



# STATE OF CONNECTICUT OFFICE OF GOVERNMENTAL ACCOUNTABILITY

## State Contracting Standards Board

### Minutes

**Friday, December 12, 2014 Meeting of the State Contracting Standards Board  
Conference Room, 999 Asylum Ave., Hartford, CT**

#### Members Present:

Claudia Baio, Chair  
Thomas Ahneman  
Charles W. Casella, Jr.  
Salvatore Luciano  
Stuart Mahler  
Jean Morningstar  
Robert Rinker  
Roy Steiner – via telephone

David L. Guay, Executive Director - ex-officio  
Julia K. Lentini Marquis, Chief Procurement Officer

#### [Call to order](#)

Meeting called to order by Chair Claudia Baio at 10:11 A.M.

#### [Approve the Minutes of the November 14, 2014 Meeting](#)

Chair Baio entertained a motion to approve the draft minutes from the November 14, 2014 Board meeting.

Motion made by Stuart Mahler and seconded by Salvatore Luciano to approve the minutes of the November 14, 2014 Board meeting. All voted in favor, the minutes of the November 14, 2014 meeting of the State Contracting Standards Board were approved.

#### [Program Review and Investigations Committee PSA Study](#)

Unfortunately, the individual from the Program Review and Investigations Committee scheduled to attend was unable to do so.

## Ethics Education and Reporting

Chair Baio reminded those who have not completed the Ethics Training to do so and reminded those who have completed the training and have not provided a certificate of completion to David to do so as soon as possible.

### Resolve to endorse the Office of Governmental Accountability Policies on:

- Draft Violence in the Workplace Prevention Policy
- Draft Connecticut's Policy for a Drug-Free Workplace
- Americans with Disabilities Act Policy
- Anti-Harassment Policy
- Policy on Life-Threatening and Communicable Diseases
- Ethics Policy
- Affirmative Action Policy Statement
- Discrimination Complaint Procedure

After introduction of the policies, general discussion, and specific discussion concerning the Discrimination Complaint Procedure, a motion was made by Salvatore Luciano and seconded by Jean Morningstar to approve a resolution endorsing the Office of Governmental Accountability Policies on:

- Draft Violence in the Workplace Prevention Policy
- Draft Connecticut's Policy for a Drug-Free Workplace
- Americans with Disabilities Act Policy
- Anti-Harassment Policy
- Policy on Life-Threatening and Communicable Diseases
- Ethics Policy
- Affirmative Action Policy Statement
- Discrimination Complaint Procedure - with edit of the Formal Process paragraph on page 5, changing the Last sentence to read "Appeal Procedure as provided in the State Personnel Act and Regulations of the Personnel Policy Board."  
Removing (1975) from the last sentence.

Board member Robert Rinker highlighted a concern about the discrimination complaint procedure, raising a question of whether the facts learned through investigation and mediation may be used for disciplinary action against employees participating in the mediation, or whether a separate investigation must be launched. Mr. Rinker asked that staff raise this question to the Office of Governmental Accountability.

All voted in favor, the State Contracting Standards Board resolved to endorse the Office of Governmental Accountability Policies on:

- Draft Violence in the Workplace Prevention Policy
- Draft Connecticut's Policy for a Drug-Free Workplace
- Americans with Disabilities Act Policy
- Anti-Harassment Policy
- Policy on Life-Threatening and Communicable Diseases

- Ethics Policy
- Affirmative Action Policy Statement
- Discrimination Complaint Procedure

## Staff Reports

Executive Director Guay reported the following:

- 2015 Meeting Schedule posted on web site and sent to the Secretary of the State as required.
- Arranged to have the Board's network connection upgraded from a T1 running at ½ Megs to an ASC Ethernet 10 Meg connection
- Continuing to coordinate installation of a new phone system
- Currently creating records retention schedules
- Currently creating a disaster recovery plan
- Currently creating a Continuity of Operations Plan - COOP
- Working on plan to prevent violence in the workplace for 999 Asylum Avenue
- Initiated drafting Description of Organization and Rules of Practice regulations per Sec. 4-167 and hope to have a first draft for review in January or February
- Continuing to work on web site – four phases
  - Copy record material and save from the web file manager
  - Deleting or cleaning up each current page
  - Deciding what to put up and what to link to
  - Build the new site with the updated material and links
    - Currently on phases one and two
- Continuing to look into putting a sign on our door indicating our presence in the suite
- Forwarded to members on 12/11/14 The Board's latest B-66 budget summary

Executive Director Guay noted that the Governor released his allotment reductions on November 20, 2014 with the Board's budget allotment reduced by \$15,113 for FY15 from the original allotment of \$302,263, an approximately 5% reduction.

After the salaries for the Executive Director and the Chief Procurement Officer (\$242,000) the Board had approximately \$60,000 left for other expenses. The allotment reduction of \$15,113 leaves a FY15 allotment for other expenses of approximately \$45,000 of which approximately \$5,000 has been expended so far. Executive Director Guay noted that he had planned to hire a needed part-time clerical for the remaining part of FY15 with the original \$60,000 balance in other expenses. With another six meetings after today, the Executive Director explained that he expected to expend approximately \$9,000 - \$10,000 more in Board member per diem and travel expenses.

Executive Director Guay further noted that the Board is efficient economically and is working with borrowed desks, file cabinet and bookcase from the Office of the Child Advocate (OCA). The Board also is currently using OCA's copier, printer, fax and scanner combination without cost. We are also currently piggybacking off of OCA's phone system and our computers were purchased for the Board when Executive Director Guay was the Executive Administrator of the Office of Governmental Accountability in anticipation of the Board's reactivation. Also as of yet the Office of Governmental Accountability has not billed us for VPN keys to work remotely, nor the application for our smart phones. Executive Director Guay noted he is trying to get a handle on unbilled costs in order to be able to testify accurately about program costs at the General Assembly.

Board member Robert Rinker posed a question to staff of where to direct individuals and agencies with questions about a specific contract or contracts in general. Chief Procurement Officer Marquis responded that she already receives a couple of calls a week with questions of this nature and that all Board members should direct individuals with questions of this nature to Board staff.

Chief Procurement Officer Marquis reported the following:

- Attended *Data Driven Connecticut 2014* which provided a day long overview of ways to understand and utilize data in a meaningful way. Useful as the Board contemplates a data repository, what it makes available on its website, and compliance of state contracting agencies with regard to posting contracts and reporting to the Board.
- Followed up with Bob Dakers and Valerie Clark regarding the CBA template previously presented to the Board to ensure that all Board inquiries are addressed.
- Drafted policies and procedures relevant to C.G.S. 4e-16 and 4e-36 and will forward them for the consideration of the subcommittees and eventually, the full Board.
- Working to create a repository of templates for state contracting agencies to access online.
- Working to create a list serve for agency procurement officers and other procurement and contract staff.
- Shared survey results and feedback from the agency procurement officers' survey that was given after the APO Conference and Training on November 14, 2014. Most of the feedback was very positive, and the issues highlighted in the survey seem to be ones with which the Board and its staff are well-poised to assist.

## Other Business

No other business raised.

## Adjournment

Motion made by Jean Morningstar and seconded by Robert Rinker to adjourn. All voted in favor and the meeting was adjourned at 11:04 A.M.

Respectfully submitted: David L. Guay