



NOTICE OF
REGULAR MEETING OF
CONNECTICUT PORT AUTHORITY
HUMAN RESOURCES COMMITTEE

Date: Tuesday, April 21, 2026

Time: 11:00 AM

**Location: Connecticut Port Authority
455 Boston Post Road, 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

HR Committee: Co-Chair John Johnson; Co-Chair Gaffney Feskoe; David Pohorylo; Felix Reyes; Paul O. Robertson; Brian Thompson; Kristin Urbach; Grant Westerson; Paul Whitescarver

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

MINUTES

1. Call to Order

Co-Chair John Johnson called the meeting to order at 11:09am.

2. Approval of January 20, 2026 Human Resources Committee Meeting Minutes

Motion by Grant Westerson, seconded by Gaffney Feskoe. So, VOTED with NO opposed and NO abstentions.

3. Public Comment

None

4. Quarterly Personnel Status Report to the Office of Fiscal Analysis (OFA)

(Begins at 2:00 of the audio recording)

Michael O'Connor provided an overview of the Quarterly Personnel Status Report noting that there are 5.5 employees with 0 positions filled or vacated by the end of the quarter, and 0 positions estimated to be vacant or filled the by end of the fiscal year.

Motion to recommend approval of the quarterly report made by Grant Westerson, seconded by John Johnson. So, VOTED.

5. Employee Manual

(Begins at 3:25 of the audio recording)

Michael O'Connor noted that the Employee Manual with proposed changes was provided to the Audit, Compliance and Governance Committee and to the full Board in March for review. He noted the Summary of Proposed Amendments document that was also provided and asked the Committee if they had any feedback. He noted that employees were involved in the review and also noted communication with CT Innovations. He provided additional information regarding the MOU with CT Innovations for HR support. Paul Whitescarver noted that CT Innovations has done a great job in providing HR support to the Authority.

After the Staffing Update, Grant Westerson asked about the proposed Transportation Worker Identification Credential (TWIC) Use Policy (Appendix C of the Employee Manual). Michael O'Connor provided additional details noting that it includes information on the process of obtaining a TWIC card, information on notification of any changes in employment status with the Authority and information on reimbursement of fees.

6. Staffing Update

(Begins at 9:00 of the audio recording)

Michael O'Connor provided an overview of the proposed changes to the position description for the Fiscal Administrative Assistant to increase the position from 20 hours to 30 hours per week to provide support for grant funded projects and other programs.

Motion to recommend approval of the updates to the Fiscal Administrative Assistant position description made by Gaffney Feskoe, seconded by Grant Westerson. So, VOTED.

7. Executive Session pursuant to Section 1-200(6)(A) of the General Statutes of Connecticut, for the purpose of discussing the performance evaluation of the executive director.

(Begins at 14:34 of the audio recording)

Motion to enter into executive session for the purpose of discussing the Executive Director's performance evaluation made by Grant Westerson, seconded by Gaffney Feskoe.

The HR Committee returned from Executive session at 11:34am.

8. Adjournment

(Begins at 14:58 of the audio recording)

John Johnson asked about the next meeting and Jill Dowling-Moreno noted that the next HR Committee meeting is scheduled for July 21, 2026. Meeting adjourned at 11:35am.