



STATE OF CONNECTICUT OFFICE OF GOVERNMENTAL ACCOUNTABILITY

State Contracting Standards Board

Minutes

**Friday, November 14, 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
Brenda Sisco
Roy Steiner

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 10:08 A.M.

[Approve the Minutes of the September 12, 2014 Meeting](#)

Chair Baio entertained a motion to approve the draft minutes from the September 12, 2014 Board meeting.

Motion made by Stuart Mahler and seconded by Brenda Sisco to approve the minutes of the September 12, 2014 Board meeting. All voted in favor, the minutes of the September 12, 2014 meeting of the State Contracting Standards Board were approved.

[Review of the Cost-Benefit Analysis Templates and Manual produced by the Office of Policy and Management per C.G.S. Section 4e-16 \(m\)](#)

Mr. Robert Dakers, Executive Finance Officer for the Office of Policy and Management (OPM) provided a detailed walk through and review of OPM's Cost-Benefit Analysis template and manual. During and after the presentation, Chair Baio entertained comments from the Board. By

consensus the Board agreed that the OPM has fulfilled its obligation under the Statute to consult with the Board about the Cost-Benefit Analysis template and manual and that, despite continued tweaking, the Cost-Benefit Analysis template and manual will be ready to be used by the state contracting agencies as soon as OPM is ready to post it to its website.

Program Review and Investigations PSA Study

Chair Baio asked Executive Director Guay to comment on the PSA study being conducted by the Office of Legislative Research. Executive Director Guay simply noted the study and that both he and Julia Marquis, Chief Procurement Officer, have made themselves available to the Program Review and Investigations Committee (PRIC). By consensus the Board decided to invite the staff of the PRIC to the December 12, 2014 meeting to discuss the status of the study.

Ethics Education and Reporting

Executive Director David Guay reminded the Board that it last had annual ethics training on November 25, 2013 and that members need to complete it again. Ethics training for Board members and staff is an annual requirement. Executive Director Guay indicated he would file with the Office of Governmental Accountability the completed certificates of completion.

Select 2015 meeting Dates

Chair Baio entertained a motion to approve the draft 2015 Meeting Dates.

January 9, 2015

February 20, 2015

March 6, 2015

April 10, 2015

May 8, 2015

June 12, 2015

July 10, 2015

August 14, 2015

September 11, 2015

October 16, 2015

November 13, 2015

December 11, 2015

Motion made by Robert Rinker and seconded by Thomas Ahneman to approve the 2015 proposed meeting dates. All voted in favor, the 2015 meeting dates for the State Contracting Standards Board were approved.

Staff Reports

David Guay noted that an OPM Budget Memo was recently received detailing rescissions. He also noted that he is still working on the web site for the Board. He commented on what a great job Julia did on her Agency Procurement Officer conference.

Julia Marquis noted that she held her first Agency Procurement Officer training on Friday, November 7, 2014. She also noted that the letter to UCONN decided upon at the September meeting was sent under Chair Baio's signature.

Robert Rinker asked about whether a conversation was held with the Attorney General's Office about the review of contracts, and whether they are reviewing the contracts to insure compliance with the Board's statutes. Chair Baio indicated she had initiated the conversation with AAG Mark Kohler and asked staff to follow-up.

Chair Baio asked Julia Marquis to provide a report at the next meeting on the post Agency Procurement Officer conference questionnaire.

Robert Rinker asked about Board membership, noting Peter Reilly's recent resignation. With several of the appointing authorities changing due to the election, he urged a proactive posture by Board members.

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 12:10 P.M.

Respectfully submitted: David L. Guay