

Department of Administrative Services
Bureau of Central Administration
Bureau of Property and Facilities Management
Bureau of Enterprise Systems and Technology



At a Glance

DONALD J. DeFRONZO, Commissioner
Martin Anderson, Ph.D., Deputy Commissioner
Mark Raymond, Chief Information Officer
Established – 1977

Statutory authority – Chapters 57, 58, 58a, 59, 60a, 61, 61a, 61b, 61c, 67, 319s, 319v and 568 of the Connecticut General Statutes.

Central office – 165 Capitol Avenue, Hartford, CT 06106

Average number of full-time employees - 541

Operating expenses for 2012-2013 –

General Fund – \$114,438,700

Capital outlay – \$20,630,816

Revolving fund – \$19,061,179

Organizational structure – Office of the Commissioner (including Staff Counsel, Affirmative Action, Communications Office and Strategic Services); Bureau of Central Administration; Bureau of Property and Facilities Management; and the Bureau of Enterprise Systems and Technology.

The Office of the Claims Commissioner, the State Properties Review Board, the State Marshal Commission, and the State Insurance and Risk Management Board are also within DAS but retain independent decision-making authority.

Mission

To provide statewide policy to state agencies on matters related to purchasing, motor vehicle fleet, human resources, information technology, property and facilities management, along with other centralized services, and to supply the best possible people, goods and services to the agencies on time, in accordance with their business needs, and within statutory requirements.

Statutory Authority

Under Chapters 57, 58 and 67 of the Connecticut General Statutes, DAS is charged with the establishment of personnel policy and the personnel administration of state employees; the purchase of supplies, materials, equipment and contractual services; printing; and billing and collection services.

Under Chapter 59 of the Connecticut General Statutes, the Bureau of Property & Facilities Management within DAS is responsible for acquiring property for most state agencies through lease or purchase; providing facility maintenance and security to state buildings in the greater Hartford area as well as to certain properties outside of the Hartford area.

Under Chapter 61 of the Connecticut General Statutes, the Bureau of Enterprise Systems and Technology within DAS is responsible for developing and implementing an information and telecommunication systems strategic plan and developing statewide guidelines and procedures for use of information technology for State agencies.

Public Service

Bureau of Central Administration

The Bureau of Central Administration includes the following divisions: Procurement Services; Business Office; Small Agency Resources Team (“SmART”); Workers’ Compensation and the Master Insurance Program; Fleet Operations; Statewide Human Resources Management; and Collection Services. Through its Procurement Services Division, DAS establishes and administers contracts for supplies, materials, equipment and contractual services for use by executive branch state agencies. Many municipalities and non-profit organizations also utilize these contracts. These functions are handled by contracting program staff, who currently administer over 1,000 active contracts associated with over 2,000 suppliers. Other procurement programs prescribed through Title 4a include the administration of the set-aside program (also known as Supplier Diversity Program, C.G.S. 4a-60g), the state and federal surplus programs (Conn.Gen.Stat. §§ 4a-57a and 4a-66), the construction contractor prequalification program (Conn.Gen.Stat. §§4a-100 and 4a-101), as well as various other administrative support programs such as the Purchasing Card (p-card) program, the Federal Food Distribution Program, Construction Contracting Resource Support Team, and Core-CT support.

The DAS Business Office provides purchasing, accounts payable, accounts receivable, grant administration, accounting, asset management, small business set-aside goals development and reporting, budget development, administration services, and mail and courier services to DAS and several other state agencies. The SmART unit provides personnel, payroll and affirmative action services to DAS and several other state agencies.

DAS Communications is responsible for media relations and Freedom of Information requests, processing approximately 300-400 requests annually; prepares remarks for commissioner and deputy commissioners at various events; consults on architecture and manages/updates the DAS website content. The unit provides photography and graphic design

services for the offices of the Governor, Lt. Governor and multiple other agencies. DAS Communications includes the DAS Central Printing unit, which is responsible for designing and publishing multiple communications projects for DAS and various state agencies.

The statewide Workers' Compensation Program strives to achieve the appropriate balance between cost-effectiveness for the State and the delivery of a responsive program to injured state employees. DAS establishes operational procedures for state agencies to use, assists them in following these procedures, and helps state agencies promote a culture of safety within their respective workforces. Pursuant to Conn. Gen. Stat. § 4a-2b, DAS also administers the Master Insurance Program on behalf of state and federally-funded housing units operating under the jurisdiction of local housing authorities.

