



## **Regular Meeting Notice & Agenda**

Friday, May 9, 2025 - 10:00 A.M.

Location: 165 Capitol Avenue, Hartford, CT

Conference Room G006D and *Virtual*

### **In Attendance:**

Brenda Sisco, Chairing the Meeting on behalf of Rochelle Palache

Thomas Ahneman

Keith Brothers (Virtual)

Bob Fernandez (Virtual)

Lauren Gauthier (In person)

Al Ilg (Virtual)

Salvatore Luciano (Virtual)

James Marpe (In Person)

Stuart Mahler (Virtual)

Gregory Daniels, Executive Director

Samson Anderson, Research Analyst

Aaron Felman, Staff Attorney

Aleshia Hall, Administrative Assistant

Maritza Lopez, Accounts Examiner

## **MINUTES**

1. **Call to Order:** The meeting was called to order by Brenda Sisco at 10:05 a.m.

a. Roll Call of Board Members

### **2. Approval of Minutes**

a. Approval of the minutes from the April 11, 2025, SCSB Regular Meeting

A motion to approve the minutes as written was made by James Marpe

The motion was seconded by Thomas Ahneman

The motion was passed with abstentions from Al Ilg and Salvatore Luciano.

### **3. Communications and Petitions**

a. Sec. 4e-36 Contested Solicitations and Awards Subcommittee Report – Stuart L. Mahler

i. Docket #CSA No. 25-001; Lighting Services, Inc., Complaint/Appeal against Department of Administrative Services' Award of Contract #24PSX0244.

With the approval of Subcommittee Chair Mahler, Attorney Felman presented on these matters. Attorney Felman explained that there were no procedural process violations in this matter; therefore, the contest was dismissed in favor of DAS.

ii. Docket #CSA No. 25-002; Torrcoco Contest of Contract #24PSX0171, Plumbing, HVAC and Penal Ware Equipment, Fixtures and Parts.

Attorney Felman explained that there was a concern regarding the solicitation process and information provided to the bidder. Based upon the information provided during the hearing portion of the matter, led the Subcommittee to deny the contest presented by Torrico in favor of DAS.

In response to Brenda Sisco's inquiry, Attorney Felman explained that there is a very narrow lane which would need to be

Ms. Gauthier likes the numbering system, but expressed concerns about the number tracking being referred to as a *docket* instead of a *case*. Attorney Felman recommended that this be discussed in the subcommittee meeting. Chair Sisco agreed.

Ms. Gauthier explained that the statute was originally written for this to be a short process.

b. Privatization Contract Committee Report – Chair Salvatore C. Luciano

Mr. Luciano shared a review of the ongoing case; no updates have been received. There are no new concerns.

c. Audit/Data Analysis Work Group – Chair Lauren C. Gauthier

i. Audit/Data Analysis Work Group Report – Chair Lauren C. Gauthier

- Ms. Gauthier requested documents that were received and she sent questions to Accounts Examiner Lopez. Attorney Felman explained that there was legal research around the specific words used in the audit. Our statute 4e-6 language *completion, issue (as in issue a report)* and other language had to be researched to ensure compliance and consistency in language. These are broad terms and he wanted to ensure that there were no judicial concerns to keep in mind going forward.
- Ms. Gauthier has reached out to committee members to schedule the next Audit meeting. Mr. Ahneman will discuss the title for these reports during the Audit and Data Work Group meeting.
- Accounts Examiner Lopez explained that staff are assisting with legal advice and development of the audit process.
- Mr. Ilg shared that he has spoken with Mr. Bertoline (former Board member and Chair of the Audit and Data Analysis Work Group). In reference to PSA, he shared statistics regarding expenditures. Section 20 4e-23 Regulations for Waiver of Competitive Bid requirements, he asked if those procedures and regulations have been prepared so that we can follow the waiver procedure. He is bringing it to the Board's attention and requesting that Work Group look into this. Ms. Gauthier responded that the waivers occur between OPM and DAS at their

discretion. She is not aware of formal regulations; however, the SRPP Work Group will discuss it.

- Ms. Gauthier explained her intention to track the rate of competitive bids that was discussed previously. She will work with Accounts Examiner Lopez to see if this information is available and how they can be included in future audit reports.
- Chair Sisco agrees that it is a critical point of interest that will be considered by the Work Group.
- Mr. Ahneman referenced that the Statutes, Regulations, Policies & Procedures Work Group is focusing on priorities and has a lot of work to do. Ms. Gauthier's Audit and Data Work Group will present a draft for consideration by the SRPP Work Group.

ii. Budget Sub-Work Group Report – Chair Brenda L. Sisco  
1. SCSB Budget

Work Group Chair Sisco shared that, as reported last month, Executive Director Daniels met with the Appropriations Committee to consider our budget request. The Appropriations Committee published a budget that does include a funding request in accordance with our request. At this point, the Legislature will continue to have conversations to reach a final budget by the last day of session on June 4, 2025.

d. Statutes, Regulations, Policies and Procedures Work Group – Chair Thomas G. Ahneman  
i. Statutes, Regulations, Policies and Procedures Work Group Report – Chair Thomas G. Ahneman  
1. Regulations Report – Chair Thomas G. Ahneman

- Mr. Ahneman shared that the Work Group met with Attorney Felman and the staff on April 22, 2025 to discussed a draft document of regulations prepared from a public-facing perspective. Attorney Felman's draft contained a lot of thought and foresight that laid a good foundation for Rules of Practice, Description of the Organization, integration of ethics, specialized advisory panels, and the portal, among other areas.
- Article One: Rules of Practice required a lot of wordsmithing to ensure that plain speak complied with the legal requirements.
- Mr. Ahneman is hoping to have the Rules of Practice available for the Board to review in July.
- An explanation of *Rules of Practice as a public-facing document vs. By-Laws as internal practices* was clarified.
- Chair Sisco thanked him for his hard work.

