



JOINT MEETING OF THE  
CONNECTICUT PORT AUTHORITY  
FINANCE COMMITTEE  
&  
AUDIT, COMPLIANCE AND GOVERNANCE COMMITTEE

REGULAR MEETING OF THE  
CONNECTICUT PORT AUTHORITY  
FINANCE COMMITTEE

SPECIAL MEETING OF THE  
CONNECTICUT PORT AUTHORITY  
AUDIT, COMPLIANCE AND GOVERNANCE COMMITTEE

**Tuesday April 20, 2021 (10:00 A.M.)**

**Location:**

***In response to concerns regarding the spread of coronavirus disease (COVID-19), and in the interest of the safety and well-being of participants, this meeting will be held remotely by conference call (as permitted by Executive Order 7B).***

*\*Please Note: In addition to the minutes below, an audio recording of this meeting can be found on the Authority's website at <https://ctportauthority.com/governance/>*

**Board Attendance**

- Finance Committee: Chairman David Kooris; Vice-Chair Don Frost; Parker Wise; John Johnson; Jeff Beckham; John Flores
- Audit Compliance and Governance Committee: Chairman David Kooris; Jeff Beckham; John Flores; Mark Rolfe
- CPA Staff/Other: Veronica Calvert; John Henshaw; Andrew Lavigne; Melissa Ferrucci and Kristen Brown (Cohn Reznick)

**Minutes**

**1. Call to Order**

Chair Kooris called the joint meeting to order at 10:02am. Attending members can participate on joint session items, while committee-specific actions will be limited to items of each committee.

**2. Public Participation Relating to Agenda Items**

**3. Executive Session pursuant to Section 1-210(b)(1) of the General Statutes of Connecticut, for the purpose of discussing a draft audit report**

**RESOLVED:** That, pursuant to Section 1-210(b)(1) of the General Statutes of Connecticut, by a two-thirds vote of the members of the Board present and voting, the Board of Directors hereby approves to enter into Executive Session for the purposes of discussing a draft audit report by independent auditors Cohn Reznick.

John Henshaw certified that the public interest in the disclosure of the discussion of a draft audit report by independent auditors Cohn Reznick is outweighed by the public interest in the confidentiality of same.

Chair Kooris invited CPA staff (Veronica Calvert, John Henshaw and Andrew Lavigne) to join, as well as Melissa Ferrucci and Kristen Brown from Cohn Reznick.

Motion by Mark Rolfe, seconded by Don Frost. So voted. The committees entered Executive Session at 10:07am and returned at 10:45am. No votes or actions were taken during the Executive Session.

**4. Executive Director’s Procurement Memorandum**

**5. Audit, Compliance and Governance Committee**

- (a) Approval of March 16, 2021 Audit, Compliance and Governance Committee Minutes

Motion by David Kooris, seconded by Jeff Beckham. Abstentions by Mark Rolfe and John Flores. So voted.

- (b) Committee Responsibilities

- Annual Audit

Motion by Mark Rolfe to accept the draft, as presented by the auditors, to the full Board. Motion seconded by Jeff Beckham. So voted.

- Compliance
- Statutorily Required Reports
- Ethics Compliance Officer and Ethics Liaison

Motion by John Flores to refer recommendation to appoint Andrew Lavigne to the full Board. Seconded by David Kooris. So voted.

- Governance and Administrative Matters
- Legal and Contracting Compliance Programs

- (c) Old Business

**6. Finance Committee**

- (a) Approval of March 16, 2021 Finance Committee Meeting Minutes

Motion by John Johnson, seconded by Parker Wise. Abstention by John Flores. So voted.

- (b) Financial Update

**CT PORT AUTHORITY - GENERAL OPERATIONS BUDGET**

**Finance Committee Meeting  
Recommended FY 2021 Budget Revisions  
April 20, 2021**

	Account Name	Original Budget	Revised Budget	Change
51100	Audit	\$ 20,160	\$ 28,795	\$ 8,635
51401	Interim Security Services	\$ -	\$ 14,000	\$ 14,000
51400	Contractual Services	\$ 93,900	\$ 67,265	\$ (26,635)
52050	Dues/Memberships	\$ 12,000	\$ 14,000	\$ 2,000
52205	General Operations Other	\$ 200	\$ 500	\$ 300
52600	Utility Expense Eversource	\$ 5,242	\$ 6,942	\$ 1,700

Motion by John Johnson to adopt the proposed budget revisions, seconded by Don Frost and so voted.

- (c) Staffing Update

(d) Audit Fee Adjustment Proposal

Motion by John Johnson to approve an increase of \$5,000 to the annual audit fee.  
Seconded by Parker Wise. So voted.

(e) Office of Policy and Management (OPM) Update

(f) Fourth Amendment to that certain Memorandum of Understanding with OPM

(g) Old Business

(h) New Business

**7. Call to the Public**

**8. Adjournment**

Motion to adjourn made by John Johnson and seconded by Don Frost. Meeting adjourned at 11:42am.