Fleet Operations serves state agencies by providing them with reliable, cost- and fuel-efficient motor vehicles to serve their business needs, and by maintaining those state vehicles.

Statewide Human Resources Management establishes, maintains and communicates a uniform and equitable system of personnel administration for employees and potential employees of the state that secures and retains well qualified employees to provide effective and efficient services and programs. Its functions include recruitment, examination, selection, appointment, promotion, transfer, separation, layoff, classification, job evaluation, organizational structure and compensation.

The Collection Services Division recovers money owed the state in public assistance cases and charges for support of persons cared for or treated in state humane institutions, and provides billing and collection services for state agencies.

Bureau of Property and Facilities Management

The Bureau of Property and Facilities Management administers the operations, maintenance and security of state-owned buildings and leased buildings. State buildings are located throughout the Hartford and Wethersfield area and major cities in the state including, Meriden, Mystic, Norwich and Waterbury. Leased buildings are located through-out the State.

The Facilities Operation Unit manages approximately 5 million square feet of state-owned floor space in occupied and vacant state buildings. The building portfolio includes active office buildings, occupied campus facilities, laboratories, parking lots, the Connecticut Building at the Big E and surplus property. The unit provides a safe and efficient work environment for approximately 9,000 state employees from various agencies who occupy these facilities. Property management is provided by in-house staff and contracted property management firms.

The bureau's staff develops the overall operating budget every fiscal year, maintains a three year plan for major and minor capital projects, ensures ADA, life safety and environmental compliance, performs building inspections, develops and implements preventative maintenance programs, approves expenditures and develops policy for all facilities. The staff reviews all expenditures, contracts, and billing packages. DAS and property management firms are available 24/7, 365 days a year to address any building-related problems or emergencies.

The bureau also administers capital projects up to \$500,000. Projects over \$500,000 are developed with the Department of Construction Services. This bureau also provides construction support as required for large renovation projects.

The Governor's Residence Unit is responsible for the maintenance and care of the Governor's Residence, a 100-year-old building on the register of historic places. The unit is also responsible for coordinating and overseeing tours and the weekly public use of the Residence.

The CAS Management Unit operates the Capitol Area Energy System (CAS) district heating and cooling loop in Hartford which provides hot water for space heating and domestic hot water production, and chilled water for 19 facilities, totaling over 3 million square feet of building space, which houses over 5,500 state employees and up to 4,000 private employees or patrons.

The Leasing and Property Transfer Unit's portfolio consists of approximately 2.6 million square feet of office space for 50 state agencies. There are 152 leases and approximately 85 additional lease-outs for a total of 237 lease agreements.

The Statewide Security Unit provides for the overall physical security of the state employees, clients, visitors and other assets of the State of Connecticut in both state-owned and leased facilities. The unit develops and implements security standards, policies and procedures to provide an adequate level of security at all state-owned and leased facilities. It also administers the statewide workplace violence reporting system and helps other state agencies manage incidents.

Bureau of Enterprise Systems and Technology

Under Chapter 61 of the Connecticut General Statutes, the Bureau of Enterprise Systems and Technology (BEST) is responsible for developing and implementing an information and telecommunication systems strategic plan and developing statewide guidelines and procedures for the use of information technology by State agencies.

BEST provides quality information technology services and solutions to state agencies, effectively aligning business and technology objectives through collaboration, in order to provide the most cost-effective solutions that facilitate and improve the conduct of businesses for state residents, businesses, visitors and government entities.

Among its many functions, BEST supports the Connecticut Education Network of information technology, the Public Safety Data network, open access broadband services for public agencies, and the Criminal Justice Information System. In addition the bureau is a key participant in the State Emergency Operations Center.

The bureau works collaboratively with state human services agencies on the Integrated Eligibility Program that simplifies and consolidates rules across the various agencies regarding eligibility for state run assistance programs.

BEST provides Internet filtering for the Executive Branch agencies for a safer web searching environment that is customized to each agency's needs and provides global administrator support to the delegated administrators for every agency. It also provides digital forensic and investigative support expertise to State agencies in support of administrative and criminal investigations involving digital evidence.

