



NOTICE OF
REGULAR MEETING OF
CONNECTICUT PORT AUTHORITY
HUMAN RESOURCES COMMITTEE

Date: Tuesday, January 21, 2025

Time: 11:00 AM

**Location: Connecticut Port Authority
455 Boston Post Rd., Suite 204
Old Saybrook, CT 06475**

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 John Johnson; Co-Chair Brian Thompson; Felix Reyes; Paul O. Robertson; Grant Westerson; Paul Whitescarver; Kristin Urbach (joined at 11:08am)

Absent: David Pohorylo

CPA Staff/Other: Michael O'Connor; Jill Dowling-Moreno

DRAFT MINUTES

1. Call to Order

Co-Chair John Johnson called the meeting to order at 11:05am.

2. Approval of minutes of the March 19, 2024 Regular Meeting and June 12, 2024 Special Meeting of the Human Resources Committee

Motion to approve the minutes of the March 19, 2024 Regular Meeting of the Human Resources Committee made by Grant Westerson, seconded by Paul Whitescarver. So, VOTED with NO opposed and NO abstentions.

Motion to approve the minutes of the June 12, 2024 Special Meeting of the Human Resources Committee made by Paul Whitescarver, seconded by Grant Westerson. So, VOTED with NO opposed and an abstention by Paul O. Robertson.

3. Public Comment

None

4. **Staffing Update**

(a) Maritime Development Manager

(Begins at 3:14 of the audio recording)

CPA Executive Director Michael O'Connor provided an update regarding the recruitment efforts with Flagship Management including reactivation of the job posting on Flagship and CPA's websites, in addition to posting the Maritime Development Manager position on several other websites including Chamber of Commerce of Eastern CT. He noted that once candidate resumes are received, CPA staff will conduct interviews. John Johnson asked if the job could be posted with CMTA and Michael O'Connor noted CPA will check on that.

Paul Whitescarver noted that Kristin Urbach joined the meeting.

(b) Schedule of Positions and Total Staffing Level (FY 2025)

(Begins at 6:02 of the audio recording)

Michael O'Connor reviewed the positions included on the Schedule of Positions. He noted that the vacant Maritime Development Manager position is posted and that once filled, he plans to see what the capacity is for additional staff. He provided an update regarding the Request for Proposals for Communications & Marketing Services and noted that the review committee will be convening to determine if a selection will be made. He noted that given the range of prices offered and the type of work needed, a potential option would be to address the needs with a potential in-house staff position. Paul O. Robertson offered any assistance that might be needed regarding communications organizations. Michael O'Connor noted that he would like to schedule a meeting with Paul O. Robertson. Kristin Urbach offered to assist with the communications piece as well. Michael O'Connor noted he will schedule a time to meet with Kristin Urbach.

5. **Old Business**

None

6. **New Business**

None

7. **Adjournment**

(Begins at 9:25 of the audio recording)

Motion to adjourn made by Grant Westerson, seconded by Paul Whitescarver. Meeting adjourned at 11:15am.