



STATE OF CONNECTICUT
OFFICE OF GOVERNMENTAL ACCOUNTABILITY
STATE CONTRACTING STANDARDS BOARD

Final & Approved Minutes
Friday, December 9, 2016 Meeting of the State Contracting Standards Board
Audit Work Group
999 Asylum Avenue, Hartford, Connecticut
Fifth Floor Conference Room

Members Present:

Thomas Ahneman, Chair

Alfred Bertoline

Stuart Mahler

Robert Rinker

David L. Guay, Executive Director - ex-officio Board member

Staff Present:

Julia Marquis, Chief Procurement Officer

1. Call to order

Meeting called to order by Chair Thomas Ahneman at 9:05 A.M.

2. Approve minutes of October 27, 2016

Motion made by Robert Rinker and seconded by Stuart Mahler to approve the minutes of the October 27, 2016 Audit Work Group meeting. All voted in favor.

3. Review Audit Questionnaire and cover letter

Review and discussion held on the draft audit questionnaire and the draft cover letter. Robert Rinker led discussion with his suggested edits.

Work Group suggested pretesting the form. The Work Group also suggested the form should insure the definition of terms is provided.

Alfred Bertoline suggested that the audit form be returned signed by the agency head or his or her designee.

The Work Group decided that the questionnaire be titled an audit.

By consensus, the Audit Work Group approved the audit document and the cover letter, both as edited.

4. [Review list of agencies for SCSB audit in FY 17](#)

The Work Group reviewed the list of agencies for the State Contracting Standards Board to audit.

Discussion was held on how best to prioritize the audits of the agencies.

Ms. Marquis summarized the Work Group's request for a list of agencies to audit.

- Total dollar value spent in contracts by agency.
- The number of cost effectiveness evaluations performed by the agency.
- Sole source waivers by agency.

Chair Ahneman suggested adding a question to our audit questionnaire about single and sole source contracting.

5. [Set next meeting date](#)

Motion made by Thomas Ahneman and seconded by Alfred Bertoline to set the 2017 meeting dates as proposed. All voted in favor.

The Work Group set the time and meeting dates for 2017.

Regular Meeting Schedule
(Usually the second Friday of the month)

9:00 A.M. First Floor, 999 Asylum Avenue, Hartford, Connecticut
Alternate site of the Fifth Floor, 18-20 Trinity St., Hartford, Connecticut

January 13, 2017

February 10, 2017

March 10, 2017

April 7, 2017 (moved 2nd Friday is a State Holiday – Good Friday)

May 12, 2017

June 9, 2017

July 14, 2017

August 11, 2017

September 8, 2017

October 13, 2017

November 3, 2017 (moved 2nd Friday is a State Holiday – Veterans Day)
December 8, 2017

6. Adjournment

Motion made by Alfred Bertoline and seconded by Stuart Mahler to adjourn. All voted in favor, the motion passed and the meeting was adjourned at 10:00 A.M.

Respectfully submitted: David Guay