



NOTICE OF
SPECIAL MEETING OF THE
CONNECTICUT PORT AUTHORITY
BOARD OF DIRECTORS

**Tuesday, September 19, 2023
12:00 p.m.**

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/>*

Board Attendance

Chair David Kooris; Felix Reyes; Doug Dalena; Paul Whitescarver; Grant Westerson; Brian Thompson; John Johnson; Tom Gill; Paul Hinsch

Absent: John Carter; Tom Patton; Alexandra Daum; Chuck Roman; Dave Pohorylo; Mayor Justin Elicker

CPA Staff/Other: Ulysses Hammond; Fayola Haynes; Cathey LaBonte; Jill Dowling-Moreno; Steve Nuhn

MINUTES

1. Call to Order

(Begins at 0:06 of the audio recording)

Chair Kooris called the meeting to order at 12:01pm.

He noted that there are no minutes to approve at today's meeting since this is a Special Meeting of the Board, and will approve minutes from the last Regular Meeting and this Special Meeting at the next Regular Meeting in October.

2. Public Comment

(Begins at 2:00 of the audio recording)

3. Finance Committee Update

(Begins at 6:07 of the audio recording)

Chair Kooris stated that the Finance Committee met at 10am this morning and went through the financial update from this past month. Generally, finances are in better shape with regular revenue coming in from the Port of New London, managing costs effectively, and the CPA is projecting a significant year end surplus.

Chair Kooris also stated that the Finance Committee is making a recommendation to the full board to approve the quarterly OFA report, and commended Fayola Haynes, (temp) Finance Manager on the quality of the report.

(a) Office of Fiscal Analysis Report (OFA)

Consideration and approval of a resolution authorizing submission of the Q4 quarterly financial report to the Office of Fiscal Analysis.

RESOLVED, that the Board of Directors authorizes submission of the Q4 quarterly financial report to the Office of Fiscal Analysis, as required by Section 1-123(b) of the Connecticut General Statutes, as recommended by the Finance Committee at its meeting held on September 19, 2023, in the form attached as Exhibit to Agenda Item # 3(a).

Motion by John Johnson, seconded by Grant Westerson. So VOTED, with NO opposed and NO abstentions.

4. Audit, Compliance and Governance Committee Update

(Begins at 8:23 of the audio recording)

Board Chair Kooris advised that Tom Patton chaired the Special Meeting of the Audit, Compliance and Governance Committee on September 1, 2023 to discuss the primary reason for today's Special meeting, which is considering the contract for the independent auditor. Ulysses Hammond, in Tom's absence today, was asked to discuss the selection process and the Committee's recommendation.

(a) Selection Process of Auditor

(Begins at 8:55 of the audio recording)

Ulysess Hammond provided a summary of the procurement process that was implemented in accordance with CPA Operating Procedures and Procurement Manual.

(b) Independent Audit Contract

(Begins at 12:05 of the audio recording)

Chair Kooris noted that this selection of the independent Auditor is the first procurement since adoption of the new procedures and that the Committee endorsed the outcome of that process, which resulted in the selection and recommendation of CohnReznick.

Consideration and approval of a resolution authorizing the Executive Director to negotiate and enter into an agreement for Audit Services.

RESOLVED, that the Executive Director, be and hereby is authorized, empowered and directed, for and on behalf of the Authority, to negotiate, execute and deliver an Agreement with CohnReznick LLC for Audit Services for the year ended June 30, 2023, and as recommended by the Audit, Compliance and Governance Committee.

Motion by Tom Gill, seconded by Paul Hinsch. So VOTED, with NO opposed and NO abstentions.

5. **HR Committee Update**

(Begins at 13:10 of the audio recording)

Chair Brian Thompson provided an update from the 11am HR Committee Meeting where they considered a proposal to modify the Schedule of Positions to include a position of Maritime Business Development Manager.

(a) Staffing Update

(Begins at 14:45 of the audio recording)

Ulysses Hammond provided a staffing update.

(b) Schedule of Positions and Total Staffing Level (FY 2024)

(Begins at 15:52 of the audio recording)

HR Chair Brian Thompson advised the Board of the Committee's recommendation regarding the Schedule of Positions and Total Staffing Level (FY 2024) and Maritime Business Development Manager job description.

Consideration and approval of a resolution to adopt the annual Schedule of Positions for Fiscal Year Ending June 30, 2024.

RESOLVED, that the Board of Directors hereby approves the adoption of an annual Schedule of Positions and Total Staffing Levels for the fiscal year ending June 30, 2024 as outlined in Section V of the Authority's Operating Procedures, as described in the Exhibit to Agenda Item #5 (b).

Motion by Grant Westerson, seconded by Paul Hinsch. So VOTED, with NO opposed and NO abstentions.

6. **Old Business**

(Begins at 25:15 of the audio recording)

Chair Kooris advised the Board that there may be a request at the next Board Meeting regarding funding for ILA training. He also noted that conversations are taking place relative to the structure and future of the CPA.

7. **Adjournment**

Motion to adjourn made by John Johnson seconded by Tom Gill. Meeting adjourned at 12:34pm.