



STATE OF CONNECTICUT
Office of Governmental Accountability
State Contracting Standards Board

Regular Meeting Minutes

Friday, January 12, 2024 - 10:00 A.M.

Location: 165 Capitol Avenue, Hartford, CT

Conference Rooms G006D and G007E

and

Virtual

Members Present:

Michael P. Walsh, Chair (in person)
Alfred W. Bertoline
Bruce H. Buff (in person)
Lauren C. Gauthier
Albert G. Ilg
Donna M. Karnes
Salvatore C. Luciano
Stuart L. Mahler
Jean M. Morningstar
Robert D. Rinker
Daniel S. Rovero
Brenda L. Sisco (in person)
Gregory F. Daniels, Esq., Executive Director, ex-officio (in person)

Staff Present:

Jonathan M. Longman, Chief Procurement Officer (in person)
Aaron Felman, Staff Attorney (in person)
Carmen Hufcut, Trainer Specialist (in person)
Maritza Lopez, Accounts Examiner (in person)

1. Call to Order – Chairman Walsh called the meeting to order at 10:02 a.m.
 - a. Roll Call of Board Members - Chairman Walsh conducted a roll call of all members present in person and participating remotely via Microsoft Teams.
2. Amendments to the Agenda
 - a. There were no requests for amendments to the meeting agenda.
3. Opportunity for Citizens to Address the Board on Agenda Items
 - a. There were no requests from citizens to address the Board on agenda items.
4. Communications and Petitions
 - a. Sec. 4e-36 Contested Solicitations and Awards Subcommittee Report – Robert D. Rinker
 - i. Mr. Rinker reported that there were no pending matters before the Sec. 4e-36 Contested Solicitations and Awards Subcommittee.
 - b. Audit/Data Analysis Work Group – Alfred W. Bertoline

- i. Pending Audits – Mr. Bertoline provided a status of the open audits. Then, he offered an overview of the subcommittee’s discussions and recommendations regarding the future of the audit program and what training content might be required to support recent findings. Lastly, he ended with the subcommittee's recommendation to approve the Chief Medical Examiner and Charter Oak Audit Reports that would be covered later in the meeting under agenda item 6.A.
- c. Privatization Contract Committee Report – Robert D. Rinker
 - i. Mr. Rinker shared an overview of the January 10, 2024 subcommittee meeting that Mr. Luciano chaired due to Mr. Rinker’s absence. The subcommittee recommended that the Board consider the Department of Emergency Services and Public Protection contract matter a privatization subject to the requirements under C.G.S. § 4e-16. Other Board members raised concerns about moving forward and voting on the matter because DESPP provided additional information after the January 10, 2024 subcommittee meeting that was received by the members shortly before this meeting; they felt more time was necessary to review the information before making any further decisions. The discussion was tabled to later in the meeting, where it would be considered under agenda item 6.C.
- d. Statutes, Regulations, Policies and Procedures Work Group
 - i. Chairman Walsh asked for additional volunteers interested in leading or participating in the Statutes, Regulations, Policies, and Procedures Work Group.
- e. Training Work Group – Bruce H. Buff
 - i. Mr. Buff provided an update regarding the ethics and confidentiality training curriculum developed by the staff. The staff said they would give a detailed update later in the meeting under agenda item 4.G.
- f. Legal Analysis
 - i. Legal Analysis related to AG Opinions
 - Staff Attorney Felman provided a brief overview of his legal analysis on the deference the Board may give to the Office of Attorney General's opinions.
 - ii. Legal Analysis of Agency Counsel Recommendations
 - Staff Attorney Felman provided a brief overview of his legal analysis on the deference the Board may give to Agency Counsel recommendations.
- g. Executive Director Update
 - i. Staffing Update
 - Accounts Examiner - Director Daniels reported that the vacancy for the accounts examiner position was filled by Martiza Lopez, who was in attendance.
 - Administrative Assistant – Director Daniels reported that the administrative assistant position was posted and would close at midnight on January 19, 2024.
 - ii. SCSB Training Plan Update – Carmen Hufcut
 - Mrs. Hufcut introduced the SCSB’s first training course, which has been developed in cooperation with the Office of State Ethics. Mrs. Hufcut provided the audience with a complete walk-through of the course content, knowledge checks, and course completion process. The staff fielded questions on how the content would be communicated to agencies and when the course would be available to all state employees.

