

**STATE CONTRACTING STANDARDS BOARD MEETING  
WEDNESDAY, JANUARY 18, 2006  
STATE CAPITOL ROOM 410**

**MINUTES OF MEETING**

Attendees: Amalia Vazquez Bzdyra, Francis R. Coyle, Wendy Estela, Albert Ilg, Gary Dilk, John M. Whitcomb.

Absent: Peter F. Hurst.

First order of business was to approve the minutes of the meeting held December 13, 2005. The minutes were properly adopted with some minor changes.

Chairperson Bzdyra gave an update on the Administrative and Search Subcommittees. The Chairperson discussed the options available to the Board in hiring a temporary Executive Director and clerical staff. Board member Al Ilg offered to draft a job description for the Executive Director position. The Chairperson noted that for the months of March, April and May, two monthly Board meetings may be necessary in order to complete all the presentations from the remaining state agencies regarding procurement authority and policies.

The Chairperson informed the Board that all members should plan to arrive early at the next scheduled meeting at the State Office Building, 165 Capitol Avenue, Hartford, in order to check in with the security guard at the entrance.

Gale Mattison, Executive Financial Officer, from the Office of Policy and Management (OPM), gave a presentation on the agency's procurement authority and policies concerning Personal Service Agreements (PSA's) and Purchase of Services (POS) agreements. Handouts were distributed to the Board reflecting the power point presentation. Also attending from OPM was Wanda Dupuy.

Jaqueline Shirley, Leadership Apprentice/Director of DP Procurement, from the Department of Information and Technology (DOIT) also gave a presentation on the agency's procurement authority and policies. Handouts were distributed to the Board reflecting the power point presentation given. Also attending from DOIT were Mark Smith, Chief Administrative Officer; Augustus Cavallari, Legal Counsel/Legislative Administrative Manager and Dennis Main, Fiscal Administrative Manager/Telecomm Billing and Order Processing.

The next meeting was scheduled for Wednesday, February 15, 2006, at 3:00 p.m., in Room 401 at the State Office Building.