



SPECIAL MEETING OF THE  
CONNECTICUT PORT AUTHORITY  
HUMAN RESOURCES COMMITTEE

**Tuesday September 21, 2021 (12:00 P.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.***

*\*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**

- Chairman David Kooris; Brian Thompson; Gregg Scully; Judi Sheiffele (left 12:55pm); Dave Pohorylo (left 12:40pm); Grant Westerson
- Absent: Don Frost; Alexandra Daum
- CPA Staff/Other: John Henshaw; Andrew Lavigne; Joseph Salvatore; James Peterson (OPM)

**Minutes**

**1. Call to Order**

Chair Kooris called the meeting to order at 12:02pm.

**2. Public Comment**

None.

**3. Executive Session pursuant to Section 1-200(6)(A) of the General Statutes of Connecticut, for the purpose of discussing qualifications of candidates for employment as finance director to the Connecticut Port Authority.**

**RESOLVED:** That, pursuant to Section 1-200(6)(A) 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 qualifications of candidates for employment as finance director to the Connecticut Port Authority.

John Henshaw certified that the public interest in the disclosure of the discussion qualifications of candidates for employment as finance director to the Connecticut Port Authority is outweighed by the public interest in the confidentiality of same.

Motion to enter Executive Session made by Grant Westerson and seconded by Brian Thompson. So voted.

Chair Kooris invited John Henshaw and Andrew Lavigne to join the Executive Session.

The committee entered Executive Session at 12:05pm. The committee returned from Executive Session at 12:26pm. No actions were taken.

**4. Consideration and Approval of Recommendation for the Board to Adopt the Schedule of Positions for Fiscal Year Ending June 30, 2022.**

The committee discussed the schedule.

A motion was made by Grant Westerson to increase the salary range of the finance director position from \$80,000-\$100,000 to \$80,000-\$125,000. Seconded by Judi Sheiffele. So voted, with Dave Pohorylo opposed.

Dave Pohorylo left the call at 12:40pm.

**5. Consideration and Approval of Recommendation for the Board to Adopt the Employee Performance Management and Evaluation Policies and Procedures.**

The committee discussed the performance management forms and policies and procedures. The committee recommended utilizing only one form for performance management, requesting that the remaining form include a performance productivity measure.

Judi Sheiffele noted that she would need to drop off the call for another commitment at 1pm. She left the call at 12:55pm.

**6. Short- and long-term disability and group life policy update**

Andrew Lavigne gave an update on the Authority joining a quasi-public agency group policy, which is scheduled to take effect in October. Once the new policy is active a revision will be required to the Employee Manual to reflect the change.

**7. Adjournment**

Motion to adjourn by Grant Westerson, seconded by Gregg Scully. Meeting adjourned at 1pm.