



**Statutes, Regulations, Policies & Procedures Work Group  
SPECIAL MEETING**

Tuesday, March 10, 2026 9:00 – 10:30 a.m.

Location: *Virtual Only*

**In Attendance:**

Thomas Ahneman, Chair of the Statutes, Regulations, Policies & Procedures Work Group  
Rochelle Palache, Chair of the State Contracting Standards Board  
Roberto Fernandez  
Lauren Gauthier  
Salvatore Luciano

Greg Daniels, Executive Director of the State Contracting Standards Board  
Aaron Felman, Staff Attorney  
Samson Anderson, Research Analyst  
Aleshia Hall, Administrative Assistant

**MINUTES**

**1. Call to Order**

The meeting was called to order at 9:09 a.m. by Chair Thomas Ahneman

A. Roll Call of Work Group Members was conducted that reflects the attendance noted above.

**2. Approval of Minutes**

A. February 3, 2026 meeting

A motion to accept the minutes as written was made by: Roberto Fernandez

The motion was seconded by: Rochelle Palache

The motion was passed unanimously.

**3. Review of Action Items from February 3, 2026 meeting:**

Topic	Action Item	Assigned to	Accomplished	Note
Rules of Practice	Prepare for discussion at the next meeting.	Attorney Felman	X	
Rules of Practice	Follow up with Office of the Attorney General by 05/01/2026 if a response has not been received.	Attorney Felman	<input type="checkbox"/>	Due date 05/01/2026

<b>Data Protection Regulations</b>	Share preliminary draft with Work Group members by close of business 02/06/2026	Attorney Felman	X	Sent finalized preliminary draft to Work Group members – 2/6/2026
<b>Mandated Regulations Reporting Table</b>	Include columns for date regulation is elevated to the Board, anticipated approval date, UAPA driven yes/no, estimated Work Group timeline	Attorney Felman	X	Disseminated to Work Group members on 03/04/2026
<b>Mandated Regulations Reporting Table</b>	Review the first eight 2026 Mandated Regulations and come prepared to discuss at the next meeting.	Work Group Members	<input type="checkbox"/>	
<b>Legislation</b>	Send an email to the Work Group regarding the status of the outreach to the Chairs of the Legislative Committees.	Executive Director Daniels	X	

#### 4. Old Business:

- A. Rules of Practice:** Adopted by the Board at the regular meeting on December 9, 2025 – Next Steps

Discussion: Staff Attorney Felman sent a draft of the Rules of Practice to the Office of the Attorney General (OAG) for pre-review. He explained to Ms. Gauthier that a pre-review is not part of the formal process; however, it will ensure that once the formal process begins, it will go more smoothly.

Mr. Fernandez complimented Staff Attorney Felman’s work on this project.

- B. Review of Updated 2026 SCSB Mandated Regulation Reporting Table**

Discussion:

- 1) Table:

Chair Ahneman has not had an opportunity to review the updated table that was disseminated to the Work Group. Staff Attorney Felman shared the document and reviewed the status of each item in detail. He further explained the benefit of requesting pre-review by the OAG.

- 2) 4e-34:

Attorney Felman explained that the draft 4e-34 Procedural Manual that was disseminated to this Work Group in advance of this meeting reflects the pre-review input he received from the OAG. Continuing to work with the OAG, Attorney Felman hopes to complete this process and have the draft ready to elevate to this Work Group for approval at the next meeting.

Staff Attorney Felman clarified for Mr. Luciano that it is imperative that every step of the 4e-34 process is developed with the OAG input, and he highly recommends that the Board use a document that has been vetted with the OAG; however, it is at the discretion of the Work Group and the Board to do so.

In response to Mr. Luciano, Executive Director (ED) Daniels confirmed that the draft 4e-34 Procedural Manual was developed by our staff, not OAG. The document was then sent to the OAG for pre-review. The details were developed based upon our statute, or needs, and feedback from our Board. Our staff recognize the issues and considered the urgency when creating this expedited process. The process does not just outline a contested case process, it is a streamlined process to address our needs without compromising due process. Chair Ahneman supports this process.

Ms. Gauthier sought clarification on initiation of the Contested Case process. ED Daniels explained the legal implications involved in disqualification that require procedural due process steps. He referred her to the distributed document which breaks down the steps leading up to the actual hearing and the process for the hearing. Chair Ahneman believes this is a comprehensive process and understands that Board will have the final say on its adoption.

Chair Ahneman asked Staff Attorney Felman to provide an outline of what regulatory build-out looks like for the 4e-34 regulation. In response, Executive Director Daniels referred the Work Group to the flow chart diagram contained in the document on page #21.

Ms. Gauthier sought clarification of the appeal area of the document. Attorney Felman and ED Daniels explained, by virtue of the references to UAPA, that the Board's decisions are appealable. Once it is a final decision is rendered under the UAPA, it can be appealed to the Superior Court.

3. 4e-6 Triennial audits of state contracting agencies. Compliance Report.  
Attorney Felman and Accounts Examiner Lopez have initiated this effort on behalf of the Audit-Data Analysis Work Group. Mr. Fernandez, Chair of the Audit-Data Analysis Work Group, emphasized the tremendous amount of work that has gone into the training program and work that has been done on the audit instrument.

Action item:

- 1) Attorney Felman will update the Table to reflect adoption of the Data Protection Regulations discussed at this meeting.
- 2) Attorney Felman will continue to work with the OAG with the hope of finalizing 4e-34 before the next Work Group meeting.
- 3) Attorney Felman will provide an outline of what regulatory build-out looks like for the 4e-34 regulation.

