



STATE OF CONNECTICUT  
OFFICE OF GOVERNMENTAL ACCOUNTABILITY  
STATE CONTRACTING STANDARDS BOARD

**Draft Minutes**

Monday, August 8, 2016 Meeting of the State Contracting Standards Board  
Operations Regulations Work Group  
999 Asylum Avenue, Hartford, Connecticut  
First Floor Conference Room

Members Present:

Claudia Baio – initially via teleconference  
Bruce Buff  
Lawrence Fox – via teleconference  
Charles Casella  
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 acting Chair Claudia Baio at 9:12 A.M.

2. [Set next meeting dates](#)

Thursday, August 18, 2016 at 1:00 P.M. was set as the time and date of the next work group meeting.

3. [Review the Connecticut Uniform Administrative Procedures Act Requirements](#)

A printed version of the Connecticut Uniform Administrative Procedures Act was provided. Members agreed to review and familiarize themselves with the Act before the next scheduled meeting.

4. [Filing Requirements](#)

Julia Marquis led a discussion on the Connecticut agency regulation creation and filing requirements.

5. Review initial draft of Organizational, Operational and Procedural Regulations

A document of web links to sample regulations of other Connecticut agencies was provided. A rough initial draft of Operating Regulations was also provided to the Work Group.

Members agreed to review sample regulations for a guide to desirable provisions to add to the initial draft and to review the initial draft for additions, deletions and substitutions. Members expressed a desire to create a final draft at the next meeting.

6. Adjournment

Motion made by Bruce Buff and seconded by Charles Casella to adjourn. All voted in favor, the motion passed and the meeting was adjourned at 10:38 A.M.

Respectfully submitted: David Guay