



CONNECTICUT
Port Authority

NOTICE OF
REGULAR MEETING OF
CONNECTICUT PORT AUTHORITY
HUMAN RESOURCES COMMITTEE

Date: Tuesday, April 15, 2025

Time: 11:00 AM

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; Paul Whitescarver; Paul O. Robertson; Kristin Urbach; Grant Westerson

Absent: David Pohorylo; Felix Reyes

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

DRAFT MINUTES

1. Call to Order

Co-Chair Brian Thompson called the meeting to order at 11:04am.

2. Approval of January 21, 2025 Human Resources Committee Meeting Minutes

(Begins at 1:06 of the audio recording)

Motion to amend the minutes made by Kristin Urbach to remove the arrival time listed next to her name. Seconded by Grant Westerson. Motion to approve the minutes as amended. So, VOTED with NO opposed and NO abstentions.

3. Public Comment

None

4. Schedule of Positions and Total Staffing Levels

(a) Consideration and recommendation to the Board for the Schedule of Positions and Total Staffing Levels for the Fiscal Year ending June 30, 2025

(Begins at 4:09 of the audio recording)

Michael O'Connor introduced the Schedule of Positions and Total Staffing Levels document for the current fiscal year and noted that there are no new positions added to this schedule and that it was updated with the current position descriptions. Jill Dowling-Moreno noted that per the Authority's Operating Procedures, at least annually, the Board shall approve the schedule of positions and total staffing levels and that had not yet been documented for the current fiscal year.

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

(b) Consideration and recommendation to the Board for the Schedule of Positions and Total Staffing Levels for the Fiscal Year ending June 30, 2026

(Begins at 6:11 of the audio recording)

Michael O'Connor introduced the Schedule of Positions and Total Staffing Levels proposed for next fiscal year and noted the changes include the addition of a position for a Community Liaison and updates to the salary ranges for the positions.

John Johnson asked if there were any current Interns and if they would be from schools that have maritime programs. Michael O'Connor noted that the Authority does not currently have any Interns, but that it has budgeted for two to four interns for this summer, and that they would come from schools that have maritime programs.

Motion by John Johnson, seconded by Kristin Urbach.

Paul Whitescarver noted the salary ranges of the positions on the schedule for the Committee's review and discussion. Kristin Urbach noted the listing of exempt or non-exempt status on each of the position descriptions. Brian Thompson asked if the Community Liaison position was anticipated for this or next fiscal year and Michael O'Connor noted that with approval, it could be for this fiscal year without substantial impact on the current budget. He noted that this position would work with staff and communications to help boost social media presence, engage with organizations, attend events and help increase the Authority's presence throughout the State. Brian Thompson asked if there were additional staffing needs anticipated for next year and Michael O'Connor noted that there could be related to future grant-funded projects. Kristin Urbach asked what the increase in FTE and salaries would be for the proposed schedule, and Michael O'Connor noted that the current FTE is 4.5 and proposed FTE is 5.5, and that salaries and benefits would increase approximately \$120,000.

So, VOTED with NO opposed and NO abstentions.

5. Old Business

(Begins at 29:40 of the audio recording)

Michael O'Connor noted the engagement with the Communications and Marketing firm and the initial meeting scheduled with them for next week.

6. New Business

(Begins at 30:15 of the audio recording)

Paul Whitescarver noted that Brian Thompson is planning to step down as Co-Chair of the Human Resources Committee and is looking for a new chair beginning in July and asked if any Committee members are interested, that they let him know. He noted that Gaffney Feskoe has expressed interest. Brian Thompson noted that he will remain on the Committee.

7. Adjournment

(Begins at 31:25 of the audio recording)

Motion to adjourn made by Grant Westerson, seconded by Kristin Urbach. Meeting adjourned at 11:36am.