Additionally, BEST provides a multi-agency service for electronic document storage and content management and operates central e-mail and directory functions for over 50 state agencies, covering more than 29,000 email accounts. The bureau provides hardware and hosting services for some 27 agencies, covering 150 servers, mainframe and over 1,000 desktop machines and annually addresses approximately 3,000 service requests concerning the state's computing platforms.

Improvements/Achievements 2012-2013

During FY 2012-2013, DAS had many opportunities to demonstrate its commitment to excellence in public service, including the following:

- For the fifth consecutive year surpassed the billion dollar mark by collecting in excess of \$1.2 billion in paid claims. This was due to strong partnerships with sister state agencies, continued streamlining of processes, and the effective use of technology.
- Achieved savings over \$58 million in cost reductions during this fiscal year in the administration of over 1,000 contracts for executive branch agencies. This represents dollars saved via negotiation, reverse auction, cooperative contracting or rebates.
- Leveraged our purchasing power by joining five new cooperative contracts with other government entities over the past fiscal year. In addition to cost savings, these cooperatives have allowed for process improvement and the elimination of repetitive bidding and buying of some of these commodities.
- Certified or recertified 1,580 Small and Minority Business Enterprises over the fiscal year. This program team continues to provide outreach activities to various organizations and forums all geared toward increasing business opportunities for Connecticut small and minority businesses.
- Prequalified 739 construction companies, generating revenue of \$286,428 in calendar year 2012.
- The State Surplus Program conducted nine property and vehicle auctions resulting in \$3.6 million in total revenues.
- Implemented a new virtual auction technology that streamlined the surplus property/vehicle disposition process and increased opportunities for bidders all over the world to obtain surplus property/vehicles and increase state revenues.
- The Construction Contracting Resource Team administered eleven invitations to bid for informal construction projects and sixteen formal projects on behalf of the Department of Construction Services valued at \$120,044,233.
- The Food Distribution Program (FDP), in managing the statewide distribution of USDA Foods to eligible Connecticut school districts, pioneered a partnership with the Department of Defense's (DoD) Supply Center in Philadelphia and the DoD wholesale

vendor to purchase Connecticut Grown fresh fruits and vegetables. In school year 2012/13, 145,000 cases of locally grown produce were purchased through the DoD Fresh Program.

- Provided ongoing administration of the State Contracting Portal resulting in over 18,000 subscribers and over 375 organizations statewide utilizing the Portal (agencies, municipalities and non-profits). These organizations posted over 3,300 solicitations on the Portal in 2012.
- Worked with DEEP to complete a total of nine (9) energy related Lead By Example projects, at a cost of \$680,296 with an estimated annual cost reduction of \$ 109,962 for an average simple payback of only 6.2 years.
- Combined property management contracts for neighboring buildings for a savings of \$110,395 in the first year of the contract.
- Purchased two buildings in the largest real estate transaction Connecticut state government has ever undertaken. The state's \$120 million purchase and renovation of downtown Hartford office towers Connecticut River Plaza and 55 Farmington Avenue was the culmination of an 18 month process involving multiple agencies.
- Accomplished \$882,151 in savings for the fiscal year by re-negotiating state lease renewal rates, obtaining credits for the waiver of paint and carpet, canceling leases and reducing real estate taxes.
- Continued construction of the Nutmeg Network. This federal stimulus program is an expansion of the Connecticut Education Network, an establishment of the Public Safety Data network and the eventual provision of open access broadband services. This program is 95% complete and is on-time and on-budget.
- Supported the State Emergency Operations Center through Hurricane Sandy. This included the provision of 24/7 coverage within the EOC and chairing the Communications Restoration Task Force.
- Worked collaboratively with State agencies to launch the several new services.
 - DSS ConneCT – In support of DSS, launched a new online portal for beneficiaries and workers. Launched a telephone system.
 - AccessHealthCT – In support of the new Health Insurance Exchange, provided new technology infrastructure and launched initial release of system.
 - Medical Marijuana – In support of Consumer Protection, provided a new application to track applications for medical marijuana prescription.
 - Voter Registration – In support of Secretary of State, provided hardware and support for presidential election voter registration.
 - Veteran's Affairs – assessed flood damage to facility and promoted consolidation to avoid over \$500k in mitigation costs.
 - State Innovation Model Grant – co-chaired Health Technology work group in effort to transform health care delivery efforts in the state.
 - Formulated idea and ran procurement to bring "self-funded eGovernment" model to the state.
- Worked collaboratively with the University of Connecticut to maintain and expand the Connecticut Education Network which provides cost-effective networking solutions for public and private schools, libraries and education enterprises in the state. Added 6 new customers including towns of Berlin and Westport.

