



Special Meeting Agenda Training Work Group

July 31st, 2025 – 10:00 A.M. - 11:30 A.M.
Virtual Only

In Attendance:

Thomas Ahneman, Chair of the Training Work Group
Rochelle Palache, Chair of the State Contracting Standards Board
Roberto Fernandez
James Marpe

Gregory Daniels, Executive Director
Carmen Hufcut, Trainer Specialist
Aleshia Hall, Administrative Assistant

MINUTES

1. **Call to Order:** Chair Ahneman called the meeting to order at 10:07 a.m.
 - a. Roll Call of Training Work Group Members: All members were in attendance.
2. **Discussion and approval of the Internal Policies and Progress for Participants**
 - a. Training Specialist Hufcut explained how policies and systems needed to be developed for the accreditation process, with the assumption that they would be presented to the SCSB at a later date. Ms. Hufcut reviewed and explained each of the following Internal Policies and Progress for Participants per Accreditation within the handbook in detail:
 - Participants' Registrations (page 40, handbook)
 - Participant Support System (pages 41-42, handbook)
 - Note: The definition of a Collaborative Platform was explained as the variety of ways in which the Training Specialist can communicate with participants (i.e., LMS, CoreCT, TEAMS, etc.). The State IT system has scheduled to update our web page. When this is done, Ms. Hufcut envisions incorporating both a free library of courses and a connection to her for utilization of the LMS courses.
 - Participant ID verification (pages 43-44, handbook)
 - Note: This is accomplished through several means, including the participants' State-issued email addresses.
 - Roles and Responsibilities of Maintaining Learner Records (page 44, handbook)
 - Privacy and Information Policy (page 45, handbook)
 - Note: The LMS system maintains information securely in accordance with State policies. No personal information is collected from participants.
 - Professional Development Practice (page 46, handbook)

Chair Palache acknowledged the amount of work and diligence that went into creating these training programs and achieving accreditation. She complimented Training



Specialist Hufcut on approaching this task with the mindset that everyone involved in the process be educated, informed, and supported throughout the process. Chair Palache also emphasized that Ms. Hufcut is the only Training Specialist and how proud she is of the work that has been achieved. Ms. Hufcut thanked her and said that, although it is a lot of work, it is fun to see this program come together so successfully.

Mr. Ahneman agreed and looks forward to focusing this Work Group on reviewing and refining the language to make it easier to understand. He proposed allowing the Work Group members time to receive and review all of the materials and meet again in September. After that meeting, he hopes to elevate to materials to the Board.

In response to Mr. Ahneman's earlier recommendation to refine the descriptions of the training levels, Training Specialist Hufcut explained the current descriptions of each level of training that was developed and approved by the Board, so she was unsure of how to proceed with any changes to the wording. Mr. Ahneman explained that he sees the Training processes as working documents that will need to be continually refined as the training program evolves. The Board will be asked to approve the documents at a moment in time, knowing that it is not a stagnant process. As the Chair of this Work Group, he is comfortable changing details at the Work Group level and then presenting it to the board.

- b. **Action Item(s):** Mr. Ahneman requested that Ms. Hufcut disseminate the accreditation criteria materials to the Work Group members to provide them with a greater understanding of the accreditation process. Ms. Hufcut will also disseminate an explanation of the learning levels to the Work Group members for their information and review.

3. Training Regulations (regs) Ideas

- a. Collaboration with Staff Attorney Felman

In considering the list of regulations related to training, Staff Attorney Felman believes that this section can be consolidated. He will continue to work with Executive Director Daniels, Training Specialist Hufcut and other staff in that effort.

