



Special Meeting
Instructional Seminar Agenda – Code of Ethics
Friday, April 05, 2024 - 10:00 A.M. – 12:00 P.M.
Location: 165 Capitol Avenue, Hartford, CT
Conference Rooms G006D and G007E

MINUTES

Board Members In Attendance:

Alfred Bertoline
Daniel Rovero

Staff Members in Attendance:

Greg Daniels, Executive Director
Jonathan Longman, Chief Procurement Officer
Aaron Felman, Staff Attorney
Carmen Hufcut, Training Specialist
Samson Anderson, Research Analyst
Maritza Lopez, Systems Analyst
Molly Lukiwsky, Intern
Aleshia Hall, Administrative Assistant

Guest Speakers In Attendance from the Office of State Ethics:

Peter Lewendowski, Executive Director
Sarah Clark, Director of Education and Communications

Introduction

Executive Director Daniels opened the meeting by welcoming the Guest Speakers from the Office of State Ethics (OSE) Executive Director Peter Lewendowski and Director of Education and Communications Sarah Clark, along with Board Members and Staff Members in attendance.

Director Daniels then provided an overview of the the training agenda, detailing that its purpose is to provide important guidance to support compliance with the State of Connecticut Code of Ethics. He explained that, in our capacities as related to the State Contracting Standards Board (SCSB), we are all State Officials who are bound by these guidelines. A clear understanding of the ethics code is imperative to compliance; therefore, it is important to be aware of the parameters and implications of failure to comply. He noted that the training was made available to all Board members and staff, pursuant to a vote by the SCSB members at its February 9, 2024 regular meeting.

The OSE tailored the training to meet the parameters of the SCSB by focusing on these six important units:

1. Use of State Position
2. Gifts
3. Conflicts of Interest
4. Outside Employment
5. Contracts
6. Revolving Door Provisions

Training

OSE Executive Director Peter Lewendowski opened the training and specified that this training session has been tailored to address the needs of the State Contracting Standards Board Members in their capacity as Public Officials. Additionally, information regarding the parameters assigned to State Agencies was presented.

OSE Director of Education and Communications Sarah Clark, then shared the training for the SCSB. Both Executive Director Lewandowski and Director Clark generously welcomed questions and dialogue from the attendees.

Information Technology

At the conclusion of the Ethics Training session, Training Specialist Carmen Hufcut offered technology assistance as requested.

Conclusion

Executive Director Daniels closed the Special Meeting at approximately 12:00 p.m.

Respectfully submitted,

Greg Daniels
Executive Director
Office of Governmental Accountability
State Contracting Standards Board