries and benefits are guaranteed by OPM, we are focusing on the recurring operating expenses.
- Details of the budget information were discussed and a robust exchange regarding each line item. A video of this meeting on the [Connecticut State Contracting Standards Board website August 29, 2024 Budget Sub-Work Group Special Meeting \(youtube.com\)](#)

In conclusion:

- The Budget Sub-Work Group does not wish to entertain any discussion regarding budget reductions at this time.
- The Budget Sub-Work Group supports staff membership in NASPO based upon budget availability.
- The Budget Sub-Work Group supports incentivizing participation in training programs via Accreditation if the funding remains available.
- For presentation to the Board at the Regular Meeting on September 13, 2024, Assistant Hall will:
 - Expand the pie chart to reflect the total agency budget including staff salaries.

- Reach out to DAS Budget Analyst to request details of the FY'25 budget line items which will be incorporated into the presentation upon receipt.
- A draft of the presentation materials will be shared with the Budget Sub-work group upon completion.
- Executive Director Daniels will present this information at the Regular Board meeting on September 13, 2024.

3. Adjournment: Having no further business to discuss, at 11:35 a.m.,
A motion to adjourn was made by Lauren Gauthier.
The motion was seconded by James Marpe.
The motion was passed unanimously.

Respectfully submitted,

Aleshia Hall
Administrative Assistant