#### 4. Data Protection Regulations: Review of Document

Discussion: Chair Ahneman has reviewed the document and found it very thorough. Attorney Felman tailored these regulations to meet our needs based upon existing regulations from other state watchdog agencies. In response to Mr. Fernandez's inquiry, Attorney Felman confirmed that these regulations brings our agency into compliance with all mandates.

There was a discussion regarding our handling of commercial data which was clarified with an explanation of the FOIA regulations and our statute section 4e-3b which addresses this concern adequately.

A motion to adopt the Data Protection Regulations as written was made by:  
Lauren Gauthier.

The motion as seconded by: Salvatore Luciano.

The motion passed unanimously.

Action item: The Data Protection Regulations approved by this Work Group will be elevated to the Board for a vote at the regular meeting on March 13, 2026.

#### 5. 4e-34 Procedural Manual: Status Update

Discussion: This update was provided during the Mandated Regulations Table discussion.

### 5. New Business

#### A. Legislation:

Discussion:

##### 1) SB469:

Research Analyst (RA) Anderson, Attorney Felman, and Assistant Hall met with GAE Committee Chair Blumenthal on February 17, 2026, to provide context on the five legislative proposals previously submitted by SCSB. On March 6, 2026, the committee introduced Bill 469 on our behalf. RA Anderson emailed the Board members to inform them of its introduction, which is scheduled for a public hearing on March 13, 2026. He also informed Board members of the opportunity to provide written or oral testimony or view the hearing as they wish. RA Anderson is drafting a written testimony on behalf of SCSB Chair Palache. Executive Director Daniels is writing an oral and written testimony for this Bill.

RA Anderson also informed the Work Group that a provision was included in SB469 that SCSB had not propose. The provision states that the SCSB must post all waivers of \$10,000 or more onto the State Contracting Portal within five business days. This

provision is in conflict with the fact that the waiver threshold is \$25,000. Additionally, the SCSB does not have access to the State Contracting Portal and cannot post to it.

After seeking a stance on this provision from this Work Group, it was agreed that the SCSB should request that this provision be removed from the bill by pointing out our concerns. Mr. Fernandez additionally suggested that RA Anderson seek a statute in conflict ruling from the LCO's office (Legislative Commissioner's Office).

2) SB324:

RA Anderson informed the Work Group of the details of SB 324 and its potential effect on the mission of SCSB and of SB 251.

3) SB251:

During the APA's testimony on SB 251, they suggested that lines 124 – 130 be given to another agency, such as the SCSB. RA Anderson wanted to advise the Work Group of this mention and that he is tracking this bill and its amendments.

Chair Ahneman requested that RA Anderson be prepared to share this information with the full Board at the regular meeting on Friday, March 13, 2026. RA Anderson confirmed that he is prepared to do so.

ED Daniels may have more information prior to the regular Board meeting on March 13, 2026. In response to the inquiry from Chair Ahneman, ED Daniels confirmed that, to date, none of the Board members have signed up to speak on SB 469. Presently, only he and Chair Palache were providing written testimony. RA Anderson is drafting the testimony for SCSB Chair Palache.

## 6. Review of Action Items from this meeting

Topic	Action Item	Assigned to	Accomplished	Note
<b>Rules of Practice</b>	Assigned at the 02/03/2026 meeting: Follow up with Office of the Attorney General by 05/01/2026 if a response has not been received.	Attorney Felman	<input type="checkbox"/>	Due date 05/01/2026
<b>Mandated Regulations Reporting Table</b>	Will update the table to reflect adoption of the Data Protection Regulations.	Attorney Felman	<input type="checkbox"/>	Due date 04/07/2026
<b>Mandated Regulations Reporting Table</b>	4e-34: Staff Attorney Felman will continue to work with the OAG with the hope of finalizing 4e-34 before the next Work Group meeting.	Attorney Felman	<input type="checkbox"/>	Tentative due date 04/07/2026

<b>Mandated Regulations Reporting Table</b>	Chair Ahneman asked Staff Attorney Felman to provide an outline of what regulatory build-out looks like for the 4e-34 regulation at the next meeting on 04/07/2026.	Attorney Felman	<input type="checkbox"/>	Due date 04/07/2026
<b>Data Protection Regulations</b>	The Data Protection Regulations approved at this meeting will be elevated to the full Board for approval at the regular Board meeting on 03/13/2026.	Executive Director Daniels	<input type="checkbox"/>	Due date 03/13/2026
<b>Legislation</b>	Draft testimony for legislative testimony for SB469 on 03/13/2026.	Research Analyst Anderson	<input type="checkbox"/>	Due date 03/13/2026
<b>Legislation</b>	Report on the status of legislation related to the SCSB at the regular Board meeting on 03/13/2026.	Research Analyst Anderson	<input type="checkbox"/>	Due date 03/13/2026
<b>Meeting Schedule</b>	Send meeting invitation to the next meeting on 04/07/2026.	Assistant Hall	<input type="checkbox"/>	Due date 03/31/2026
<b>4e-34 Regulations</b>	Review and come prepared to discuss the 4e-34 Procedural Manual at the next meeting on 04/07/2026.	Work Group Members	<input type="checkbox"/>	Due date 04/07/2026

## 7. Adjournment

The next meeting is scheduled to take place on Tuesday, April 7, 2026 from 9:00-10:30 a.m.

A motion to adjourn the meeting at 10:26 a.m. was made by: Lauren Gauthier  
The motion was seconded by: Roberto Fernandez  
The motion was passed unanimously.

Respectfully submitted,

Aleshia M. Hall  
Administrative Assistant