- Achieved significant mpg improvements in the state vehicle fleet by identifying vehicle replacement models that offer improved fuel economy over their predecessors – averaging a 25% improvement.
- Received and processed 109 Step 3 (filed to DAS) reclassification grievances. Held 40 reclassification hearings, denying 30 and sustaining 10. 21 grievances were resolved prior to a hearing. Received and processed 30 Step 4 (filed to panel). Represented the State at these hearings. 31 hearings were held (some from previous FY). 25 were decided in favor of the State, 6 in favor of the grievant. 7 grievances were resolved prior to a panel hearing.
- Exams Promulgated between 7/1/2012 – 6/30/2013:

Type of Exam Administered	# Exams	# Applications Received	# Candidates Examined	# Candidates with Passing Score
Agency Continuous	13	355	192	192
Open Continuous	80	11,063	6,424	5,350
Statewide Continuous	8	1,467	871	586
Open Competitive	81	4,891	2,896	2,596
Agency Promotional	61	1,898	1,382	1,322
Statewide Promotional	22	1,581	1,161	1,028
TOTALS:	265	21,255	12,926	11,074

Boards and Commissions within DAS

Office of the Claims Commissioner

At a Glance

J. PAUL VANCE Jr., *Claims Commissioner*

Established – 1959

Statutory authority – Chapter 53 of the Connecticut General Statutes

Central office – 165 Capitol Avenue – Room 123

Hartford, CT 06105

Statutory Authority

The state, unlike most of its citizens, is immune from liability and from suit. Unless the legislature has granted its consent the state cannot be held liable in a legal action for any damage or injury or for the cost of any goods, services or benefits received by state officials or agencies. Article Eleven, §4 of the Connecticut Constitution provides that: “Claims against the state shall be resolved in such manner as may be provided by law.” For certain actions, the Connecticut General Assembly has waived the sovereign immunity of the state by statute:

- Conn. Gen. Stat. § 13a-144 permits persons alleging injuries or losses caused by a defective highway or bridge to file suit against the Commissioner of Transportation in Superior Court.
- Conn. Gen. Stat. § 52-556 grants permission to sue when an alleged injury results from a motor vehicle accident involving an insured state vehicle operated by a state officer or employee.
- Conn. Gen. Stat. § 4-61 authorizes those who have entered into a highway or public works contract with the state to bring disputed claims directly to court.
- Conn. Gen. Stat. § 17a-550 allows a person injured by a violation of the patient’s bill of rights for mentally ill people to sue the state or its commissioners for damages.
- Conn. Gen. Stat. § 19a-24, allows people to sue the commissioners of Public Health and Developmental Services, their staffs, and certain other related entities for official acts or omissions if the damage claims exceed \$7,500.

In most other cases there is no legal remedy available unless the sovereign immunity is waived by the Claims Commissioner or the General Assembly. A person claiming to be injured or damaged as a result of state action must pursue a claim through the Office of the Claims Commissioner. The duties and jurisdiction of the Claims Commissioner, who is appointed by the Governor with approval of the General Assembly, are delineated by Chapter 53 of the Connecticut General Statutes.

Public Service

The Claims Commissioner hears and considers claims made against the state and decides whether a claim is a “just claim.” Conn. Gen. Stat. § 4-141 defines a “just claim” as a claim which in equity and justice the state should pay, provided the state has caused damage or injury or has received a benefit. Certain claims are “excepted” from the jurisdiction of the Claims Commissioner, including (1) Claims for the periodic payment of disability, pension, retirement or other employment benefits; (2) claims upon which suit otherwise is authorized by law including suits to recover similar relief arising from the same set of facts; (3) claims for which an administrative hearing procedure otherwise is established by law; (4) requests by political subdivisions of the state for the payment of grants in lieu of taxes, and (5) claims for the refund of taxes. If a claim filed is “excepted” by statute the Commissioner lacks jurisdiction and the claim must be dismissed.