- Certification Program (name of certification?)
 - Criteria
 - Approval
 - Maintenance of Certification.
 - Note: Mr. Ahneman presented this topic as a future consideration for Work Group members. Attorney Felman explained that since we are not giving out licenses, the Training Regulations can be broad.
- Approval Process for Training Alternative and Equivalent External Courses: Was not discussed
 - Criteria
 - Submission Requirements
- Minimum Continuing Education Hours: Was not discussed
 - Agency Procurement Officers
 - State agency procurement personnel
 - Supervisory



- Non-Supervisory
- Refresher Training Requirements:
Note: Mr. Fernandez recommended that this be clarified to differentiate between *requirements* and *recommendations*. Mr. Ahneman agreed and said this needs to reflect three-year certificate renewals as well as incentives for participants to move from Level 1 up to Levels 2 and 3. Staff Attorney Felman referenced CGS 4e-5b that refers to this topic and explained that only certain policies need to be included in regulations as our regulations are not intended to reiterate the statute.
- Records and Internal Policies for Participants. (*See above*)
 - Duty to Maintain Records
 - Time.
 - Security.
 - Location.
 - Inspection Procedures
 - Contesting Training Records Content.
Note: Attorney Felman shared that retention of records is implied and that we intend to follow the Data Retention policies of the State. Staff Attorney Felman believes that, since the Training Program is in its infancy, the initial document will be brief. Mr. Ahneman also recommended that the regulations refer to the Training Manual so that this Work Group can easily make changes and updates as needed without having to modify regulations. The Work Group members agreed.

Action Item(s): Mr. Ahneman tasked Attorney Felman with creating a draft for the next meeting in September.

4. Next steps (goals) after accreditation

- a. Interagency Procurement Training Program (IPTP)
 - Collaboration with OPM, DAS, Office of State Ethics (OSE)
 - We can offer CEUs

Training Specialist Hufcut shared that she has been consulting with the Office of State Ethics to assist with development of their training program. Additionally, OPM and DAS have their own internal training policies as well. Training Specialist Hufcut requested and received approval from the Work Group to reach out to these agencies to consider partnering to expand the SCSB training catalog. By doing so, our training catalog would become more attractive to their participants and their personnel could receive CEUs for participation. Additionally, it showcases our agency to others and demonstrates collaboration.

Action Item(s): After receiving support from the Work Group members, Mr. Ahneman requested that Training Specialist Hufcut reach out to other agencies and present an outline of her recommendations to this Work Group at the October meeting.

If Training Specialist Hufcut receives positive responses, she would plan to initiate this effort in March 2026.

- b. Courses update



- LMS
- Logo
- General and accreditation information

5. Course Development

a. Audit:

A training course to introduce our audit process is being developed with the intention that it bring a better understanding for the Board members and others. The target date for completion of this training is late 2025.

Mr. Fernandez shared that, as Chair of the Audit Work Group, they met recently. His intention is to educate the Board on how audits are performed. Executive Director Daniels explained that we are no longer presenting agency self-assessments as audits. This lack of understanding has led to confusion and dissention amongst Board members in the recent past. Mr. Fernandez intends to work with staff to create documents and training that can be brought to the Board that will clarify how we will proceed in this area. Executive Director Daniels explained the ongoing challenge of getting Board members to understand and support the direction in which the agency is moving in an effort to be in compliance with our statute.

Mr. Ahneman would like to review completed audits with findings that show how the agency's training needs can be addressed.

- b. FOI
 - c. Leasing/Real Estate
- } Due to audits

Training Specialist Hufcut explained that the FOI training was initiated under the guidance of former Chief Procurement Officer Jonathan Longman.

The Leasing/Real Estate training is also being developed based upon a need identified in recent audit findings.

Training Specialist Hufcut is scheduled to have these courses completed in 2026. She explained the various steps required to create each training course that result in a 2–3-month minimum timeline for each.

6. Meeting schedule

- a. Bimonthly (after Board meeting)

Action Item(s): Mr. Ahneman recommended that a 12:00 Noon meeting of the Training Work Group be scheduled to follow the Board meetings beginning in September 2025. The Work Group members were in agreement.



7. Adjournment:

A motion to adjourn was made by Chair Palache at 11:13 a.m.
The motion was seconded by Mr. Marpe.
The meeting was adjourned at 11:13 a.m.

Respectfully submitted,

Aleshia Hall
Administrative Assistant

DRAFT