## 2. Legislative Report – Chair Thomas G. Ahneman

In response to Mr. Ahneman's request, Research Analyst Samson Anderson explained that SB-1499, AN ACT IMPLEMENTING THE RECOMMENDATIONS OF THE STATE CONTRACTING STANDARDS BOARD, was referred to the Appropriations Committee and has passed.

SB-1499 is now tabled for the Senate Calendar. Chair Sisco explained that there is not full funding for all of the items in the Bill.

## 3. Discussion on pending legislation concerning the SCSB

- Ms. Gauthier inquired about a fiscal note that she saw that included a request for the hiring of three additional staff if we were to assume responsibility for quasi-public agencies. Chair Sisco explained that the Office of Fiscal Analysis does background and research on which they present the needs. Executive Director Daniels shared that he and Chair Palache spoke to the Office of Fiscal analysis and shared that there is no fiscal impact on SCSB. Chair Sisco explained that we can offer that information to the Chair of GAE Committee; however, it is possible that the staff being requested may be to support another agency. Ms. Gauthier intends to bring that to the attention of the legislators.
- In response to Mr. Marpe's inquiry, Executive Director Daniels confirmed that our request was only for restoration of our original budget request and did not contain a request for any additional staff.

### ii. Personnel Review Sub-Work Group Report – Chair James S. Marpe

Mr. Marpe again asked that Board Members who have not submitted comments to Chair Palache, please do so. Ms. Gauthier asked if Chair Palache has reached out to Board members who have not responded; Mr. Marpe will request that she do so.

### e. Training Work Group Report – Chair Thomas G. Ahneman

- The Training Work Group meeting that had been scheduled for today has been postponed. They are continuing to work on course work and other areas. The participant numbers will be updated next month. Mr. Ahneman encouraged the Board Members to complete the course work online. Training is the backbone of this Board and the better trained we and the state employees are trained. Ms. Gauthier asked that the job titles of training participants be collected. Mr. Ahneman explained that all who participate in the training are not specifically procurement.
- Ms. Gauthier asked about the certification for Procurement Officers; Mr. Ahneman will explore that.

- Executive Director Daniels shared that Training Specialist Hufcut will be creating and sending login information to Board Members so they can participate in the training courses offered. Chair Palache had intended to send an email to Board Members to encourage participation.
- DEEP has completed much of the training. Over 40 of their employees have completed the training. It all went well. Other agencies, including the APA are scheduled to participate as well. Chair Sisco said it would give Board Members a good perspective. Mr. Ahneman complimented the amount of work that has been done and the curriculums that have been developed, noting that they require ongoing updates and maintenance.
- Executive Director Daniels believes that by participating in SCSB's training offerings, Board Members will gain both knowledge and a better appreciation for all the work that has been done to develop the learning management system.
- Mr. Ahneman asked if we have a mechanism available to send mass notifications to state employee procurement professionals and believes this is a legitimate expenditure if we do not already have the capability.

#### 4. [Staff Report](#)

- i. Administrative and Operations – Gregory F. Daniels, Executive Director  
Ms. Gauthier believes that the organizational charts need to be updated and wants the dotted line to the CPO be changed. Chair Sisco or Chair Palache will review the organizational charts with Executive Director Daniels.
- ii. Chief Procurement Officer Report: No report at this time.
- iii. Legal Update – Aaron I. Felman, Staff Attorney
  - As reported earlier, the Contested Solicitation issues consumed the majority of his time. These cases were good experiences for the Subcommittee members. Attorney Felman completed a significant amount of research on each; this information was used as a base for the subcommittee's decisions.
  - Attorney Felman will be submitting updated Rules of Practice to the SRPP committee and he will submit information regarding Training regulations at next month's Training Work Group meeting.
  - Ms. Gauthier requested that Attorney Felman provide a response to her inquiry regarding 4e-16q, federal funding. Attorney Felman had assumed that his verbal response during the CSA meeting and report offered at the April 2025 Board meeting were sufficient; he did not feel a formal written response was necessary

and did not realize that she was awaiting one. Ms. Gauthier confirmed that she is satisfied with the verbal responses she has already received.

**5. Old Business**

- a. Consideration/Action on the Chief Procurement Officer - Temporary Hiring  
Chair Sisco said that Chair Palache indicated that she has reached out to Human Resources concerning Jonathan Longman's status; however, she has not received any information in response.

Ms. Gauthier asked that this item be removed from future agendas. Chair Sisco was in agreement.

**6. New Business:** Nothing to discuss.

**7. Opportunity for Citizens to Address the SCSB:**

There were no requests by citizens to address the SCSB.

**8. Adjournment**

A motion to adjourn the meeting at 10:55 a.m. was made by Thomas Ahneman.

The motion was seconded by James Marpe.

The motion was unanimously approved.

Respectfully submitted,

Aleshia M. Hall  
Administrative Assistant