For claims under \$5,000 the Commissioner may waive a hearing and proceed upon affidavits filed by the claimant and the state agency concerned. For claims in excess of \$5,000 the Claims Commissioner conducts a formal hearing. After a hearing, if the Claims Commissioner decides that a claim is a “just claim” because the alleged damage or injury was caused by the state, or because the state received a benefit, the Commissioner may either award payment in an amount up to \$20,000 or recommend payment in excess of \$20,000 to the General Assembly. If requested by the claimant, the Commissioner may grant authorization to sue the state in Superior Court if in the Commissioner’s opinion, the claim is just and equitable and presents an issue of law or fact under which the state, were it a private person, could be liable. Those claims are then tried to a court (not a jury). Appeals from decisions of the Commissioner are made to the General Assembly.

The Commissioner exercises jurisdiction only under the precise circumstances and in the manner particularly prescribed in the General Statutes. The parties cannot confer jurisdiction upon the commissioner by agreement, waiver or conduct. Although the State is represented, in most cases, by the Attorney General’s Office, the Claims Commissioner has an independent duty to insure that only “just claims” are granted.

Summary of FY 2013 Claims Activity

- During FY 2013, the Commissioner received 334 new claims. A total of 55 of those new claims were adjudicated or disposed of in FY 2013. A total of 220 total claims were adjudicated in FY 2013.
- Of the 334 new claims filed in FY 2013, 97 were filed by inmates. Of the 220 claims adjudicated during this year, 57 were claims which arose while the claimant was an inmate and in the custody of the Department of Correction.
- Of the 220 claims adjudicated in FY 2013, 52 were either abandoned or withdrawn.
- The Commissioner entered awards totaling \$53,068.67 for 49 claims where the award did not exceed \$7,500. Twenty-one additional claimants were granted permission to sue the state.

State Insurance and Risk Management Board

At a Glance

LINDA SAVITSKY, Acting Chairperson

Established – 1963

Statutory authority – CGS Secs. 4a-19, 20 and 21

Central office – 165 Capitol Avenue, Hartford, CT 06106

Number of DAS employees assigned to support the Board - 2

Recurring operating expenditures 2012-2013 - \$17,566,700.82

Mission

The mission of the State Insurance and Risk Management Board is to protect assets of the State of Connecticut through a comprehensive and cost effective insurance and risk management program.

Statutory Responsibility

Pursuant to Conn. Gen. Stat. §§ 4a-19, 20 and 21, the principal duties of the Board are to determine the method by which the state shall insure itself against losses by the purchase of insurance; obtain the broadest coverage at the most reasonable cost; direct negotiations for the purchase of such insurance and determine the applicability of deductibles and self-insurance; designate the Agent or Agents of Record and select companies from which the insurance coverage shall be purchased; negotiate all elements of insurance premiums and the agent's commission and/or fee for service and establish specifications and request bids for each insurance contract through the Agent of Record. The Board is also responsible for the development and implementation of Risk Management Programs.

The Board serves as the focal point of all non-employment related risk management and insurance matters affecting the state. As such, each agency, department, commission and board and its respective employees benefit from the Board's efforts to minimize the financial effect of loss to property and provide protection and service for liability claims not precluded by sovereign immunity.

Public Service

Board members are appointed by the Governor, serve as volunteers and receive no compensation for the performance of their duties. The State Comptroller serves as an ex-officio member of the Board.

The staff to the Board make themselves readily available to all state agencies on matters relating to risk management and casualty and property insurance. The focus is to promptly respond to state agencies in an effective, timely and professional manner.

The Board continues to take steps to identify and address the state's unique exposures. The Board has designed an insurance/risk management program to respond to its statutory responsibility and protect the assets of the state. The Board follows basic risk management principles in identifying exposures and examining and selecting techniques. Appropriate levels of insurance for a reasonable cost are currently maintained. Some of the risk management techniques which have been implemented to help reduce the overall cost of risk to the state are large loss review meetings, training sessions for state personnel, monthly property inspections and accident review committee meetings. The Board measures the effectiveness of these techniques by establishing a benchmark of past loss experience and comparing that standard to current loss experience.

