



CONTRACTING STANDARDS ADVISORY COUNCIL

Special Meeting Agenda

Tuesday, June 18, 2024 - 9:00 A.M.

Location: *Virtual Only*

MINUTES

Advisory Council Members in Attendance:

Gene Burke, Director of Procurement Programs and Services
Department of Administrative Services
Easha Canada, Deputy Commissioner and Chief Strategy Officer
Department of Social Services
Melissa Frank, Director of Insurance and Risk Management
State Insurance Risk Management Board
Berri Gerjuoy, Assistant Vice President, Department of Contracts
University of Connecticut
Kevin Meakam, Procurement Policy Development Coordinator
Office of Policy and Management
Gary Pescosolido, Bureau Chief for Finance and Administration
Department of Transportation
Michelle Schott, Chief of Operations and Support
Department of Public Health

Office of Governmental Accountability State Contracting Standards Board:

Greg Daniels, Executive Director, Office of Governmental Accountability,
State Contracting Standards Board
Jonathan Longman, Contracting Standards Advisory Council Chair,
Chief Procurement Officer, Office of Governmental Accountability,
State Contracting Standards Board
Samson Anderson, Standards Advisory Secretary,
Office of Governmental Accountability, Research Analyst,
State Contracting Standards Board
Aleshia Hall, Administrative Assistant, Office of Governmental Accountability,
State Contracting Standards Board

Others in Attendance:

Carmen Hufcut, Training Specialist, Office of Governmental Accountability,
State Contracting Standards Board
Maritza Lopez, Accounts Examiner, Office of Governmental Accountability,
State Contracting Standards Board

On June 18, 2024, the initial meeting of the Office of Governmental Accountability's Contracting Standards Advisory Council was held.

1. **Welcome and Introductions:** Council Chair Jonathan Longman opened the meeting by providing a history of the State Contracting Standards Board and welcomed them to the new Advisory Council.
2. **Purpose of the Contracting Standard Advisory Council:** The purpose is to conduct research, studies and analysis.
3. **Advisory Council Officers:**
 - a. Introduction of Chairperson – Jonathan Longman introduced himself.
 - b. Introduction of Secretary - Samson Anderson, Research Analyst, introduced himself.
 - c. Introduction of Council Members – Jon invited all the members to introduce themselves to the other Board members.
4. **Proposed Mission Statement** was shared. After a discussion and input from many council members, the following Mission Statement was crafted:

The Connecticut Standards Advisory Council shall make recommendations to the State Contracting Standards Board on improving statewide procurement processes by conducting independent research and analysis through statewide collaboration.

A motion to adopt the above mission statement was made by Gary Pescosolido. The motion was seconded by Berri Gerjuoy. The motion was passed unanimously.

5. **Proposed Bylaws:** Chair Longman shared a draft copy of the bylaws and suggested that we table this discussion at the next meeting. He requested that the Council members review the following areas in preparation for discussion:
 - a. Consideration or election of a Co-Chair.
 - b. Duality of interest. Executive Daniels can assist with any concerns that may arise.
6. **Opportunity for Questions and Open Discussion**
 - a. Ideas for collecting data were discussed.
 - b. In response to an inquiry by Gene Burke, Director Daniels offered the support of the SCS staff to complete the work of this Council.

7. Schedule and Cadence for Meetings: Chair Longman shared that the state statute requires quarterly meetings of this Council. This meeting will be the Q2 meeting; September will be Q3, and December will be Q4. A schedule for 2025 meetings will be adopted by this Council for the December 2024 meeting.

8. Develop an agenda for the next meeting:

- a. Approximately one month prior to the next meeting. The Council will be contacted to solicit input on the agenda for the next meeting. A survey will be sent to the agencies to create a focus for this group that can be shared with the board. Gene Burke and Mary Frank both supported the idea of surveys. Michelle Schott furthered that she would like to have an opportunity to solicit input from the people facilitating procurement within her agency.
- b. Chair Longman shared his platform for developing this Council and moving forward. The Council has the influence to define, measure, and analyze; however, responsibility for implementing improvements will be with the State Contracting Standards Board.

In response to Mary Franks' inquiry, Chair Longman confirmed that the Advisory Council's input will be used to prioritize issues for the State Contracting Standards Board. This Advisory Council will serve as advice to the Board.

- c. Centralization of Procurement is also an issue for further discussion. Chair Longman will share a memorandum that was authored by SCS Board Member Bruce Buff for discussion on the September agenda.

9. Closing and Adjournment:

At 11:00 a.m., a motion to adjourn the meeting was made by Greg Daniels. The motion was seconded by Mary Frank. The motion was passed unanimously.

Respectfully submitted,

Aleshia M. Hall
Administrative Assistant