



POLICY & PERSONNEL COMMITTEE MEETING MINUTES

Tuesday, April 2, 2024

Committee Members in Attendance via Electronic Device: Eva Bermudez Zimmerman, Ellen McKitterick, Mike Soltis

Committee Members Absent: Alice Pritchard, Holly Williams

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

1. **Welcome & Call to Order**

Committee Chair, Mike Soltis, called the meeting to order at 9:01 a.m. 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 February 6, 2024, Meeting Minutes**

Mr. Soltis asked the Committee for a review of the February 6, 2024, minutes, and a motion to approve. Ellen McKitterick motioned, and Mr. Soltis seconded the motion. All but Eva Bermudez Zimmerman were in favor. None opposed. Ms. Bermudez Zimmerman abstained. The motion carried.

3. **Discussion on CEO Performance Review Process**

Mr. Soltis led the discussion regarding the CEO performance review process. The committee discussed the elements and time frame for the review process, including the process by which feedback from board members and senior staff will be solicited. The proposed process, including the draft performance evaluation form will be shared at the next Board meeting.

4. **Update on Proposed Revisions to the Business Travel & Related Expense Policy Posted for Public Comment**

General Counsel, Michael Cisar, shared with the Committee that no public comments were received but based on feedback from the Board and staff, the following revisions will be made to the policy when it is presented to the full Board for adoption:

- Flexibility in the manner in which the expenses are shared for budget and the monthly financial reports.
- Removed the restrictions on purchasing travel insurance.

5. **Discussion regarding the Contribution Calculation Process**

CEO, Erin Choquette, shared with the Committee that the Authority staff is working with the actuarial consultants and the Finance & Audit Committee to develop a mathematical formula based upon objective criteria to assist the Board in making its annual

determination about the contribution rate. The Committee began discussing the pros and cons of making the process by which the Board determines the contribution rate a formal policy. The Committee asked the staff to research whether other quasi-public agencies have adopted similar processes as formal policies.

6. Old Business

None

7. New Business

None

8. Adjournment

Mr. Soltis asked the Committee for a motion to adjourn. Ms. McKitterick motioned the adjournment, and Ms. Bermudez Zimmerman seconded that motion. All were in favor. None opposed. None abstained. The motion carried. The meeting adjourned at 9:54 a.m.

Meeting Recording Here: <https://youtu.be/3tEftm7cgik>

Attachment: Item 3- CEO Performance Evaluation
Item 5- Statues relating to Contribution Rate