Improvements/Achievements 2012-13

- Provided insurance and risk management training and guidance to all state agencies.
- Conducted semi-annual Large Loss Reviews of pertinent Automobile Liability and Highway Liability claims.
- Assisted the Department of Transportation and CT Airport Authority in the transition of the risk management/insurance program.
- Established and provided ongoing consultation to the Department of Economic and Community Development's insurance requirements for small business loan/grant program.
- Implemented and managed an Owner Controlled Insurance Program for University of Connecticut Health Center's BioScience Connecticut Project.
- Worked with state's property insurance carrier and all state agencies on pro-active construction plan reviews.
- Established insurance requirements for CT Fastrack.
- Served as the liaison between state agencies and FEMA on insurance coverage.

Information Reported as Required by State Statute

As statutorily required, the Board continues to assess the feasibility of self-insurance (including deductibles and retentions) as a possible alternative to commercial insurance. Under the present program, these cost effective risk assumptions are maintained by incorporating retentions and deductibles in property and liability policies. Deductibles and/or self-insured retentions are used to reduce the overall cost of risk.

The property insurance program is subject to a \$250,000 per occurrence deductible. This deductible is the responsibility of each state agency. This deductible allows the Board to purchase catastrophic coverage at a cost effective rate. The insurance program provides proactive engineering services to help avoid or mitigate property damage within the deductible. This insurance program with an emphasis on self-retention and engineering has been highly successful.

The Board continues to utilize a \$4,000,000 self-insured retention on the casualty program. The \$4,000,000 self-insured retention is the responsibility of the Board. Claims within the self-insured retention are trended, developed and estimated with the assistance of independent actuarial projections. Claim payments have been within projected and budgeted amounts. In light of exposures and legal defenses, the casualty limits are appropriate. A proper balance of self-insurance and insurance is maintained. The casualty self-insurance/insurance program is an effective risk management tool. The Board continues to monitor and evaluate the retention level for this policy.

Gross expenditures for the fiscal year amounted to \$23,241,466.60 of which \$5,823,210.44 represents self-insured/deductible and third party administrative fee reimbursements in accordance with various insurance policy provisions. Reimbursements amounted to \$5,674,765.78, which represents refunds including return premiums and reimbursements from departments and agencies for insurance purchased on their behalf and for which reimbursement provisions are made in the statutes or through some other means.

The Board's evaluation of the Agent of Record reinforces the position that the services provided to the State meet and/or exceed the requirements in all areas. The Agent of Record's income for the fiscal year was \$323,749.90 and was paid in monthly installments.

Sedgwick, the state's Third Party Administrator until February 29, 2012, and Constitution State Services, the state's Third Party Administrator effective March 1, 2012 handled liability claims within the self-insured retention. The total amount of fees paid to Sedgwick in FY 2013 was \$16,088. The total amount of fees paid to Constitution State Services in FY 2013 was \$601,790.

The insurance program is subject to competitive bidding and premiums have been within reasonable parameters. Limits are set based upon historical perspective and industry standards.

The Board reports that it does business only with those insurance companies, which are licensed or approved by the State of Connecticut Insurance Department.

2012-2013 Insurance Expenditures

<u>Category</u>	<u>Amount</u>
Accident & Health	\$ 522,808.05
Agent of Record Fee	\$ 473,749.90
Aircraft/Airport	\$ 64,186.88
Boiler and Machinery	\$ 254,139.15
Fire & Extended Coverage	\$5,690,290.54
Liability & Dram Act	\$4,356,241.84
Highway/Bus/RR Liability	\$6,272,100.13
Motor Vehicles	\$5,395,984.87
Watercraft	\$ 102,752.24
Miscellaneous & Others	\$ 37,125.00
Risk Management Expenses	\$ -0-
Surety Bonds	\$ 72,088.00
TOTAL GROSS EXPENDITURES	\$23,241,466.60
LESS: REIMBURSEMENTS	\$(5,674,765.78)
TOTAL NET EXPENDITURES	\$17,566,700.82

Status and Disposition of Claims

F.Y. 2012/13

A) Pending Claims Over \$100,000

<u>Category</u>	<u>Claim Count</u>	<u>Total Outstanding</u>
Automobile Liability	17	2,925,112.31
General Liability	0	