- h. Organizational Chart, Committees and Workgroup Assignments – Director Daniels reported on updates to the organization chart, board committees, and workgroups.
5. Approval of Minutes
- a. Action – Mr. Daniel Rovero motioned to approve the December 8, 2023, regular meeting minutes, and Mr. Albert Bertoline seconded the motion. The December 8, 2023, regular meeting minutes were approved and adopted unanimously by all members in attendance.
6. Old Business
- a. Consideration/Action on Pending Audit Reports
- i. Charter Oak State College
 - Action – Mr. Alfred Bertoline motioned to approve the pending Charter Oak State College Audit Report, and Ms. Donna Karnes seconded the motion. The pending Charter Oak State College Audit Report was approved and adopted unanimously by all members in attendance.
 - ii. Chief Medical Examiner Audit
 - Action – Mr. Daniel Rovero motioned to approve the pending Chief Medical Examiner Audit Report, and Mr. Albert Bertoline seconded the motion. The pending Chief Medical Examiner Audit Report was approved and adopted unanimously by all members in attendance.
 - iii. Department of Public Health
 - Mr. Jonathan Longman reported that the Department of Public Health Audit Report was still being finalized.
 - Action – Tabled until February 9, 2024, regular board meeting
 - iv. Discussion regarding sending completed reports to the General Assembly
 - At the request of Chairman Walsh, Director Daniels briefly summarized the Board’s statutory duty to send completed audit reports to the General Assembly and the State Librarian pursuant to General Statutes §4e-4.
- b. Action on Completed Audits Reports
- i. No action was taken by the Board to refer the completed audit reports to the General Assembly and State Librarian since it is required by statute.
- c. Consideration/Action of the Privatization Contract Committee Department of Emergency Services and Public Protection Matter (DESPP)
- i. Mr. Longman reported that DESPP provided additional information in response to the questions raised by subcommittee members during the January 10, 2024 meeting.
 - ii. Action – Ms. Brenda Sisco motioned to approve referring the matter back to the Audit/Data Privatization Contract Committee, and Mr. Daniel Rovero seconded the motion. The motion was approved and adopted unanimously by all members in attendance.
- d. Consideration/Action on the referral of Legislative Priorities to the Governor/General Assembly
- i. Director Daniels reported that by the end of the business day, he would be distributing the list of the legislative proposals approved by the Board on October 13, 2023, to the Governor’s Office, the General Assembly’s Government, and Administrative and Education Committee, and the Office of Policy and Management.

- ii. Action – Mr. Salvatore Luciano motioned to approve distributing the legislative proposal, and Mr. Daniel Rovero seconded the motion. The decision to distribute the legislative proposal was approved and adopted unanimously by all members in attendance.

7. New Business

- a. Referral of the creation of an Annual Performance Evaluation for the Executive Director and Chief Procurement Officer
 - i. No action
- b. Referral of the continued creation of Public Policies and Procedures Manual for all State Agencies to the Statutes, Regulations, Policies and Procedures Work Group
 - i. Action – Ms. Brenda Sisco motioned to approve referring this matter to the Statutes, Regulations, Policies, and Procedures Workgroup, and Ms. Donna Karnes seconded the motion. The motion was approved and adopted unanimously by all members in attendance.
- c. Referral of the consideration of the creation of an online training module(s) to the Statutes, Regulations, Policies and Procedures Work Group
 - i. Action – Mr. Salvatore Luciano motioned to approve referring this matter to the Statutes, Regulations, Policies, and Procedures Workgroup, and Mr. Daniel Rovero seconded the motion. The motion was approved and adopted unanimously by all members in attendance.
- d. Referral of the study to accelerate the first-year agency audits to the Audit/Data Analysis Work Group
 - i. No action
- e. Prioritization and assignment to Board Members – the 23 C.G.S. CT SCSB Deliverables
 - i. Items 1 and 2 – AI Ilg agreed to prepare a template of the performance evaluations for the Executive Director and Chief Procurement Officer positions by the regular board meeting on February 9, 2024.
 - ii. Items 3 and 4 – Greg Daniels
 - Director Daniels will continue to expand on the Board’s list of all Executive Branch state employees who functionally perform the role of procurement officers at state contracting agencies.
 - Director Daniels will also report back by identifying who is the Board’s minority “certified procurement” appointment.
 - iii. Item 6 – This item was completed. During his legal analysis under item 4.f., Staff Attorney Felman completed this legal analysis on the Board’s ability to send statutory changes after July 1, 2012.
 - iv. Items 5, and 7 through 23 – Referral to Training Workgroup
 - Jonathan Longman suggested that items 5 through 23 be referred to the Board’s Statutes, Regulations, Policies and Procedures Work Group instead of the Training Workgroup. There were no objections to the modification.
 - v. Action – Mr. Salvatore Luciano motioned to approve Items 1 through 23 of the C.G.S. CT SCSB Deliverables as modified, and Mr. Daniel Rovero seconded the motion. Items 1 through 23 from the C.G.S. CT SCSB Deliverables, as modified, were approved and adopted unanimously by all members in attendance.

- f. Referral of request to the Board for use of staff resources to research claims made by the Connecticut Port Authority (CPA) in a recently filed court brief.
 - i. Ms. Lauren Gauthier raised concerns as to claims made by the CPA in proceedings before the Board which conflicted with claims made in recently filed CPA court briefs.
 - ii. Director Daniels offered the assistance of Staff Attorney Aaron Felman. Attorney Felman will review the legal brief submitted to the Superior Court by the CPA and report back to the Board at the February 9, 2024 regular meeting.
 - iii. No official action taken by the Board.
8. Opportunity for Citizens to Address the Board
 - a. There were no comments from citizens from the public.
9. Adjournment
 - a. Mr. Daniel Rovero motioned to adjourn the meeting, and Ms. Brenda Sisco seconded the motion. All members present voted in favor, and the meeting was adjourned at 11:50 a.m.

Respectfully Submitted: Gregory F. Daniels, Executive Director