



NOTICE OF
SPECIAL MEETING OF
CONNECTICUT PORT AUTHORITY
HUMAN RESOURCES COMMITTEE

Date: Wednesday, June 12, 2024

Time: 12:00 pm

Location: VIRTUAL

Zoom link was provided

**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

Co-Chair Brian Thompson; Co-Chair John Johnson; Grant Westerson; Dave Pohorylo; Paul Whitescarver; Board Chair David Kooris; Felix Reyes (joined at 12:05pm)

Absent: Paul O. Robertson

CPA Staff/Other: Ulysses Hammond; Jill Dowling-Moreno

DRAFT MINUTES

1. Call to Order

Co-Chair Brian Thompson called the meeting to order at 12:03pm.

2. Public Comment

None

3. Executive Director Recruitment

(Begins at 1:23 of the audio recording)

Brian Thompson noted that Ulysses Hammond has been serving as Interim Executive Director and that it is time to move forward with recruitment for a permanent Executive Director. He noted that a draft job posting for the Executive Director position was provided to the Committee for their review. He noted that Felix Reyes joined the meeting. John Johnson and Brian Thompson provided clarification of the revisions made to the draft job posting.

Brian Thompson noted that the plan is to move forward with recruiting for a full-time Executive Director with a firm that specializes in Maritime recruitment similar to the successful recruitment of the Maritime Development Manager. He provided an overview of the selection process.

Ulysses Hammond noted that he is willing to assist in the transition of a new Executive Director. Ulysses Hammond clarified the process of engaging a search firm in accordance with the Authority's policies and procedures. He noted that the process will commence after approval of the position description by the Committee. John Johnson noted that Ulysses Hammond has set a gold standard for the job. Paul Whitescarver asked about a timeline for the transition and Ulysses Hammond noted that they would aim for the end of summer.

Grant Westerson made a motion to approve the position description. Paul Whitescarver asked if the wording in the position description was adequate relating to small harbors and Grant Westerson noted that the small harbors would be well-served by the oversight of a maritime professional in the Executive Director position. John Johnson noted that the recent hire of a Maritime Development Manager will provide support to the Executive Director in this regard.

Motion to recommend approval of the job description posting as written made by Grant Westerson, seconded by John Johnson. So, VOTED with NO opposed and NO abstentions.

4. **Staffing**

(Begins at 16:32 of the audio recording)

Brian Thompson suggested that the staffing Agenda item be discussed in Executive Session. He noted that once the Committee voted to move into Executive Session, Ulysses Hammond and Jill Dowling-Moreno would not attend.

5. **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.**

(Begins at 17:30 of the audio recording)

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 Human Resources Committee ("the committee") present and voting, the committee hereby approves to enter into Executive Session for the purpose of discussing the hiring, performance and employment status of employees.

Motion by Brian Thompson, seconded by Grant Westerson. So, VOTED with NO opposed and NO abstentions.

(Begins at 18:47 of the audio recording)

The Committee returned from Executive Session. Brian Thompson noted that they are voting to recommend to the Board that Ulysses Hammond receive a COLA increase of 5% that will be retroactive to his 1-year anniversary date. John Johnson clarified that the recommendation would also be a Finance Committee Agenda item at the next meeting.

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

6. **Old Business**

None

7. **Adjournment**

(Begins at 20:26 of the audio recording)

Motion by Grant Westerson, seconded by John Johnson. Meeting adjourned at 12:54pm.