



JOINT MEETING OF THE
CONNECTICUT PORT AUTHORITY
FINANCE COMMITTEE
&
HUMAN RESOURCES COMMITTEE

REGULAR MEETING OF THE
CONNECTICUT PORT AUTHORITY
FINANCE COMMITTEE

SPECIAL MEETING OF THE
CONNECTICUT PORT AUTHORITY
HUMAN RESOURCES COMMITTEE

**Tuesday October 19, 2021
10:00 A.M.**

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 was 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/>*

Committee Attendance

Finance Committee: David Kooris; Jeff Beckham; John Flores; Parker Wise; John Johnson

Human Resources Committee: David Kooris; Brian Thompson; Alexandra Daum; Dave Pohorylo; Judi Sheiffele; Gregg Scully; Grant Westerson

Other Board Members Present: Tom Patton

Absent: Don Frost

CPA Staff: John Henshaw; Andrew Lavigne; Joe Salvatore; James Peterson (OPM)

MINUTES

1. Call to Order

David Kooris called the meeting to order at 10:03am

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 employee compensation and the employment of a 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 Finance Committee and Human Resources Committees hereby approves to enter into Executive Session for the purposes of discussing employee compensation and the employment of a finance director to the Connecticut Port Authority.

John Henshaw certified that the public interest in the disclosure of the discussion of employee compensation and the employment of a 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 John Johnson and seconded by Alexandra Daum. So voted.

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

The committees entered Executive Session at 10:09am and returned at 10:43am. No action was taken.

4. Finance Committee

(a) Approval of Finance Committee Minutes of September 21, 2021

Chair Kooris noted that these are joint committee minutes, including the Finance Committee and Audit Compliance and Governance Committee. He asked that only members of those two committees vote on the approval of the minutes.

Jeff Beckham retracted certain comments that he made at the September 21, 2021 Audit, Compliance and Governance Committee meeting concerning the State Contracting Standards Board.

Motion by John Johnson, seconded by Jeff Beckham. So voted, with abstention by Tom Patton.

(b) Financial Update

Jim Peterson (OPM) presented the monthly financial update.

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

Jeff Beckham gave an overview of OPM's efforts relating to historic bond funding allocated and/or allotted to the Authority and gave an overview of OPM's recommendations.

(d) Old Finance Committee Business

(e) New Finance Committee Business

5. Human Resources Committee

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

Chair Kooris noted that the Schedule of Positions before the committee mirrors that of the prior year, with the exception of the increase to the compensation range for the finance director position.

Motion made by Grant Westerson to amend the job description of the finance director position to include a compensation range of \$80,000-\$125,000 and to refer the updated Schedule of Positions for Fiscal Year Ending June 30, 2022 to the Board for adoption. Seconded by Gregg Scully. So voted.

(b) Consideration and Approval of Recommendation for the Board to Adopt the Employee Performance Management and Evaluation Policies and Procedures.

Chair Kooris noted that these documents were reviewed and discussed by the committee last month and have been updated to incorporate committee feedback. The policies and procedures will enable the executive director to conduct employee reviews and the Board to review the executive director.

Motion made by Gregg Scully to advance the Employee Performance Management and Evaluation Policies and Procedures to the Board for adoption. Seconded by Grant Westerson. So voted.

6. Adjournment

Motion to adjourn made by John Johnson and seconded by John Flores. Meeting adjourned at 11:09am.