



STATE OF CONNECTICUT  
OFFICE OF GOVERNMENTAL ACCOUNTABILITY  
STATE CONTRACTING STANDARDS BOARD

Draft  
Minutes

Friday, October 11, 2019 Meeting of the State Contracting Standards Board  
Audit Work Group  
Fifth Floor Conference Room  
18-20 Trinity Street, Hartford, Connecticut

Members Present:

Thomas Ahneman, Chair  
Alfred Bertoline  
Stuart Mahler  
Jean Morningstar  
Robert Rinker  
David L. Guay, Executive Director - ex-officio Board member  
Lauren Gauthier, Staff - UConn Graduate Intern

1. [Call to order](#)

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

2. [Approve minutes of September 13, 2019](#)

Motion made by Alfred Bertoline and seconded by Jean Morningstar to approve the minutes of September 13, 2019 Audit Work Group meeting. All voted in favor.

3. [FY 2018 Audit Progress and review](#)

Executive Director Guay reported on the current status of the review. Executive Director Guay reported that all of the material requested is in. Executive Director Guay also reported that he has misfiled the material from the Department of Veteran Affairs and is currently searching for them.

Chair Ahneman drew the work group's attention to the draft compliance reports in the materials today. After consultation with Executive Director, Chair Ahneman decided that the status of the list of agencies with draft compliance reports today, did not require interviews to conclude the work group's review.

The Audits Work Group reviewed the following draft compliance reports, with direction to Executive Directive Guay to provide completed drafts for the November meeting of the Work Group.

Department of Agriculture  
Department of Rehabilitation Services – State Unit on Aging  
Teachers’ Retirement Board  
State Elections Enforcement Commission  
Office of State Ethics  
Department of Consumer Reports

#### Department of Agriculture –Draft Recommendations

- Conduct a cost – benefit – analysis along with a business case and submit to the Board for all new privatization contracts. With a special reminder that means individual agency use of Department of Administration (DAS) master contracts.
- Conduct a costs – effectiveness – analysis to be submitted to the Office of Policy and Management on all privatization contracts contemplated to be renewed or rebid,
- Despite the lack of funding for the State Contracting Standards Board to provide statutory training and procurement certification, the Board urges the Department of Agriculture to avail itself of all on-line guidance available as well as the resources available at the Department of Administrative Services and the Office of Policy and Management. The Board limited by resources will always be available for any and all needs.
- The Board also wishes to express gratitude to the Department of Agriculture for their cooperation and commend them for all they do to comply with a complicated but important process of procurement and contracting.

#### Department of Consumer Protection – Draft Recommendations

- Conduct a cost – benefit – analysis along with a business case and submit to the Board for all new privatization contracts. With a special reminder that means individual agency use of Department of Administration (DAS) master contracts.
- Conduct a costs – effectiveness – analysis to be submitted to the Office of Policy and Management on all privatization contracts contemplated to be renewed or rebid,
- Despite the lack of funding for the State Contracting Standards Board to provide statutory training and procurement certification, the Board urges the Department of Agriculture to avail itself of all on-line guidance available as well as the resources available at the Department of Administrative Services and the Office of Policy and Management. The Board limited by resources will always be available for any and all needs.
- The Board also wishes to express gratitude to the Department of Consumer Protection the Department of Administrative Services Small Agency Resources Team (SMART) for their

cooperation and commend them for all they do to comply with a complicated but important process of procurement and contracting.

#### Teachers' Retirement Board- Draft Recommendations

- It is the Audits Work Group's understanding that the Teachers' Retirement Board intends to work more closely with the Office of the State Comptroller. The State Contracting Standards Board commends and encourages these collaborations.
- The Board also wishes to express gratitude to the Teachers' Retirement Board for their cooperation and commend them for all they do to comply with a complicated but important process of procurement and contracting.

#### Department of Rehabilitation Services – State Unit on Aging

- Despite the lack of funding for the State Contracting Standards Board to provide statutory training and procurement certification, the Board urges the Department of Rehabilitation Services – State Unit on Aging to avail itself of all on-line guidance available as well as the resources available at the Department of Administrative Services and the Office of Policy and Management. The Board limited by resources will always be available for any and all needs.
- The Board also wishes to express gratitude to the Department of Rehabilitation Services – State Unit on Aging for their cooperation and commend them for all they do to comply with a complicated but important process of procurement and contracting.

#### State Elections Enforcement Commission – Draft Recommendations

- Conduct a cost – benefit – analysis along with a business case and submit to the Board for all new privatization contracts. With a special reminder that means individual agency use of Department of Administration (DAS) master contracts.
- Conduct a costs – effectiveness – analysis to be submitted to the Office of Policy and Management on all privatization contracts contemplated to be renewed or rebid.
- Despite the lack of funding for the State Contracting Standards Board to provide statutory training and procurement certification, the Board urges the State Elections Enforcement Commission to avail itself of all on-line guidance available as well as the resources available at the Department of Administrative Services and the Office of Policy and Management. The Board limited by resources will always be available for any and all needs.
- The Board also wishes to express gratitude to the State Elections Enforcement Commission for their cooperation and commend them for all they do to comply with a complicated but important process of procurement and contracting.

## Office of State Ethics – Draft Recommendations

- Conduct a cost – benefit – analysis along with a business case and submit to the Board for all new privatization contracts. With a special reminder that means individual agency use of Department of Administration (DAS) master contracts.
- Conduct a cost– effectiveness – analysis to be submitted to the Office of Policy and Management on all privatization contracts contemplated to be renewed or rebid,
- Despite the lack of funding for the State Contracting Standards Board to provide statutory training and procurement certification, the Board urges the Office of State Ethics to avail itself of all on-line guidance available as well as the resources available at the Department of Administrative Services and the Office of Policy and Management. The Board limited by resources will always be available for any and all needs.
- The Board also wishes to express gratitude to the Office of State Ethics for their cooperation and commend them for all they do to comply with a complicated but important process of procurement and contracting.

#### 4. Adjournment

Motion made by Alfred Bertoline and seconded by Stuart Mahler to adjourn. All voted in favor, the meeting was adjourned at 9:45 A.M.

Respectfully submitted: David Guay