B) New Claims Filed During F.Y. 2012/13

<u>Category</u>	<u>Claim Count</u>
Automobile Liability	590
General Liability	539

C) Settled Claims Over \$100,000

<u>Category</u>	<u>Claim Count</u>	<u>Total Paid</u>
Automobile Liability	8	1,310,148.87
General Liability	1	1,614,963.44

State Properties Review Board

At a Glance

EDWIN S. GREENBERG, Chairman

Bennett Millstein, Vice Chairman

Established - 1975

Statutory authority - CGS § 4b-3

Central office - 165 Capitol Avenue, Room #123, Hartford CT 06106

Number of DAS employees assigned to support the Board - 2

Organizational structure - The State Properties Review Board consists of six members, appointed on a bi-partisan basis; three are appointed jointly by the Speaker of the House and the President Pro Tempore of the Senate; and three are appointed jointly by the Minority Leader of the House and the Minority Leader of the Senate. As of June 30, 2013, the members were: Edwin S. Greenberg, Chairman; Bennett Millstein, Vice Chairman; Bruce Josephy, Secretary; Mark A. Norman; Pasquale A. Pepe and John P. Valengavich.

Mission

The mission of the State Properties Review Board is to provide oversight of State real estate activities, acquisition of farm development rights, and the hiring of architects, engineers and other construction-related professionals, as proposed by state executive branch agencies. In accomplishing this legislative mandate, the Board provides guidance and assistance to State client-agencies to ensure that transactions are done in a prudent, business-like manner, that costs are reasonable, and that proposals are in compliance with State laws, regulations and procedures.

Statutory Responsibility

Pursuant to Conn. Gen. Stat. § 4b-3, the Board reviews plans for transactions involving the acquisition, construction, development, assignment to and leasing of offices and other facilities for various agencies of the State. The Board reviews proposals involving the lease or sale of state-owned real estate to third parties. The Board approves both the selection of and contracts with architects, engineers and other consultants for major construction projects proposed by the Department of Construction Services. In addition, the Board reviews, evaluates and approves the acquisition of development rights for farm land proposed by the Commissioner of Agriculture.

Pursuant to Conn. Gen. Stat. § 8-273a, the Board hears appeals from any aggrieved party concerning the amount of compensation paid by the Department of Transportation for outdoor advertising structures.

Under the provisions of Conn. Gen. Stat. § 13a-80i, if requested by an eligible property owner, the State Properties Review Board schedules a mediation conducted by a panel of three designees from the Office of Policy and Management, and the Departments of Administrative Services and Energy & Environmental Protection. The mediation panel is tasked with assisting the Department of Transportation to reach an agreement concerning the sale of real estate to the eligible owner.

Public Service

In reviewing and approving the various transactions proposed by the client-agencies, the Board has the opportunity to ensure that the proposals reflect market prices favorable to the state, are financially prudent, and conform to state laws. The Board typically achieves quantifiable savings to state taxpayers, usually in excess of the costs of Board operating expenditures.

Improvements/Achievements 2012-2013

- A total of 295 proposals were reviewed by the Board during the fiscal year.
 - 55% from the Department of Transportation
 - 26% from the Department of Construction Services
 - 12% from the Department of Administrative Services
 - 7% from all other agencies.
 - The average time to review proposals was 16.77 calendar days per contract (including weekends and holidays).
 - The Board's recommendations resulted in quantifiable annual taxpayer savings in third party transaction costs of approximately \$552,934.
 - The Board's staff have been active participants in a Working Group comprised of OPM, DAS and SPRB Staff. The goal of this group has been to improve interagency communication and reduce processing delays associated with administrative returns.
 - The Board assisted DAS in the evaluation and review of various real assets in downtown Hartford which included the approval for the possible acquisition of three specific structures. The support was provided consistent with the Board's long standing recommendation that the State collapse leases and purchase buildings to take advantage of the depressed real estate market which subsequently will provide long-term cost savings when compared to annual lease expenses.
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State Marshal Commission

