



SPECIAL MEETING OF THE  
CONNECTICUT PORT AUTHORITY  
HUMAN RESOURCES COMMITTEE

**Tuesday November 15, 2022  
8:00 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**

Committee Attendance: Brian Thompson; David Kooris; Dave Pohorylo; Grant Westerson

Absent: Alexandra Daum; Judi Sheiffele

CPA Staff: Ulysses Hammond; Andrew Lavigne

**MINUTES**

**1. Call to Order**

Committee co-chair Brian Thompson called the meeting to order at 8:06am.

**2. Approval of April 7, 2022 Committee Special Meeting Minutes**

Motion by Grant Westerson, seconded by David Kooris. So VOTED, with abstention by Dave Pohorylo.

**3. Public Comment**

None.

**4. Annual Schedule of Positions and Total Staffing Levels Discussion**

Andrew Lavigne explained that the schedule includes the same staffing schedule and levels as the prior year. He noted that the committee should consider approval of the FY24 document in March or April to better align with the annual budgeting process.

Motion by David Kooris to make recommendation to the Board of Directors to adopt the FY23 Schedule of Positions and Total Staffing Levels, seconded by Grant Westerson. So VOTED.

**5. Interim Executive Director Six Month Performance Evaluation Process Discussion**

Brian Thompson noted that Ulysses Hammond has completed his self-evaluation, which is the first step in the Authority's performance evaluation process. The committee must now agree on process for completing the evaluation.

Dave Pohorylo asked why the evaluation needed to be performed at this time. David Kooris noted that the Authority's policies and procedures require new employees to be evaluated at the six-month mark.

David Kooris noted that he sent the self-evaluation to the co-chairs, but he would also circulate to the full committee. The committee agreed to review the self-evaluation over the next week, which would be followed by the co-chairs meeting with the executive director to discuss feedback received, and the committee will reconvene prior to the next board meeting to recommend adoption by the board.

The committee concurred with the process.

#### **6. Executive Director Search Process Discussion**

Due to scheduling challenges, this is the first committee meeting since the selection of an interim director in April. The committee concurred with its previous position that a search firm would not be engaged at this point in the process. The committee agreed that it should review the job description for the executive director job position and suggest any modifications for discussion. Andrew Lavigne will circulate the description to the committee.

Dave Pohorylo stated that he would circulate to the committee some suggested outlets for advertising the vacancy, once the description is finalized.

#### **7. Executive Session pursuant to Section 1-200(6)(A) of the General Statutes of Connecticut, for the purpose of discussing the hiring, performance and employment status of employees.**

The committee agreed that there was no need for executive session.

#### **8. Old Business**

None.

#### **9. Adjournment**

Motion to adjourn made by Dave Pohorylo, seconded by Grant Westerson. Meeting adjourned at 8:27am.