



State of Connecticut State Contracting Standards Board

MINUTES OF MEETING MAY 16, 2006

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

Chairperson Bzdyra called the meeting to order at 9:42 AM.

The minutes of the March 15, 2006 meeting were moved for approval by Albert Ilg, seconded by Frank Coyle and approved unanimously.

The minutes of the April 20, 2006 meeting were moved for approval by Albert Ilg, seconded by Frank Coyle and approved unanimously.

The Chairperson reported on the conclusion of the legislative session and the fact that the language to codify the Board in statute was not passed. Members discussed the distinctions in a Board established by Executive Order or statutorily created.

The Chairperson led a discussion regarding the agency presentations that have occurred and what other agencies the Board may want to invite to inform the Board of other procurement processes. The other agencies mentioned as possible presenters were: The Department of Social Services (DSS), the Department of Mental Health and Addiction Services (DMHAS), the Department of Mental Retardation (DMR), the Office of the Attorney General (AG), the Treasurer and the Comptroller.

Beth Petroni submitted to each member a binder containing pertinent documents relating to the work of the Board. She gave a description of the materials prepared in the document binders and explained the progress on other materials Board members have requested.

Carol Wilson, Procurement Director described the delegation/authorization procedures within the Department of Administrative Services. A discussion brought to light two checklists that the contracting staff utilizes; one internal and one from the Attorney General office. Board members requested a copy of the statutory provision governing signatory authority.



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Carla Martin, Human Resources Manager and Sue Pawloski-Burke, Human Resources Consultant, then discussed the HR process in the state with specifics on the state's classification system, the different bargaining units and the state process for hiring an individual.

The Board discussed the next steps they would like to take towards developing the Uniform Procurement Code pursuant to Executive Order 7b. Members agreed to select a specific agency of interest and participate in meetings with such agency to conduct an in depth review of the agencies' procurement processes and assist in mapping out those processes. It was agreed that Wendy Estela would be assist with the Department of Administrative Services (DAS), Albert Ilg would assist with the Department of Transportation (DOT), Gary Dilk would assist with the Department of Public Works(DPW), Francis R. Coyle would assist with the Department of Information and Technology(DOIT) and John M. Whitcomb would assist with the Higher Education Units.

The next Board meetings were scheduled for Thursday, June 15 at 9:30 AM and Wednesday, June 28 at 9:30 AM.

Then meeting was adjourned at 12:04 PM