



POLICY & PERSONNEL COMMITTEE MEETING MINUTES

Thursday, January 4th, 2024

Committee Members in Attendance via Electronic Device: Ellen McKitterick, Alice Pritchard, Mike Soltis, Holly Williams

Committee Members Absent: Eva Bermudez Zimmerman

CT Paid Leave Staff in Attendance via Electronic Device: Joe Cale, Erin Choquette, Michael Cisar, Amber Forrest, Madeline Granato, Stephanie Oliveras

1. Welcome & Call to Order

Committee Chair Mike Soltis, called the meeting to order at 9:00 a.m. CTPL Clerical Assistant, Stephanie Oliveras, took attendance by Roll Call and confirmed the existence of a quorum. Mr. Soltis welcomed members of the public.

2. Review & Approval of December 5, 2023, Meeting Minutes

Mr. Soltis asked the Committee for a review of the December 5, 2023, minutes, and a motion to approve. Holly Williams motioned, and Ellen McKitterick seconded the motion. All were in favor. None opposed. Ms. Williams abstained. The motion carried.

3. Discussion on CEO Performance Review Process

Mr. Soltis led the discussion regarding the CEO performance review process. The Committee suggested that the criteria should continue to be evaluated, and forms should be developed for the 2024 evaluation and future evaluations. The CEO's review for 2023 will be conducted the same way as the last review: the full Board will go into Executive session and the Board Chair will meet separately with the CEO to provide feedback. After that meeting, if appropriate, the Committee may be asked to provide the full Board with a recommendation regarding compensation to be discussed in March.

4. Discussion about Policy Priorities for 2024

CTPL General Counsel, Michael Cisar, provided the following update on Policy Priorities for 2024 which include:

- Business Travel/Expense Policy Refresh
- Sole Proprietor/Self Employed Policy
- Municipality/Board of Education/State Employee Opt-in Polices
- Private Plans

In response to a question from the Committee, Mr. Cisar confirmed that changes to private plans which are required by law or policy do not require a new vote and application even if the change is material.

5. Update on Staffing

CTPL CEO, Erin Choquette, shared the organizational chart with the Committee which included the following new positions that have been posted:

- Data Engineer
- Salesforce Developer
- Community Partnership Liaison

The Committee suggested that CTPL work with Ms. Pritchard to discuss possibilities relating to internships.

6. Old Business

None

7. New Business

None

8. Adjournment

Mr. Soltis asked the Committee for a motion to adjourn. Alice Pritchard motioned the adjournment, and Ms. Williams seconded that motion. All were in favor. None opposed. None abstained. The motion carried. The meeting adjourned at 9:29 a.m.

Meeting Recording Here: <https://youtu.be/LPKqRVzl4yY>

Attachment: Item 4- Policy Priorities for 2024
Item 5- Staff Organizational Chart