At a Glance

VACANT, Chairman

William W. Cote, Vice-Chair

Central office – 165 Capitol Avenue, Room 483, Hartford, CT 06106

Average number of DAS employees assigned to support the Board - 3

Organizational structure – Commission members: Chairman Appointed by the Governor, (vacancy). Appointed by the Pres. Pro Tempore of the Senate, Joel I. Rudikoff, Esq., North Haven; Appointed by the Senate Majority Leader, Vincent E. Mauro, Jr., New Haven; Appointed by the Senate Minority Leader, Michael Cronin, Esq., West Hartford; Appointed by the Speaker of the House, Mildred Torres-Ferguson of Meriden; Appointed by the House Majority Leader, Robert P. LaTorraca, Hamden; Appointed by the House Minority Leader, Sarah Holbrook, Esq., Hartford. Appointed by the Chief Justice, (vacancy).

Mission

The mission of the State Marshal Commission is to provide oversight of State Marshals and the duties and activities that they perform in order to ensure that marshals are in compliance with State laws, regulations and procedures.

Statutory Authority

Pursuant to Conn. Gen. Stat. § 6-38b and other provisions in Chapter 78 of the General Statutes, the State Marshal Commission is responsible for:

- Establishing professional standards, including training requirements and minimum fees, for the execution and service of process;
- Equitably assigning service of restraining orders to state marshals in each county and ensuring that such restraining orders are served expeditiously;
- Filling vacancies in the position of state marshal in any county;
- Investigating complaints, holding hearings and determining whether just cause exists to remove the appointment of state marshals; and
- Reviewing and auditing marshals' accounts.

Public Service

The State Marshal Commission (SMC) is a non-partisan commission that oversees the conduct of state marshals, independent contractors who are hired by the general public and who

work with the judicial branch to serve and execute civil process, restraining orders, post-judgment remedies, and other legal orders. The Commission adopts policies to regulate the conduct of state marshals and serves as an impartial arbiter of complaints against marshals to ensure that marshals comply with all applicable laws and policies, that critical judicial orders such as restraining orders are timely served, and that marshal clients receive the service for which they have contracted in a timely and efficient fashion.

Improvements/Achievements 2012-13

- Appointed 22 new state marshals.
- Provided capias arrest training for all members of the dedicated Capias Unit that supports the Judicial Branch.

Other Information Required by Statute

Equal Employment Opportunity Reporting Requirement

The Department of Administrative Services (DAS) is an affirmative action employer and is committed to providing and promoting equal opportunities in all of its activities and services. DAS' Affirmative Action Plan for the period ending May 31, 2012, which includes a description of the agency's efforts to effectuate Conn. Gen. Stat. §§ 46a-70 to 46a-78, was approved by the Commission on Human Rights and Opportunities on November 14, 2012. The DAS Affirmative Action Plan is available for review upon request.

Employment Statistics

Pursuant to Conn. Gen. Stat. § 5-204, the Commissioner of Administrative Services is reporting the following figures from payroll records provided by the Office of the State Comptroller:

- Executive Branch figures for employees paid in the 2013 calendar year as of September 1 (regular, eligible to receive state benefits) – **full-time: 31,050; part-time: 4,739**
- Non-Executive Branch employees paid in calendar year 2013 as of September 1 (UCONN, UConn Health Center, Higher Education, Quasi Agencies, Judicial and Office of Legislative Management) – **full/part-time - 26,545**
- Classified turnover separation figures for fiscal year 12/13 from Core-CT: **1,363 full-time, 1,108 part-time, 0 other**

4-61mm Evaluation of Volunteer Program

DAS does not have a volunteer program.

5-248i(c) Telecommuting Report

Pursuant to C.G.S. Sec. 5-248i, state agencies are required to provide DAS with copies of telecommuting arrangements they have approved for their employees. In FY13, DAS received copies of the following telecommuting arrangements from state agencies:

AGENCY	# OF AGREEMENTS EXECUTED IN FY 2013
Agriculture	2
Comptroller	1
Economic and Community Development	12
Energy and Environmental Protection	30
Insurance	6
Revenue Services	60
State Library	3
Treasury	5
TOTAL	119

Distribution to the Office of the State Comptroller

- Reporting Package
- Fixed Assets/Property Inventory Report
- Statewide Cost Allocation Plan

Distribution to the Office of Fiscal Analysis

- Annual Financial Statements for Internal Service Funds