



BOARD MEETING MINUTES

Thursday, January 11, 2024

Board Members in Attendance via Electronic Device: Easha Canada, Adrienne Cochrane, Andrea Comer, Sheila Hummel, Ellen McKitterick, Fran Pastore, John Scott, Mike Soltis, Molly Weston Williamson, Holly Williams, Janee Woods Weber, Justin Zartman

Board Members Absent: Eva Bermudez Zimmerman, Alice Pritchard

CT Paid Leave Staff in Attendance via Electronic Device: Joe Cale, Erin Choquette, Michael Cisar, Laure Dickson, Amber Forrest, Madeline Granato, David Marcone, Stephanie Oliveras, Loc Pho, John Simonetti, Priscilla Torcello, Jessica Vargas

1. Welcome & Call to Order

Board Chair Fran Pastore called the meeting to order at 9:04 a.m. CTPL Executive Assistant Amber Forrest took attendance by Roll Call and confirmed the existence of a quorum. Ms. Pastore acknowledged members of the public in attendance.

2. Review & approve the December 14, 2023, meeting minutes

Ms. Pastore asked for a review of the December 14, 2023, minutes, and a motion to approve. There were no corrections. Mike Soltis motioned to approve the minutes, and Holly Williams seconded that motion. There was no further discussion. All were in favor. None were opposed. None abstained. The motion carried.

3. Year In Review/Plans for 2024

CTPL CEO, Erin Choquette & various staff members provided a presentation summarizing the Authority's past efforts and future plans in connection with outreach & engagement, fund recovery & contributions, private plans and claims administration.

4. Discussion Regarding Claims Administration

Ms. Choquette led the Board in a discussion on claims administration. The Board asked questions relating to the assumptions and calculations that informed the estimates as to the costs of contracting a claims administrator vs. bringing the service in-house.

5. Vote Regarding Contract Extension

Ms. Pastore asked the Board for a motion to approve the authority to enter into a contract extension with Aflac for claims administration. There was no further discussion. John Scott motioned, Mike Soltis seconded that motion. All but Molly Weston Williamson,

Justin Zartman and Holly Williams were in favor. Molly Weston Williamson and Justin Zartman opposed. Holly Williams abstained. The motion carried.

6. Discussion regarding CEO Performance Evaluation 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.

7. Committee Reports -

a. Policy & Personnel

Committee Chair, Mike Soltis, reported the committee met last week, and we discussed the CEO Performance evaluation shared here today. We also received an overview of the policies the Authority plans to review in 2024 and possibly revise this year.

b. Outreach & Engagement

Committee Chair, Ms. Weston Williamson, reported the committee did not meet in December.

c. Finance & Audit

Committee Chair, Ms. Williams reported the committee met last month and received the report of the budget review and spending to date.

i. Financial Reports

*CTPL Controller, David Marcone, provided the financial reports
Operating - actual vs. budget for the month of December*

- *Actual to Budget Operating Funds for the Month of Nov. 23'*
- *Actual to Budget Bond Funds for the Month of November 2023*
- *Bond Schedule (Inception to Date)*
- *Actual to Budget Contribution Trust Funds for the Month of November 2023*
- *Contribution Schedule (Inception to Date)*
- *Statement of Fiduciary Net Position as of November*
- *Operating Projection for FY2024*
- *Contribution Projection for FY2024*
- *Draft expenditures and contributions for December 2023*

8. CEO Report

Ms. Choquette did not have anything further to report.

9. Old Business - None

10. New Business – None

11. Adjournment

Ms. Pastore asked the board for a motion to adjourn. Mr. Soltis motioned, Mr. Scott seconded that motion. All were in favor. None opposed. None abstained. The motion carried. The meeting ended at 10:45 a.m.

Meeting Recording Here: <https://youtu.be/2ioOaptRp-c>

Agenda Attachments:

- *Item 3 – Year In Review/Plans for 2024*
- *Item 4- Discussion Regarding Claims Administration*